



STUDENT HANDBOOK

Northern Lights Academy Cooperative
#6096-52

2022 - 2023

Table of Contents

Welcome to Northern Lights Academy Cooperative	4
Northern Lights Academy Cooperative #6096-52 Mission Statement	4
Statement of Non-Discrimination	4
District Phone Numbers	5
2022-2023 School Calendar	5
Daily/Weekly Schedules	5
MCA Testing	5
Before AndAfter School Hours	6
Attendance	6
Truancy	7
Birthdays	7
Expectations for Student Behavior	8
Code of Student Rights	9
Tobacco Products/Tobacco Substitutes or Look-A-Likes	10
Alcoholic Beverages, Non-Prescription Drugs, or Controlled Substances	11
Property Damage	11
Student Dress and Appearance	11
False Fire Alarms/Fire Extinguishers/Security System/Bomb Threat	12
Weapons/Explosives	13
Search and Seizure	14
Disorderly Conduct/Verbal or Physical Abuse/Threat of Violence/Assault/Harassment	15
Hazing	15
Sexual, Racial, Religious Harassment and Violence	16
Bullying/Cyberbullying	21
Behavior Interventions	23
Transportation	24
Closed Campus	24
Computer/Internet Policy	25
Data Privacy	27
Disciplinary Actions	27
Dress Code	30
Emergency School Closings	31
Fees	32
Fire Drills	32
Guidance Program	32
Illness At School	32
Locker Policy	33
Lost and Found	33
Medications/Prescriptions	33
Parent Portal	33
Pledge of Allegiance	33

Report Cards	34
Students Receiving Incompletes	34
Visitors for Students	34
Parent Participation	34
Laser Lights, Cell phones, ipods, mp3 Players, Skateboards, Ripsticks	34
MN Pupil Fair Dismissal Act	36

WELCOME TO NORTHERN LIGHTS ACADEMY

Dear Students and Parents,

Welcome to the Northern Lights Academy 2022-2023 school year! The guidelines set forth by the student handbook promote the common understanding essential for a positive and productive school experience. The Northern Lights Academy education team looks forward to assisting students in fulfilling their educational goals. The administration, faculty and staff welcome the opportunity to support student success throughout their attendance at Northern Lights Academy Cooperative. Please feel encouraged to contact the school with any questions (218)878-3060. Parents, students and the community can also check our Webpage: www.nlsec.org under Member Districts. The administration strongly recommends school families review this handbook together and keep it as a reference during the school year. Thank you for your partnership as we continue to support the growth of your child throughout the school year.

NORTHERN LIGHTS ACADEMY MISSION STATEMENT

The Northern Lights Academy Cooperative mission is to support children and youth with significant emotional and behavioral needs, as well as those with low incidence disabilities. We provide academic, social and functional skill development, and mental health services to students from the member school districts of the Northern Lights Special Education Cooperative. Our goal is to foster learning, promote independence, cultivate social and behavior skills, work in partnerships with families, and support students to become successful learners in their least restrictive environment, as well as active, productive members of our communities.

STATEMENT OF NON-DISCRIMINATION

It is the policy of the Northern Lights Academy Cooperative #6096-52 to comply with federal and state law 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 regard 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. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

Northern Light Academy Cooperative's appointed ADA/Section 504 Coordinator:
Northern Lights Special Education Cooperative Director (218) 655-5018

This is a shortened version of the policies which may be found on the school's website under School District Policy. Policy #401 - Equal Employment Opportunity, #402 - Disability Nondiscrimination, #521 - Student Disability Nondiscrimination, #522 - Student Sex Nondiscrimination

DISTRICT PHONE NUMBERS

Northern Lights Special Education Director's Office:	218-655-5018
Northern Lights Academy Cooperative School Office:	218-878-3060
Northern Lights Academy Cooperative Fax:	218-878-3061

2022-2023 SCHOOL CALENDAR

The school calendar is adopted annually by the school board. A copy of the Northern Lights Academy Cooperative #6096-52 calendar is included in the welcome packet each family receives and can be found on our website. Another copy may be requested by calling the Northern Lights Academy office at 218-878-3060.

DAILY/WEEKLY CLASS SCHEDULE

Daily/weekly classroom schedules will be given out by the classroom teacher at the end of the first week of school.

MCA TESTING SCHEDULE

While the Minnesota Department of Education strives to ensure this testing schedule remains unaltered, it is subject to change based on assessment decisions made by the state or federal Legislature.

March 6, 2023

- MCA Mathematics Grades 3-8 Online Begins
- MCA Reading Grades 3-8 Online Begins
- MCA Science Grades 5 and 8 Online Begins
- MTAS Reading, Mathematics and Science Begins

May 5, 2023

- MCA Reading Grades 3-8, 10 and Mathematics Grades 3-8 Online Ends
- MTAS Reading, Mathematics, and Science Ends

May 12, 2023

- MCA Science Grades 5, 8, and High School Online Ends

POLICIES, PROCEDURES, AND PROGRAMS:

BEFORE AND AFTER SCHOOL HOURS

Students are not to be at school before 7:45 or after 3:00 unless they are here for a specific purpose under the direct supervision of a PARENT/GUARDIAN.

ATTENDANCE

Regular attendance is an important requirement for all students. When it is necessary for the student to be absent, parents are to notify the school before 9:00 AM. Following any absence, a student must present an excuse from a parent stating the reason for the absence and the date(s) of the absence.

TYPES OF ABSENCES:

1. **Excused** – Any absence falling into the categories of personal illness or family emergency. Examples include medical appointments, dentist appointments, counseling appointments, court appearances, driver license exam, death in family and prearranged family vacations. All incomplete assignments may be made up if proper procedures have been followed. **All appointments need to be reported to the school office in order to be excused.**
2. **Advanced Make-Up** – May be obtained from the office with parent request before the date of absence. All work can be made up. Examples would include medical appointments, family trips, court appearances, etc.
3. **Unexcused** – Any absence not directly covered by the preceding excused absences will be considered an unexcused absence. Examples of unexcused absences include errands and appointments with no further explanation, truancy, leaving school without proper clearance, forgery on excused, babysitting, luncheons, work, missed bus, car trouble, shopping, hair appointments, tanning appointments, oversleeping, etc. In the case of a student being needed at home, parental contact by phone is necessary to explain the extenuating circumstances. A decision will then be made as to whether the absence is excused or unexcused. An unexcused absence means that make-up work need not be given and all tests, etc. are not to be made up. **Attendance issues can be determined at the discretion of the building administrator.**
4. **Excessive Excused Absences** – Students and parents/guardians must understand that each school has the right to respond to students with inadequate seat time, which may include not granting credit or not promoting to the next grade level. It must also be understood that each school reserves the right to request physician's notes for a student who has had excessive excused absences (if a note has been requested and not provided, the school can determine that day to be absent unexcused).

5. **Tardiness** – The fourth accumulated unexcused tardy in a grading quarter and each additional unexcused tardy thereafter.

It is the responsibility of each student and parent/guardian to read attendance policies within their school's handbook. Refer to school administration for questions or clarification.

All policies and procedures listed pertain to K-12 students enrolled in the Northern Lights Academy Cooperative. The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

TRUANCY PROCEDURES

Three unexcused or a combination of eight total unexcused/excused absences unless addressed in the student's IEP:

1. Initial letter of notification sent to parents by school officials.

Five unexcused or a combination of ten total unexcused/excused absences unless addressed in the student's IEP:

1. Referral sent to the truancy officer, the district truancy office may take the following actions (in cooperation with school administration*).
 - a. Meet with the student and/or parent/guardian to explain Minnesota state attendance laws and consequences.
 - a. Sign and individual attendance contract with student and/or parent.
 - b. Contact and arrange assistance for family with any needed support services (i.e. school nurse, school social worker)

*The district truancy officer meets with building administrator as the need arises to discuss truancy problems and work on preventative strategies.

Seven unexcused absences or more, referral to County District Attorney (habitual truant under Minnesota Statute 260C.007 sub 19)

1. Truancy petition filed with the County Attorney
 - a. District Attorney will file as a child in need of protection with District Court
 - b. Depending on the age of the student, District Attorney, Truancy Officer and County Human Services will make a determination whether or not it is a case of truancy or educational neglect.

BIRTHDAYS

Birthdays are a special time for children.

In School

Please check in advance with your child's teacher if you wish to bring treats for your child's birthday (or in the case of a summer birthday - we celebrate half birthdays), Homemade treats are NOT allowed to be served due to health regulations.

Parties at Home

If you are having a party for your child at home, please mail the invitations or phone parents, unless you are inviting the entire class. We have badly hurt feelings if invitations are passed out in school and some children are excluded

Also, school transportation will not permit other students to ride your child's scheduled transportation.

EXPECTATIONS FOR STUDENT BEHAVIOR

Introduction:

As citizens in a democratic society, students have rights as spelled out by the Constitution of the United States. The Constitutional amendments that specifically apply to students' rights in school are the First, Fourth, and Fourteenth, which guaranteed the right to free expression, freedom from unreasonable search and seizure, due process, and equal educational opportunities. Students are responsible to behave in ways that are reasonable for time, place, and manner in a school setting. All students and staff are responsible to protect the educational process.

There are four time-tested interest arguments that explain when the rights and needs of the group take priority over the individual's rights. These explanations are well grounded in legal principles. These group needs are called Compelling State Interests.

1. Property Loss or Damage
2. Legitimate Educational Purpose
3. Health and Safety
4. Serious Disruption of the Educational Process

Expectations* of All Northern Lights Academy Staff and Students:

1. TREAT ALL PROPERTY WITH RESPECT

Take care of school property and equipment. Respect and care for personal property of yourself and others. Borrow property of others only after receiving permission. If you break or damage property, you will need to fix, replace, or pay for it.

(Compelling State Interest: Property Loss or Damage)

2. TAKE RESPONSIBILITY FOR LEARNING

Be an active learner, work hard and do your best, be involved, come to school prepared to learn, be a good listener, turn in your assignments on time, study outside of class, have necessary materials, set a good example for others, feel good about yourself, and be on time, etc.

(Compelling State Interest: Legitimate Educational Purpose)

3. ACT IN A SAFE AND HEALTHY WAY

Be kind and considerate with words and actions. Use furniture and equipment appropriately, walk in the building, keep hands and feet to self, etc.

(Compelling State Interest: Health and Safety)

4. RESPECT THE RIGHTS AND NEEDS OF OTHERS

Work and play without disrupting others, show courtesy towards others, cooperate to help others learn, use positive words and actions, etc.

(Compelling State Interest: Serious Disruption of the Educational Process)

***Keep the balance between your individual rights and the needs of the group.**

CODE OF STUDENT RIGHTS

- All students have a right to equal educational opportunities.
- All students have the right to be free from assault or intimidation.
- All students have the right to utilize school facilities and programs according to established school regulations and procedures.
- All students have the right to hold property free from theft or damage.
- All students have the right to expect courteous behavior from other students and school personnel.
- All students have the right to determine their own dress so long as it is not distracting, wholly inappropriate or indecent.
- All students have the right to seek and obtain help regarding personal problems from school staff members.
- All students have the right to form, hold, and express opinions and beliefs so long as the expression does not disrupt the normal operation of the school.
- All students have the right to establish an elective student council.
- All students have the right to have access to all the rules to which they are subjected.

Other

1. Wearing hats is prohibited during the school day
2. Chains and other potentially dangerous accessories are prohibited
3. Nuisance devices (laser-pointers, electronic toys, etc.) are prohibited

4. Cell phones may only be used before and after school and are stored in a student's locker during the school day
 5. Coats and bulky jackets are not permitted in classrooms and are stored in a student's locker during the school day
 6. Backpacks, purses and bags are not permitted in classrooms and are stored in the student's locker or the office closet (if oversized) during the school day
- If you have a legitimate reason to have any of these in school, please see the Assistant Director of Special Education.

Tobacco Products/Tobacco Substitutes or Look-A-Likes:

The Northern Lights Academy (Northern Lights Academy Cooperative) is a tobacco-free facility. Students shall not possess, use, sell, or transmit tobacco products, paraphernalia (including lighters and matches), substitutes or look-a-likes on school property, in school transportation, or at school sponsored events. Students who are in possession of such products will have them confiscated by program staff. These items will not be returned to students.

Parents will be notified when students are caught using or possessing such. A report may be filed with local law enforcement if the student is under age 18. Offenses may lead to other consequences such as, in-school suspension or out-of-school suspension (not to exceed three school days).

If further offenses occur, a staffing will be held with the student's team. Besides school consequences, a determination will be made as to whether a tobacco evaluation is needed. (Compelling State Interest: Health and Safety)

This is a shortened version of the policy which may be found on the school's website under School District Policy. Policy #419 - Tobacco-Free Environment

Alcoholic Beverages, Non-Prescription Drugs, or Controlled Substances:

Students shall not buy, sell, possess, use, transmit, be under the influence of, or show any effect of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant, etc. while on school property or at a school sponsored event.

Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, (except as prescribed by a physician), or look-alike substances, (these prohibitions include

medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student).

Students who are caught using, possessing, or under the influence of such substances may be required to have a urine analysis. If the urine analysis is positive, a chemical evaluation may be required with the student following whatever recommendations result from the evaluation. Law enforcement agencies will be contacted.

Other consequences as determined by the school personnel may be assigned. (Compelling State Interest: Health and Safety)

This is a shortened version of the policies which may be found on the school's website under School District Policy. Policy #417 Chemical Use and Abuse and #418-Drug Free Workplace/Drug Free School

Property Damage:

Any student who damages school property and/or the personal property of other students or program staff will be required to make monetary restitution in full and may be disciplined. This may include the cost of materials for repair, cost of wages for the person making the repairs, or the cost of replacing the damaged item. Parents will be notified. Law enforcement may also be notified. If restitution is not received, a referral to civil court may result. (Compelling State Interests: Property Loss or Damage)

Student Dress and Appearance:

Students are encouraged to dress appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

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

1. Clothing appropriate for the weather;
2. Clothing that does not create a health or safety hazard;
3. Clothing that is appropriate for the activity;
4. Students are required by law to wear shoes.

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

1. “Short shorts,” skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with an educational learning environment;
2. Clothing which bears a message which is lewd, vulgar, or obscene;
3. Apparel promoting products or activities that are illegal for use by minors;
4. Objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership
5. Any apparel or footwear that would damage school property.

When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval. (Compelling State Interests: Health & Safety and Serious Disruption of the Education Process)

False Fire Alarms/Fire Extinguishers/Security System/Bomb Threat:

Any student who tampers with a fire alarm, fire extinguisher or the security system will be subject to immediate suspension. Parents/guardians will be notified of the infraction.

Turning in a false fire alarm or bomb scare is a misdemeanor under MN Statutes. The Northern Lights Academy Cooperative will prosecute anyone caught turning in a false alarm. Damage to property due to misuse of fire prevention equipment shall be dealt with according to the Property Damage Policy. (Compelling State Interests: Health & Safety, Property Loss and Damage, and Serious Disruption of the Educational Process)

Weapons/Explosives:

No student or non-student, including adults and visitors, shall possess, use, or distribute a weapon when in a school location.

A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded, air guns, pellet guns, BB guns, all knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace, and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.

No student shall possess, use or distribute any object, device, or instrument having the appearance of a weapon and such objects, devices, or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or nonfunctional, look alike guns, toy guns, and any object that is a facsimile of a real weapon.

No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

The program takes a position of “zero tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the consequences for students possessing, using, or distributing weapons may include but not be limited to:

1. Immediate out-of-school suspension;
2. Confiscation of the weapon;
3. Immediate notification of police;
4. Parent or guardian notification; and
5. Resident district notification
6. Recommendation to the Superintendent of dismissal for a period of time not to exceed one year.

Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The resident district board may modify this requirement on a case-by- case basis. (Compelling State Interest: Health and Safety)

This is a shortened version of the policy which may be found on the school’s website under School District Policy. Policy #501 - School Weapons Policy

Search and Seizure:

Students or their property may be searched if staff has a reasonable suspicion that the student is in possession of contraband, illegal substances or something that may be a health and safety

hazard. This suspicion may be due to a bulge in a student's pocket, a concern raised by students or staff, unusual behavior, etc. Students should have a lowered expectation of privacy in a public school setting due to the significant health and safety concerns for all students and staff. If contraband, illegal substances, or dangerous objects are taken from a student, these objects cannot be returned to a student. Examples: drugs, cigarettes, lighters, matches, knives, sharp objects, etc.

Staff may also ask students to give them items which are disruptive to the learning environment. Examples: toys, rubber bands, etc. These disruptive items may be returned to the student at the end of the school day or returned to parent/guardian.

Staff may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.

As soon as practicable after a search of personal possessions within a locker or desk pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities. (Compelling State Interests: Health and Safety and Serious Disruption of the Educational Process)

This is a shortened version of the policy which may be found on the school's website under School District Policy. Policy #502 - Search of Student Lockers, Desks, Personal Possessions and a Student's Person

Disorderly Conduct/Verbal or Physical Abuse/Threat of Violence/Assault/Harassment:

Ongoing disorderly conduct, verbal abuse, physical abuse, and verbally or physically threatening violence or assault of students or staff at the Northern Lights Academy Cooperative site cannot be tolerated. Examples of such behavior are: obscene gestures, obscene language directed at another person, behavior that interferes with the teaching and learning environment of the program, deliberately embarrassing another, flagrantly and repeatedly violating program behavior expectations, any physical aggression – hitting, kicking, biting, spitting, etc. Staff or students have a right to report assault or serious threats of harm to law enforcement. Disciplinary action may be taken.

Staff will work with the student to help de-escalate the behavior using redirecting, one-on-one processing, distracting, practicing/learning social skills, calming methods, etc. Staff will follow the steps written in the Individual Education Plan (IEP) to help the student stop the behavior or schedule an IEP meeting to revisit goals and objectives to establish if there is a need for a change in the IEP. (Compelling State Interests: Health and Safety and Serious Disruption of the Educational Process)

Hazing:

“Hazing” means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. Any initiation related activity that intimidates or threatens the student with ostracism, which subjects a student to extreme mental stress, embarrassment, shame or humiliation, which adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
4. Any activity that causes the student to perform a task that involves violation of state or federal law or of the Northern Lights Academy Cooperative policies or regulations.

5. Any initiation related activity that intimidates or threatens the student with ostracism, which subjects a student to extreme mental stress, embarrassment, shame or humiliation, which adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

No student shall plan, direct, encourage, aid, or engage in hazing.

Any person who believes s/he has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate Northern Lights Academy Cooperative official designated by this policy.

Upon receipt of a complaint or report of hazing, the program shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

Upon completion of the investigation, Northern Lights Academy Cooperative will take appropriate action. Such action may include, but is not limited to warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. District action taken for violation of this policy will be consistent with the requirements of applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, Northern Lights Academy Cooperative policies and regulations.

The Northern Lights Academy Cooperative will discipline or take appropriate action against any student who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. (Compelling State Interests: Health and Safety)

This is a shortened version of policy which may be found on the school's website under School District Policy. Policy #526 - Hazing Prohibition

Harassment and Violence

- The policy of the Northern Lights Academy Cooperative is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The Northern Lights Academy Cooperative prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with

regard to public assistance, sexual orientation, or disability.

- A violation of this policy occurs when any student, teacher, administrator, or other employee of the Northern Lights Academy Cooperative harasses a student, teacher, administrator or other employee of the Northern Lights Academy Cooperative or group of students, teachers, administrators, or other employees of the Northern Lights Academy Cooperative through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability as defined by this policy. (For purposes of this policy, Northern Lights Academy Cooperative personnel include board members, employees, agents, volunteers, contractors, or persons subject to the supervision and control of the Northern Lights Academy Cooperative.)
- A violation of this policy occurs when any student, teacher, administrator, or employee of the Northern Lights Academy Cooperative inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other employee of the Northern Lights Academy Cooperative or group of students, teachers, administrators, or other employees of the Northern Lights Academy Cooperative based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- The Northern Lights Academy Cooperative will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other employee who is found to have violated this policy.

DEFINITIONS

- "Assault" is:
 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial

status, status with regard to public assistance, sexual orientation, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.
- "Immediately" means as soon as possible but in no event longer than 24 hours.
 - Protected Classifications; Definitions
 1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 2. "Familial status" means the condition of one or more minors being domiciled With:
 - a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
 5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

- “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- Sexual Harassment: Definition.

1. Sexual harassment consists of unwelcome sexual advances, requests for Sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education
- Submissions to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

2. Sexual harassment may include but is not limited to: a. Unwelcome verbal harassment or abuse;

- Unwelcome pressure for sexual activity;
- Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators or other Northern Lights Academy Cooperative personnel to avoid physical harm to persons or property;
- Unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt threats concerning an individual’s employment or educational status;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises or preferential treatment with regard to an individual’s employment or educational status; or
- Unwelcome behavior or words directed at an individual because of gender.

* Sexual Violence: Definition.

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another’s intimate parts, or forcing a person to touch any person’s intimate parts. Intimate parts, as defined in Minnesota

Statutes, Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breasts, as well as the clothing covering these areas.

2. Sexual Violence may include, but is not limited to:

- Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex.
 - Coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - Coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
-
- Violence: Definition.
 1. Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability.

REPORTING PROCEDURES

- Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator or other employee of the Northern Lights Academy Cooperative or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator or other employee of the Northern Lights Academy Cooperative or group of students, teachers, administrators, or other employees of the Northern Lights Academy Cooperative should report the alleged acts immediately to an appropriate Northern Lights Academy Cooperative official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, Northern Lights Academy Cooperative may not rely solely on an anonymous report to determine discipline or other remedial responses.
- Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited and discipline or appropriate action will be taken.

- False accusations or reports of violence or harassment against another person are prohibited and discipline or appropriate action will be taken.
- A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

This is a shortened version of policy which may be found on the school's website under School District Policy. Policy #413 - Harassment and Violence

BULLYING/CYBERBULLYING POLICY

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.. This policy also applies to an act of cyberbullying regardless of whether such acts are committed on or off school property and/or with or without the use of school resources.

- Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- False accusations or reports of bullying against another student are prohibited.
- A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. (Northern Lights Academy Cooperative will act to investigate all complaints of bullying reported to the school district within 3 days of the report.)

- “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. Materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

- “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct shall report the alleged acts immediately to an appropriate staff member. A person may report bullying anonymously.
- Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, Northern Lights Academy Cooperative shall undertake an investigation.
- Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the resident district and/or Northern Lights Academy Cooperative will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
- The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, will not be tolerated. Any person who believes he/she has been the victim of bullying or any person with knowledge of bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. The school district may not rely solely on an anonymous report to determine discipline or other remedial responses. The school district encourages the reporting party to use the form available from the principal or available in the school district office. The building administrator is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. If the complaint involves the building administrator, the complaint shall be filed directly with the Northern Lights Special Education Cooperative Director or Northern Lights Academy Cooperative School Board by the reporting party. For further

additional information about the school district's response to preventing bullying, please refer to *School District Policy #514* and *MN State Statute 121A.031*.

Behavior Interventions

All program/school district staff are trained in the use of an approved crisis prevention technique. Every attempt is made to de-escalate student's behavior through redirecting, one-on-one conferencing, calming techniques, etc. The program/school district may use Positive Behavior Interventions and Supports.

Restrictive Procedures:

Restrictive Procedures means the use of physical holding or seclusion in an emergency. Restrictive procedures may only be used when included as part of a pupil's Individual Education Plan (IEP) or in an emergency situation.

Physical holding is a restrictive procedure that is physical intervention intended to hold the child immobile or limit a child's movement and where body contact is the only source of physical restraint. A Physical hold is NOT:

- Physical contact that helps a child respond to complete a task.
- Assisting child without restricting movement.
- Needed to administer an authorized health-related service or procedure.
- Needed to physically escort a child when child does not resist or the child's resistance is minimal.

Any behavior intervention(s) not covered in the IEP must be consistent with the Northern Lights Academy Cooperative's discipline policy affecting all pupils within the district. Continued and repeated use of any element of the center's discipline policy must be reviewed in development of the pupil's IEP.

Emergency Situation:

An emergency situation is an immediate intervention to protect a pupil or other individual from physical injury. The emergency intervention must be the least intrusive intervention possible to reasonably react to the emergency situation. The program lead, administrator, and parents must be notified immediately when a restrictive procedure is used in an emergency situation.

NOTE: This rule/procedure should not be interpreted so as to prohibit staff from using reasonable force to protect themselves or other pupils.

Seclusion:

Seclusion is not used at Northern Lights Academy Cooperative. It means confining a child alone in a room from which egress is barred. Removing a child from an activity to a location where the child cannot participate in or observe the activity is NOT classified as seclusion.

Withdrawal of Consent:

Parents have the right to withdraw consent for use of a restrictive procedure at any time by notifying the program coordinator or IEP manager.

TRANSPORTATION

It is the responsibility of the school district where the student resides to provide transportation to and from the program. The Northern Lights Academy Cooperative will help facilitate this process. Transportation is provided by the resident school district.

Students must return home from school in the designated (per IEP) transportation. No student will be allowed to change the transportation plan. **If a parent/guardian must change the transportation for a student, a call must be made by the parent or guardian before 1:00pm to give Northern Lights Academy staff time to facilitate that change if possible. There is no guarantee that changes can be made if the call is received after 1:00pm.**

Students are required to abide by all behavioral expectations and regulations while waiting for transportation, being transported, or exiting the vehicle. School transportation stops and school transportation vehicles are considered an extension of school grounds. The health and safety of students and the driver are a priority. If a student's behavior compromises health and safety conditions, the student may lose transportation privileges. Then the parent/guardian may have to assume the responsibility of transporting the student to school. Parents' cooperation and support of these expectations are vital so that everyone is healthy and safe. The Northern Lights Academy and the student's home school district will work together to resolve discipline issues that may arise during transportation to the Northern Lights Academy Cooperative.

All students upon arriving at school are to immediately enter the building and go to their assigned location in the building.

CLOSED CAMPUS REGULATIONS

Campus is completely closed for all students attending Northern Lights Academy Cooperative. All students must stay on school property at all times during the school day, which begins at the time they arrive at school in the morning and ends when they leave for home after dismissal. Students who must leave campus must bring a note from home requesting permission for them to leave campus or have a parent/guardian call the school office. The notification should specify a legitimate reason, a specific date, and if it is a note, it is to be signed by the student's parent/guardian. School staff will follow up a note with a phone call to the parent/guardian to verify the absence.

COMPUTER/INTERNET USE

Internet access is a privilege offered each academic year to the staff and students of the Northern Lights Academy, and is hosted by the Cloquet Public Schools, ISD #94's network. Refer to ISD #94 Internet Acceptable Use and Safety Policy #524 for guidelines that apply to all Northern Lights Academy students regarding:

- purpose of internet use
- inappropriate or offensive material
- safety
- privacy
- liability and risk
- behavior and communications over networks and general school rules
- unauthorized use
- prohibited network interference or disruption
- vandalism, harassment or illegal purposes
- Acceptable Use of Technology Agreement-must be completed by all employees as well as all students must have parent permission to use the internet
- response to violations

Northern Lights Academy Chromebook Agreement Form

Student Agreement

1. I will take good care of the Chromebook and accessories assigned to me.
2. I will not loan it out to anyone.
3. I will not disassemble, repair, hack or subvert the security of the Chromebook.
4. I will not take my Chromebook out of the Northern Lights Academy unless I have been given permission by my teacher.
5. I have read and understand the Internet Acceptable Use Section of the Northern Lights Academy Handbook.
6. I agree to abide by all Northern Lights Academy policies governing the use of the Chromebook assigned to me, both in school and at home.
7. I understand that my Chromebook is subject to inspection by Northern Lights Academy staff at any time and that it remains the property of Northern Lights Academy.
8. I understand that I am responsible for any damage to or loss of the Chromebook assigned to me.
9. I will file a report with my teacher in the event of loss/theft/damage/equipment failure.
10. I will return the Chromebook, case and accessories in good working order as directed by Northern Lights Academy staff.

I agree to the stipulations set forth in this document as well as the Acceptable Use Policy and the Northern Lights Academy Student Handbook.

Student Signature _____ Date _____

Parent Agreement

1. I have read and understand all terms of the Chromebook Student Agreement and the Northern Lights Academy Student Handbook.
2. I have discussed the Chromebook Student Agreement and the Northern Lights Academy Student Handbook with my child and will support the school in guiding my child in using the Chromebook as an educational tool.
3. I understand that I am responsible for monitoring and guiding my child's activity on any home internet access if applicable.
4. I understand that I and/or my student are financially responsible for intentional damage to or the total loss of the Chromebook.

Parent Signature _____ Date _____

DATA PRIVACY

Federal and state law require all public Minnesota schools to request payment for Individualized Education Program (IEP) health-related services from public and private health insurers. Minnesota Health Care Programs (MHCP) pays the federal share of covered health-related services described on a child's IEP or Individualized Family Service Plan (IFSP).

Schools are reimbursed when a child has as a disability and an IEP or IFSP, requires health-related services in order to benefit from special education and is eligible for Minnesota Health Care Programs (MHCP) (which includes Medical Assistance (MA), MinnesotaCare and other public, government health programs).

The district will enter your child's name and date of birth into the Minnesota Medicaid System to find out if your child is receiving medical assistance or Minnesota Care. If you do not want the district to enter your child's name and date of birth into the Minnesota Medicaid System, please contact the Northern Lights Academy Cooperative and communicate your request to the Assistant Special Education Director.

DISCIPLINARY ACTION

Disciplinary Actions will be determined by the Assistant Special Education Director. If a pattern of behavior develops that is not able to be addressed by the student's IEP and PBISP, the IEP team will meet to review and revise the plan for the student.

POSSIBLE OFFENSES INCLUDE:

1. **HALLS** – Swearing (accidental), jostling, hats, arguing, smart mouthing, not following directions, over-affection, unsupervised (before/after school).
2. **LUNCHROOM** – Throwing food, rough-housing, insubordination.
3. **EXCESSIVE TARDINESS**
4. **LEAVING SCHOOL GROUNDS WITHOUT AUTHORIZATION** – In School Suspension Closed campus regulations. Campus is completely closed for all K-8th graders. They must remain on school property at all times during the school day, beginning when they arrive in the morning and ending at dismissal. Students who must leave campus **MUST** bring a note from home requesting permission to leave. The note should specify a legitimate reason, a specific date, and be signed by the student's parent/guardian. **PLEASE** do not send students on needless errands.
5. **SNOWBALL OR ROCK THROWING**
6. **CLASS CUT (1 CLASS PERIOD)**
7. **TRUANT (MORE THAN 1 CLASS, UP TO A FULL DAY)**
8. **FORGED OR FALSE NOTES**
9. **USE OR POSSESSION OF ANY TOBACCO PRODUCTS - ISS** – Plus referral to law enforcement

10. WILLFUL DISOBEDIENCE, DISRESPECT, SWEARING, CLASS DISRUPTION, GAMBLING, PETTY THEFT, FAILURE TO IDENTIFY SELF – After School Detention
11. USE OR POSSESSION OF ALCOHOL OR NARCOTICS – Out of School Suspension (3 days) – Plus referral to law enforcement
12. VIOLENCE (FIGHTING), VANDALISM, STEALING, HAZING, USE OF INCENDIARY DEVICES, POSSESSION OF WEAPONS - *1-3 days In School or Out of School Suspension (possible expulsion) – Restitution required when stealing and vandalism occur
13. HARASSING A SUBSTITUTE – In School Suspension
14. ILLEGAL USE OR POSSESSION OF FIREARMS - *Expulsion and referral to law enforcement
15. EXCESSIVE DISPLAYS OF AFFECTION – After School Detention or In School Suspension to be determined by Assistant Special Education Director.

Disciplinary Actions

Disciplinary action may include but is not limited to:

1. Meeting with the teacher, or counselor
2. Take a Break with Problem Solving (in the classroom or out of the classroom)
3. After school detention
4. Loss of school privileges
5. Parental conference with school staff
6. IEP team meeting to review and revise the Positive Behavior Intervention and Support Plan
7. Modified school programs or additional educational programming
8. Removal from class: Suspension, Exclusion, and Expulsion

Removal from Class

Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal and his/her lawful designee. The removal of a student from class shall not exceed three class periods. Student shall be removed from class only upon agreement of the appropriate teacher.

After an informal administrative conference with the pupil, the decision as to removal shall ultimately be up to the administrator. The removal from class may be imposed without an informal administrative conference where it appears that the student will create an immediate and substantial danger to himself/herself or to persons or property around him/her. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference including but not limited to the completion of any make-up work.

Suspension is the short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with The Pupil Fair Dismissal Act as amended.

After School Detention

After School Detention will be prearranged with parent/guardian. A letter will be mailed home to parents of any student's assigned detention.

RULES:

1. Must be in the detention room when dismissed from class at the end of the day.
2. Must have homework, not magazines, etc. to keep busy, can read a book
3. Students are expected to remain quiet and in the room for the duration of After School Detention
4. Must complete the problem solving form to address the issue that earned the detention.
5. Food, beverages and cell phones are not permitted in detention. (water may be allowed)

If any of the above rules are broken, a meeting will be set up with the student, parent, case manager and the Assistant Special Education Director. It is the student-parent responsibility to arrange transportation home.

In School Suspension

In School Suspension will be assigned as per discipline code or as determined appropriate by the Assistant Special Education Director. Assignment is usually for one to three days and parents are notified by letter.

In School Suspension Rules: (Remember: Your actions landed you in ISS. Serve the penalty and move on)

1. No food or drink
2. Students need to work quietly
3. No sleeping or laying head down on desk
4. No "CD" player, I-pods, MP3 players, phones or other electronic devices
5. While in In School Suspension, students will not be allowed to attend their regular classes, however, the special education teacher will work with the student.
6. One washroom break AM and one PM
7. Supervised lunch
8. Students who misbehave in In School Suspension or can't follow the rules will have a parent called in for an immediate meeting to develop a plan
9. Skipping In School Suspension will result in a parent conference to develop a plan to address the issues
10. Students need to stay in assigned seats

Out of School Suspension

Parents will be notified, by mail, if a student is assigned a suspension. Phone calls will be made when a student is suspended during the school day.

POLICY:

The administration has power to suspend students when it is judged that their conduct does in fact undermine good order, threatens the welfare of the school, disrupts the educational process, or deprives other students of an effective opportunity to pursue their own education. All suspensions are of short duration and readmission may require a meeting between the parents and the administration.

NOTE:

Students who get suspended are responsible to get all of their assignments for the day they are out of school. All work is DUE on the day the student returns to school. Any tests missed will be made-up on the day the student returns to school. Failure to get assignments and/or have assignments completed (upon return to school) will result in the student receiving zeros for the work.

Excessive violations of any school rules may lead to an expulsion hearing by the Board of Education.

This is a shortened version of policies which may be found on the school's website under School District Policy. POLICY 506: Student Discipline

Copies of Policy

Copies of this policy, together with The Pupil Fair Dismissal Act, are available on the website. Nothing in this policy is intended to conflict with The Pupil Fair Dismissal Act (page 37 of this handbook).

Parent Notification

Parents shall be notified in writing of violation of the rules on conduct and resulting disciplinary actions by first class mail as provided otherwise by The Pupil Fair Dismissal Act.

DRESS CODE

Students are to be dressed in good taste and in a socially approved manner in accordance with the guidelines established to promote health, safety and student learning in school.

Health – Cleanliness of body and dress.

Safety – Grooming and dress that exposes students to accidents must be avoided – this includes chains.

Student Learning – Grooming and dress styles that create a disruption of the learning process within the classroom must be avoided. This includes:

1. Clothing that is not in keeping the community standards, including hats.
2. Clothing which bears a message determined as lewd, vulgar or obscene.
3. Apparel promoting products or activities that are illegal for use by minors

4. Objectionable emblems, signs, words, objects or pictures on clothing communicating a message that is racist, sexist or otherwise derogatory to a protected minority group.
5. Any known gang related apparel/objects
6. Objectionable clothing, includes but is not limited to, low-cut shirts, exposed midriffs, low-riding slacks, see-through blouses, extremely short skirts or shorts, sagging pants that expose the top of boxers, and spaghetti strap tops.

Faculty members directing extra-curricular activities have the authority to decide how students should be dressed when representing the school.

Students whose dress and grooming do not conform to these standards will be referred to the principal. The student will be warned and advised as to the adjustments must be made. If the student fails to remedy the problem, the student will be removed from the class or activity involved until the student corrects the situation. Students may be sent home to change.

EMERGENCY SCHOOL CLOSING/EARLY DISMISSAL

Before School: During severe winter storms when a resident district deems it is unsafe for the buses of that district to run, the students attending Northern Lights Academy Cooperative will be excused from attending school or will have a later starting time in the case of a late start. If Cloquet schools close or will have a late start, Northern Lights Academy Cooperative will be closed or have a late start. The official radio station for school closing is WKLK, 1230 AM in Cloquet. Please listen (DO NOT CALL THEM) any morning the weather looks severe. If we are having any problems at school (power outage, water problems, etc.) we will announce closing or delays on the above mentioned radio station.

During School: If serious weather develops during the school day, Northern Lights Academy Cooperative staff will work with resident districts to return students home. You will be notified by Northern Lights Academy Cooperative staff regarding the reason and time your student will return home. The same will occur if we need to close due to other problems such as power or electrical failures. IT IS CRUCIAL THAT YOUR CHILD KNOW WHERE TO GO IF THIS SITUATION ARISES so that we are not sending the child to a locked or empty house. In the welcome packet, there is a form for emergency school closing and the plan for your child. Please fill it out and if your plans change throughout the year, please update the form.

If the weather looks threatening and no one will be home, discuss with your child ahead of time a safe alternative plan.

Please do not call the school to see if we are letting out early. This ties up phone lines and we are unable to call parents of children who may have concerns.

FEES

Lunch Fees:

NLA Garfield/ OSL	Breakfast	Lunch
Elementary	\$1.90	\$2.80
Middle School	\$1.90	\$3.00
High School	\$2.00	\$3.10
NLA Carlton	\$2.15	\$ 3.10

Students cannot charge more than \$5.00 on their lunch accounts.

PAYMENTS –. Families are to pay fees by check or cash to the school office. All payments require a receipt from the Northern Lights Academy Cooperative office.

FIRE DRILLS

Fire drills will take place periodically. Leave the room quickly, quietly, and in good order. Leave the building by the route indicated on the instruction sheet for the particular room from which you are evacuating.

GUIDANCE PROGRAM

The school social worker is at school to assist students and families in a variety of ways. Whenever you want to talk with someone about anything that troubles or bothers you, the social worker is available to help you try to find an answer to your questions. Your contact with the social worker will be private and matters brought to his/her attention will be treated with strict confidence.

ILLNESS AT SCHOOL

Should a student become ill while at school and be unable to attend classes, the student is to report to the school office. The office will aid in determining further action and if the office/student will call a parent. Under no circumstances should a student leave for home without checking out through the office. **If this procedure is not followed it will be considered an unexcused absence.**

LOCKER POLICY

It is the policy of the State of Minnesota, and therefore, the Northern Lights Academy, that school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of the locker provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without search warrant. The personal possessions of students within a school locker may be searched only when school authorities 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 authorities must provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

LOST AND FOUND

Lost and found is located in the school office. Report any loss of articles and valuables to the school office.

MEDICATIONS/PRESCRIPTIONS

If your child needs to take ANY medications (both prescription and non-prescription), you MUST:

1. Bring the medication in the original bottle to school. A student is not allowed to transport medication to school themselves.
2. Complete the parent/guardian portion of the Authorization for Med Administration form and have your physician complete the other portion of the form.
3. Bring the completed Authorization for Med Administration form and the prescribed medication in the original pharmacy container to school. Students are not allowed to transport medication to school themselves.

This is a shortened version of policies which may be found on the school's website under School District Policy. POLICY 516: Student Medication

PARENT PORTAL

A parent portal in Infinite Campus, our student information system, allows families to view the academic progress of their student at any time, from any computer or mobile phone with internet access. You will receive instructions to be able to access the parent portal from school staff.

PLEDGE OF ALLEGIANCE

Minnesota Statutes 121A.11 mandates that the pledge of allegiance be recited once a week in public schools. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

This is a shortened version of policies which may be found on the school's website under School District Policy. POLICY 531: The Pledge of Allegiance

REPORT CARDS

Report cards will be issued after each quarter. Parent conferences are scheduled each mid quarter; however, a conference can be scheduled whenever a teacher or parent sees the necessity.

STUDENTS RECEIVING INCOMPLETES

Any student with an incomplete at the end of the quarter will have until mid quarter of the following grading period to resolve the incomplete with the instructor. At mid quarter an unresolved incomplete grade will be calculated using the existing grades in the teacher's campus grade book.

Credit Recovery

Credit recovery courses are graded Pass/No Pass and the student must complete the course with a passing grade. Once the course is completed the credit for the course will be granted to the student on their transcript. The course does not replace the failing letter grade earned in the classroom. The course does not affect the student's GPA. The course will be identified on the transcript as a credit recovery course.

VISITORS for STUDENTS

Due to confidentiality for all students and protection of the important learning students are engaged in, Northern Lights Academy Cooperative prefers students to remain in class all day. If there is an emergency and a student enrolled in Northern Lights Academy Cooperative needs to have a visitor, the person will check into the office and staff will notify the student after confirming the reason for the visit.

PARENT PARTICIPATION

Parent/Guardian participation is strongly encouraged. All parents/guardians will receive information from the school on ways to be involved in their student's education.

LASER LIGHTS, CELL PHONES, IPODS, mp3 PLAYER, SKATEBOARDS/RIP-STICKS

Laser light of any type are prohibited in school building, on school grounds, or at school sponsored activities both on and off campus. Unless school issued, mobile devices are not to be

used during class time. No use of iPods or MP3 players in classrooms without teacher's permission. **No riding of skateboards or rip-sticks on school grounds.** When a device has been confiscated from a student, the device will be held in the school office and the student or student's parent/guardian will be asked to pick up the confiscated device, depending on the incident.

MN PUPIL FAIR DISMISSAL ACT, revised August, 2016

121A.40 CITATION. Sections 121A.40 to 121A.56 may be cited as the "Pupil Fair Dismissal Act."

121A.41 DEFINITIONS. Subdivision 1. Applicability. As used in sections 121A.40 to 121A.56, the terms defined in this section shall have the meanings assigned them.

Subd. 2. Dismissal. "Dismissal" means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

Subd. 3. District. "District" means any school district.

Subd. 4. Exclusion. "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. Expulsion. "Expulsion" means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Subd. 6. Parent. "Parent" means (a) one of the pupil's parents, (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent.

Subd. 7. Pupil. (a) "Pupil" means any student:

(1) without a disability under 21 years of age; or

(2) with a disability under 21 years old who has not received a regular high school diploma or for a child with a disability who becomes 21 years old during the school year but has not received a regular high school diploma, until the end of that school year; and

(3) who remains eligible to attend a public elementary or secondary school.

(b) A "student with a disability" or a "pupil with a disability" has the same meaning as a "child with a disability" under section 125A.02.

Subd. 8. School. "School" means any school defined in section 120A.05, subdivisions 9, 11, 13, and 17.

Subd. 9. School board. "School board" means the governing body of any school district.

Subd. 10. Suspension. "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. Consistent with section 125A.091, subdivision 5, the readmission plan must not obligate a parent to provide a sympathomimetic medication for the parent's child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days.

Subd. 11. Alternative educational services. "Alternative educational services" may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under section 120B.02, although in a different setting.

121A.42 POLICY. No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

121A.43 EXCLUSION AND EXPULSION OF PUPILS WITH A DISABILITY. (a) Consistent with federal law governing days of removal and section 121A.46, school personnel may suspend a child with a disability. When a child with a disability has been suspended for more than five consecutive school days or ten cumulative school days in the same school year, and that suspension does not involve a recommendation for expulsion or exclusion or other change of placement under federal law, relevant members of the child's individualized education program team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's individualized education program. That meeting must occur as soon as possible, but no more than ten days after the sixth consecutive day of suspension or the tenth cumulative day of suspension has elapsed.

(b) A dismissal for one school day or less is a day or a partial day of suspension if the child with a disability does not receive regular or special education instruction during that dismissal period. The notice requirements under section 121A.46 do not apply to a dismissal of one day or less.

(c) A child with a disability shall be provided alternative educational services to the extent a suspension exceeds five consecutive school days.

(d) Before initiating an expulsion or exclusion under sections 121A.40 to 121A.56, the district, relevant members of the child's individualized education program team, and the child's parent shall, consistent with federal law, determine whether the child's behavior was caused by or had a direct and substantial relationship to the child's disability and whether the child's conduct was a direct result of a failure to implement the child's individualized education program. When a child with a disability who has an individualized education program is excluded or expelled under sections 121A.40 to 121A.56 for misbehavior that is not a manifestation of the child's disability, the district shall continue to provide special education and related services during the exclusion or expulsion.

121A.44 EXPULSION FOR POSSESSION OF FIREARM. (a) Notwithstanding the time limitation in section 121A.41, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.

(b) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

121A.45 GROUNDS FOR DISMISSAL. Subdivision 1. Provision of alternative programs. No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

Subd. 2. Grounds for dismissal. A pupil may be dismissed on any of the following grounds:

(a) willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;

(b) willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

(c) willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

Subd. 3. Parent notification and meeting. If a pupil's total days of removal from school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

121A.46 SUSPENSION PROCEDURES. Subdivision 1. Informal administrative conference before suspension. The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

Subd. 2. Administrator notifies pupil of grounds for suspension. At the informal administrative conference, a school administrator shall notify the pupil of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

Subd. 3. Written notice of grounds for suspension. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

Subd. 4. Suspension pending expulsion or exclusion hearing. Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

121A.47 EXCLUSION AND EXPULSION PROCEDURES. Subdivision 1. Requiring a hearing; pupil may waive hearing. No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.

Subd. 2. Written notice. Written notice of intent to take action shall:

- (a) be served upon the pupil and the pupil's parent or guardian personally or by mail;**
- (b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony;**
- (c) state the date, time, and place of the hearing;**
- (d) be accompanied by a copy of sections 121A.40 to 121A.56;**
- (e) describe alternative educational services accorded the pupil in an attempt to avoid the expulsion proceedings; and**
- (f) inform the pupil and parent or guardian of the right to:**
 - (1) have a representative of the pupil's own choosing, including legal counsel, at the hearing. The district shall advise the pupil's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Department of Education;**
 - (2) examine the pupil's records before the hearing;**
 - (3) present evidence; and**
 - (4) confront and cross-examine witnesses.**

Subd. 3. Hearing schedule. The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4. Convenient time and place of hearing. The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subd. 5. Closed or open hearing. The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. Impartial hearer. The hearing shall take place before:

(1) an independent hearing officer;

(2) a member of the school board;

(3) a committee of the school board; or

(4) the full school board;

as determined by the school board. The hearing shall be conducted in a fair and impartial manner.

Subd. 7. Creating a hearing record. The school board shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 8. Access to pupil's records. At a reasonable time prior to the hearing, the pupil, parent or guardian, or representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 9. Pupil's right to compel testimony. The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 10. Pupil's right to present evidence and testimony. The pupil, parent or guardian, or representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

Subd. 11. Pupil not compelled to testify. The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 12. Hearer's recommendation limited to evidence at hearing; service within two days. The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and must be made to the school board and served upon the parties within two days of the end of the hearing.

Subd. 13. Basis of school board decision; opportunity for comment. The school board shall base its decision upon the recommendation of the hearing officer or school board member or committee and shall render its decision at a meeting held within five days after receiving the recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's recommendations provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

Subd. 14. Admission or readmission plan. (a) A school administrator shall prepare and enforce an admission or readmission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil's behavior, including completing a character education program, consistent with section 120B.232, subdivision 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.

(b) The definition of suspension under section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. A readmission plan must provide, where appropriate, alternative education services, which must not be used to extend the student's current suspension period. Consistent with section 125A.091, subdivision 5, a readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School officials must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect or medical or educational neglect.

121A.48 GOOD FAITH EXCEPTION. A violation of the technical provisions of the Pupil Fair Dismissal Act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation.

121A.49 APPEAL.

A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the commissioner of education within 21 calendar days of school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with a complete copy of the hearing record within five days of its receipt of the notice of appeal. All written submissions by the appellant must be submitted and served on the respondent within ten days of its actual receipt of the transcript. All written submissions by the respondent must be submitted and served on the appellant within ten days of its actual receipt of the written submissions of the appellant. The decision of the school board must be implemented during the appeal to the commissioner.

In an appeal under this section, the commissioner may affirm the decision of the agency, may remand the decision for additional findings, or may reverse or modify the decision if the substantial rights of the petitioners have been prejudiced because the administrative findings, inferences, conclusions, or decisions are:

(1) in violation of constitutional provisions;

(2) in excess of the statutory authority or jurisdiction of the school district;

(3) made upon unlawful procedure, except as provided in section 121A.48;

(4) affected by other error of law;

(5) unsupported by substantial evidence in view of the entire record submitted; or

(6) arbitrary or capricious.

The commissioner or the commissioner's representative shall make a final decision based upon the record. The commissioner shall issue a decision within 30 calendar days of receiving the entire record and the parties' written submission on appeal. The commissioner's decision shall be final and binding upon the parties after the time for appeal expires under section 121A.50.

121A.50 JUDICIAL REVIEW. The decision of the commissioner of education made under sections 121A.40 to 121A.56 is subject to judicial review under sections 14.63 to 14.69. The decision of the commissioner is stayed pending an appeal under this section.

121A.51 REPORTS TO SERVICE AGENCY. The school board shall report any action taken pursuant to sections 121A.40 to 121A.56 to the appropriate public service agency, when the pupil is under the supervision of such agency.

121A.52 NONAPPLICATION OF COMPULSORY ATTENDANCE LAW. The provisions of section 120A.22, subdivision 5, shall not apply to any pupil during a dismissal pursuant to sections 121A.40 to 121A.56.

121A.53 REPORT TO COMMISSIONER OF EDUCATION. Subdivision 1. Exclusions and expulsions; physical assaults. The school board must report through the department electronic reporting system each exclusion or expulsion and each physical assault of a district employee by a student within 30 days of the effective date of the dismissal action or assault to the commissioner of education. This report must include a statement of alternative educational services, or other sanction, intervention, or resolution in response to the assault given the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

Subd. 2. Report. (a) The school board must include state student identification numbers of affected pupils on all dismissal and other disciplinary reports required by the department. The department must report annually to the commissioner summary data on the number of dismissals and physical assaults of district employees by a student by age, grade, gender, race, and special education status of the affected pupils. All dismissal and other disciplinary reports must be submitted through the department electronic reporting system.

(b) The commissioner must aggregate the district data reported under this section and include the aggregated data, including aggregated data on physical assaults of a district employee by a student, in the annual school performance reports under section 120B.36.

121A.54 NOTICE OF RIGHT TO BE REINSTATED. Whenever a pupil fails to return to school within ten school days of the termination of dismissal, a school administrator shall inform the pupil and the pupil's parents by mail of the pupil's right to attend and to be reinstated in the public school.

121A.55 POLICIES TO BE ESTABLISHED. (a) The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 121A.40 to 121A.56. The policies shall emphasize preventing dismissals through early detection of problems and shall be designed to address students' inappropriate behavior from recurring. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period. The alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress towards meeting the graduation standards adopted under section 120B.02 and help prepare the pupil for readmission.

(b) An area learning center under section 123A.05 may not prohibit an expelled or excluded pupil from enrolling solely because a district expelled or excluded the pupil. The board of the area learning center may use the provisions of the Pupil Fair Dismissal Act to exclude a pupil or to require an admission plan.

(c) Each school district shall develop a policy and report it to the commissioner on the appropriate use of peace officers and crisis teams to remove students who have an individualized education program from school grounds.

121A.56 APPLICATION. Subdivision 1. Prohibition against discrimination remains in effect. Sections 121A.40 to 121A.56 shall not be deemed to amend or otherwise affect or change section 363A.13, subdivision 2.

Subd. 2. Portions of the school program for credit. Sections 121A.40 to 121A.56 shall apply only to those portions of the school program for which credit is granted.

Northern Lights Academy Cooperative #6096-52 reserves the right to revise and update the Student Handbook when necessary. When revisions are made, each student and parent will receive a copy of the updated version.