

## **Agenda**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Mission Statement "Educate and inspire all learners to reach their full potential."**
4. **Adoption of Agenda with additions**
5. **Audience Recognition**
6. **Consent items**
  - 6.1. Approve the minutes from the regular board meeting on June 16, 2022 and the special meeting on June 27, 2022
  - 6.2. Approve 1st National Bank of Walker as official depository for 2022-23
  - 6.3. Approve Pemberton, Sorlie, Rufer and Kerschner, PLLP, as school attorney for 2022-23
  - 6.4. Authorize the Board Treasurer and Superintendent to buy and sell investments during 2022-23
  - 6.5. Accept the bid from Sandstrom's for milk during the 2022-23 school year. (\$.32 per carton for 1% white milk and \$.33 per carton for chocolate milk)
  - 6.6. Accept the bid from Ferrellgas for propane for the 2022-23 school year. (\$1.949 per gal)
  - 6.7. Accept the bid from Best Oil Co. for #2 fuel oil for heating purposes during the 2022-23 school year. (.15 cents over laid in price)
  - 6.8. Accept bid from Outdoor Creations & Renovations for snow removal at the Remer campus during the 2022-23 school year. (\$97 per hour)
  - 6.9. Accept the bid from Kego Lake Lawn Service for snow removal at the Longville bus barn during the 2022-23 school year. (\$110 per time)
  - 6.10. First reading of the revised special education paraprofessional job description
  - 6.11. Approve the sale of the Dodge mini van.  
Jesse is requesting that we advertise in the Pine Cone Press and sell to the highest bidder. This vehicle can no longer be used to transport students.
7. **Reports**
  - 7.1. **Principal Report**
  - 7.2. **Community Ed Report**
8. **Superintendent Report**
9. **New Business**
  - 9.1. Approve Professional Services Agreement with North Homes for mental health services for preschool.
  - 9.2. Approve resolution calling for the election of school board members
  - 9.3. Accept the quote from McCoy for \$6376 for concrete work for the preschool playground
  - 9.4. Approve meal prices for 2022-23 as follows:  
. \$90 elementary breakfast

\$1.00 high school breakfast  
\$2.00 adult breakfast

\$2.85 elementary lunch  
\$2.95 high school lunch  
\$3.95 adult lunch

\$.40 for milk

This is a 10 cent increase for lunches.

- 9.5. Approve 2022-2025 contract renewal with IEA (Institute for Environmental Assessment, Inc.)
- 9.6. Approve the contract with AD Management/Brett Schimek for 22-23
- 9.7. Approve the 2022-23 Parent Student Handbook
- 9.8. Approve 2022-23 Extra Curricular Activities Handbook
- 9.9. Approve 2022-23 Coaches Handbook
- 9.10. Approve Revised Fitness Center Use Policy
- 9.11. 2nd Reading and approval of Student Discipline Policy
- 9.12. First reading of revised District Policy 709 - Student Transportation Safety
- 9.13. Approve agreement with ARCC (Arrowhead Regional Computing Consortium) for Business Manager Services.
10. **Personnel**
  - 10.1. Approve the hire of Sarah Bodin as K-12 Art Teacher for the 2022-23 school year at BA step 2, with a start date of August 26, 2023
  - 10.2. Approve Sam Sparen as Junior High Football Coach for the 2023-23 season
  - 10.3. Approve the hire of Johnathan Gowell as Junior High Football Coach for the 2022-23 season.
  - 10.4. Approve the hire of Jerome Olivar as 1.0 FTE science teacher with a start date of August 26, 2022 pending successful licensure and visa.
11. **Other school business which can legally be brought before the Board**
12. **Next Meeting Dates:**
  - Work Session, August 4, 5:30 p.m.
  - Regular Meeting, August 18, 5:30 p.m.
13. **Adjournment**

NORTHLAND COMMUNITY SCHOOLS – ISD #118  
Regular Meeting June 16, 2022  
Northland High School  
Remer, MN 56672  
SUMMARY

The School Board had a Regular Meeting on June 16, 2022, at 5:30 PM at Northland High School, Remer, MN 56672. Members present: Ammerman, Knox, Nystrom, Seifert, and Wake

Vice Chairman Wake called the meeting to order at 5:30 p.m.

- 1) M/S/P – Siefert, Ammerman to adopt the agenda with additions. Voting yes: all members
- 2) M/S/P – Knox, Nystrom to approve consent items. Voting yes: all members
  - a) Approved the minutes of the school board meetings on May 19, 2022 and June 7, 2022
  - b) Approved the May Treasurer's Report and Bills
  - c) Approved renewal of MREA membership for FY23
  - d) Approved renewal of membership in MSBA for FY23
- 3) M/S/P – Knox, Siefert to Approve Revised Revenue/Expenditure Budget for FY22. Voting yes: all members
- 4) M/S/P - Nystrom, Seifert to approve Revenue/Expenditure Budget for FY23. Voting yes: all members
- 5) M/S/P – Knox, Nystrom to approve Special Education Programming Services Agreement with IASC for 22-23. Voting yes: all members
- 6) M/S/P – Nystrom, Ammerman to approve Business Associate Agreement and Contract for Mental Health Services with North Homes for 2022-23. Voting yes: all members
- 7) First reading of revised District Policy 506 - Student Discipline
- 8) M/S/P – Nystrom, Seifert to approve FY23 lease with Little Sand Gourp Homes. Voting yes: all members
- 9) M/S/P – Knox, Ammerman to accept the resignation of Aaron Olson-Reiners, Art Teacher, effective June 30, 2022. Voting yes: all members
- 10) M/S/P – Knox, Seifert to approve the hire of Brittany Harris as 1.0 FTE teacher for 2022-23 at BA+15 step 6 with a start date of August 26, 2022. Voting yes: all members
- 11) M/S/P – Nystrom, Seifert to discontinue 3 para professional positions. Voting yes: all members
- 12) M/S/P – Seifert, Ammerman to approve the hire of Shayne Loverink as a 12-month custodian at step 3 of the custodial schedule with a start date of June 6, 2022. Voting yes: all members
- 13) MS/P – Knox, Nystrom to accept resignation of Robbie Hall as Title I coordinator effective June 1, 2022. Voting yes: all members
- 14) M/S/P – Nystrom, Knox to discontinue Speech Services position and approve contract with Speech Partners for FY23. Voting yes: all members
- 15) M/S/P – Knox, Nystrom to discontinue high scho[ol] sped teacher position and approve contract with Soliant for special ed services. Voting yes: all members
- 16) M/S/P – Seifert, Knox to approve Julie Erpelding as 50% Payroll clerk and 50% bookkeeper for

FY23. Voting yes: all members

- 17) M/S/P – Ammerman, Knox to withdraw from the Professional Services Agreement with Hill City Public Schools for Superintendent Services effective June 30, 2022. Voting yes: all members
- 18) M/S/P – Nystrom, Ammerman to withdraw from the Professional Services Agreement with Hill City Public Schools for Business Manager Services effective June 30, 2022. Voting yes: all members
- 19) Ammerman, Nystrom to approve the hire of Mary Yakibchuk as Interim Superintendent of Schools from July 1, 2022 to June 30, 2023 contingent upon 1) negotiation of a mutually agreeable contract and 2) attainment of licensure as a Minnesota Superintendent (or a valid variance) prior to July 1, 2022. Voting yes: all members
- 20) M/S/P – Knox, Ammerman to set a special meeting for June 27, 2022 at 5:30 p.m. for the following purposes: approve interim superintendent contract; approve memorandum of understanding with ISD #118 Principals’ Association; Appoint Mary Yakibchuk as LEA representative; approve resolution to appoint Mary Yakibchuk as IOWA. Voting yes: all members
- 21) Discussion regarding reorganization of administrative department
- 22) Discussion regarding Business Manager position – contracted services or hire employee
- 23) Next Meeting Dates:
  - Special Meeting, June 27, 5:30 p.m.
  - Regular Meeting, July 21, 5:30 p.m.
- 24) M/S/P – Ammerman, Knox to adjourn. Voting yes: all members
- 25) Meeting was adjourned at 6:58 p.m.

Kristen Balvin, Recording Secretary

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Linda Knox, Clerk

Visitors: Ellie Hill, Kyndra Johnson, Carol Procopio, Lori Sizenbach, Janessa Green, Mary Yakibchuk, Jill Myers

NORTHLAND COMMUNITY SCHOOLS – ISD #118  
 Special Meeting June 27, 2022  
 Northland High School  
 Remer, MN 56672  
 SUMMARY

The School Board had a Special Meeting on June 27, 2022, at 5:30 PM at Northland High School, Remer, MN 56672. Members present: Ammerman, Knox, Nystrom, Robison, Ruyak, Seifert, and Wake.

Chairman Ruyak called the meeting to order at 5:30 p.m.

- 1) M/S/P – Wake, Robison to adopt the agenda as amended to remove action item regarding Master Agreement with Principals’ Association. Voting yes: all members
- 2) M/S/P – Seifert, Wake to approve 3 year renewal agreement with Johnson Controls Inc. Voting yes: all members
- 3) M/S/P – Knox, Robison to approve option 2 renewal of property/liability/workman's comp insurance with Weizenegger-Engel Insurance Company. Voting yes: all members

Line	2022 Proposal
Package @ \$250/sq ft	\$ 40,938.71
ELL	\$ 5,969.00
Auto	\$ 12,125.00
Umb	\$ 4,062.00
Work Comp	\$ 16,792.00
	\$ 79,886.71

- 4) M/S/P – Ruyak, Wake to approve Builders Risk Insurance policy with Weienegger-Engel Insurance Company . Voting yes: all members
- 5) M/S/P – Knox, Ammerman to approve MSHSL Resolution for 2022-23. Voting yes: all members
- 6) M/S/P – Wake, Ammerman to approve Memorandum of Understanding with ISD #118 Principals' Association. Voting yes: all members
- 7) M/S/P – Wake, Ammerman to approve the Interim Superintendent Contract. Voting yes: all members
- 8) Potential action regarding Superintendent licensure agreement – no action. M. Yakibchuk has turned everything in for her licesnure as was assured that it would be expedited.
- 9) M/S/P – Wake, Knox to appoint Mary Yakibchuk as LEA Representative (LEA=Local Education Agency). Voting yes: all members
- 10) M/S/P – Robison, Ammerman to approve resolution to appoint Mary Yakibchuk as IOwA (Identified Official with Authority) and Kris Balvin as IOwA Proxy. Voting yes: all members

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board(PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will authorize user access to State of Minnesota Education secure systems in accordance with the user’s assigned job duties, and will revoke that user’s access when it is no longer needed to perform their job duties. The Superintendent recommends the Board authorize Mary Yakibchuk, myakibchuk@isd118.org, mary.yakibchuk, to act as the Identified Official with Authority (IOwA) for Northland Community Schools 0118-01 and for Kristen Balvin, kbalvin@isd118.org, Krisbalvin, to act as proxy for Northland Community Schools 0118-01.

- 11) M/S/P - Robison, Ammerman to approve reorganization of administrative department to be 1.0 Superintendent, 1.0 Elementary principal, and 1.0 high school principal for one year. Voting yes: all members
- 12) M/S/P – Knox, Ammerman to reassign Janessa Green as 1.0 elementary principal. Voting yes: all members
- 13) M/S/P – Wake, Robison to give permission to post for 1.0 high school principal. Voting yes: all members
- 14) Discussion regarding business manager services
- 15) M/S/P – Wake, Knox to adjourn. Voting yes: all members
- 16) Meeting was adjourned at 5:50 p.m.

Kristen Balvin, Recording Secretary

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Linda Knox, Clerk

Visitors: Carol Procopio, Mary Yakibchuk, Janessa Green, Kyndra Johnson, Jill Myers, Sid Rice

## Northland Community Schools

### JOB DESCRIPTION

**Position Title: Paraprofessional  
(Special Education)**

**Board Approved:**

**Department: District**

**Reports To: Building Principal**

**JOB SUMMARY:** Assist students with disabilities who need support to access the curriculum and benefit from their educational placement.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 45 % Implement Instructional Content and Practice
  - A. Assist in adapting instructional strategies and materials according to the needs of the student, under the direction of the special education teacher.
  - B. Implement strategies for assisting with the inclusion of students in various settings.
  - C. Prepare and organize materials to support teaching and learning, as directed by the special education teacher.
  - D. Support and reinforce the instruction of students in academic areas, following written and oral lesson plans developed by licensed teachers.
  - E. Access and effectively use available resources (including technology) for supporting teacher instruction in all academic areas.
  
- 35 % Manage Student Behavior and Social Interaction Skills
  - A. Understand and follow applicable laws, rules and regulations, and procedural safeguards regarding the management of student behavior.
  - B. Understand the district/building behavior management plans for students.
  - C. Determine positive strategies to change behavior and appropriately collect objective and accurate information on student behavior.
  - D. Demonstrate a variety of strategies that reinforces positive behavior, using a student's behavior management plan.
  
- 10 % Understand Characteristics of Students
  - A. Identify and communicate the effects that exceptional conditions have on a student's life, family, school, and community.
  - B. Identify and communicate challenges and expectations of various learning environments
  - C. Establish and maintain rapport with students.
  - D. Use strategies to promote student's independence.
  
- 10 % Collect and Record Data
  - A. Collect and record objective and accurate information regarding academic and behavioral performance data on students under the direction of a special education teacher.
  - B. Support a licensed teacher in gathering and recording of data regarding student academic performance.

Perform related work as assigned or requested including attending professional development/meetings, in-services and workshops

## **WORK REQUIREMENTS AND CHARACTERISTICS:**

### **Education/Certification Requirements:**

- High School diploma or equivalent
- AA degree or successful completion of the Para Pro test

### **Experience:**

- Previous experience in working with children, specifically with disabilities, preferred
- CPI, CPR and first aid training desired
- PCA and CFSS certification preferred

### **Essential Knowledge, Skills, and Abilities:**

- Ability to work in a diverse environment
- Ability to communicate effectively with students, parents, teachers, administrators, community, and staff
- Working knowledge of district curriculum
- Working knowledge of district discipline policies
- Ability to effectively tutor students, grade PreK-12, in a wide range of academic studies
- Ability to exercise confidentiality with district information
- Ability to work with individuals of various ability levels
- Knowledge and application of Crisis Prevention Institute (CPI) training if required by the position
- Ability to work independently within a larger context of team cooperation

### **Machines, Tools, Equipment, Electronic Devices, and Software:**

- Operates computer, printer, copy machine, fax machine, phone system, walkie-talkie, and other electronic or technological equipment for the specific position
- Uses basic office software
- Uses Gmail to send and receive district communication
- Operates wheelchairs, standers, lifts and power chairs
- Operates large motor adaptive equipment for physical education class

### **Supervision of Other Employees:**

- This position does not provide work direction or supervision to other district employees.

### **Physical Job Requirements:**

- Position may include extended periods of standing
- Position may include extended periods of sitting during meetings and when working with students
- Position may include bending, stooping or sitting on the floor while working with students
- Position may include lifting equipment or supplies, typically not to exceed 25 pounds
- Position involves listening, speaking clearly and visual acuity
- Position may involve addressing physical and/or emotional outbursts from students

**Mental Job Requirements:**

- Position includes the need to clearly communicate directions and information to students
- Position requires working with interruptions, handling multiple tasks and organizing and prioritizing work assignments
- Position requires flexibility and willingness to undertake a variety of tasks
- Position involves responding to critical or emergency situations

**Working Conditions:**

- Work is primarily performed in a classroom environment which typically includes moderate noise from students, computers, and other work-related equipment
- Position involves occasional exposure to blood/bodily fluids and airborne pathogens
- Position involves risk of occasional physical injury from student and/or emotional outbursts
- Position involves occasional exposure to outdoor temperature extremes and weather conditions on the playground
- Position involves frequent exposure to students with special needs and students with severe disabilities
- Position may involve higher noise level if supervising during lunch

**Working Conditions:**

- Projects a positive, cooperate and respectful attitude with students, parents, other employees and community members.
- Maintains a positive, professional, and safe educational environment at all times.
- Supports students to assist them in reaching their full potential academically, emotionally, physically, and socially
- Provides confidentiality for all students and staff

***This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.***

# *Northland Community Schools*

Independent School District #118



## **School Board Report**

**Date:** 7/21/22

**Report Submitted by:** Janessa Green (Activities Director)

**DISTRICT MISSION STATEMENT:** *To educate and inspire all learners to reach their full potential.*

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### **Celebrations:**

- Volleyball held a nice camp in June.
- Football is holding two mini camps.
- Boys' Basketball has been scrimmaging and playing consistently in June and July.

### **Updates:**

- The High School Gym was resurfaced these past two weeks.
- Policy Updates:
  - **Fitness Center Policy** to include consequences to the violations to the policy. The plan for fall is to lock ALL student access starting the first day of school. Then students will need to re-sign up for access to the fitness center. The paper they sign to say that they want access, clearly states the rules, as well as the consequences for violating. Then the student, fitness center supervisor, and AD need to sign it prior to giving them access.
  - **Coaches Handbook** to include additional information on academic eligibility and where to report game scores.
  - **Extracurricular Activities Handbook** to include additional information on academic eligibility at the beginning of each season, more details on the uniform deposit, and general rules pertaining to suspension and activities.

### **Proposals:**

- Fitness Center Supervisor
- Afterschool Supervisor

# *Northland Community Schools*

Independent School District #118

## **School Board Report**

**Date:** 7/21/22



**Report Submitted by: Janessa Green (Elementary Principal)**

**DISTRICT MISSION STATEMENT:** *To educate and inspire all learners to reach their full potential.*

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### **Celebrations:**

- First session of summer school was a huge hit. Thank you to the staff for creating a great program.
- We have 2 Reading Tutors from Reading Corp. (Megan Severson, 18 hours per week and Brad Huber, 35 hours per week) They will be working one-on-one and in small groups with K-3 students to increase their reading ability.
- **Updates:**
- Kindergarten will be piloting the Classroom Engagement Model (CEM) that Preschool has been implementing. **The Classroom Engagement Model (CEM)** is a set of research-based teaching practices that increase engagement and full participation of every child. Increased engagement leads to more learning, increased skill acquisition, and better outcomes for children.
- Safety Committee
- Shelter map was updated and will be placed in all rooms.
- American Eagle came back with quotes for a secure door from office to commons (\$3,905) and video entrance surveillance (\$1,380).
- Vape detectors are \$1650 each.
- School Discipline Policy MSBA/MASA revision and suggested additions from administrators to include removal of students from class verbiage, as well as behavioral flowchart and major discipline guidelines.
- Transportation Policy revisions were discussed with the Transportation department and PBIS team. Suggestions to consequences and addition of Bus Behavior Flowchart.
- **PBIS:**
  - PBIS has 6 summer dates to work on planning for next year.
  - June 22, 27 & 29 from 12:30-3:30 (Raina, Amber, Katelyn, Terri, Stacey and Janessa)
  - This training went extremely well. Jesse Denver joined us to give input from the transportation perspective and we used it to help improve positive interventions on the bus, as well as the transportation policy.
  - August 3, 8, & 9 from 12:30-3:30 (Terri, Katelyn, Scott, Cortney, Nate and Janessa)

# *Northland Community Schools*

Independent School District #118

## **School Board Report**

**Date:** July 2022



## **Community Education**

**Report Submitted by:** Jennifer Welk

**MISSION:** Northland Community Education ties local strengths, culture and resources Together to promote and provide life-long learning for all members of our community.

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### **Celebrations:**

- Working on fall bulletin.
- Robotics camp was July 11-13 and both classes were full.
- Baseball and softball season is wrapping up within the next two weeks.
- Community Education Advisory Council meeting is August 10th, 2022 at 5:30, at the high conference room.

### **Concerns:**

None at this time

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is entered into between INDEPENDENT SCHOOL DISTRICT NO. 118, NORTHLAND SCHOOL DISTRICT, hereinafter referred to as "Northland School District", and North Homes Inc. hereinafter referred to as "Service Provider".

RECITALS

The parties recite and declare:

A. Northland School District is a legal entity created and established pursuant to Minn.Stat. sec. 471.51 , having the status of an independent school district with a purpose and mission to provide educational and administrative services and programs within the geographical limits and boundaries of its members.

B. Northland School District's Early Childhood Program is a model family support program for families that are eligible to attend the Northland School District Early Childhood Program. The Early Childhood Program has a unique approach to delivering services to families with young children in a manner that is comprehensive, yet flexible and responsive to the needs of families. It is in the Early Childhood Program's best interest to provide a mental health consultation and intervention component for children enrolled in the Early Childhood Program, as well as their parents.

C. Service Provider is a business, which provides trained and qualified staff in the mental health field to conduct mental health consultations and systems-of-care model interventions.

D. Northland School District desires to purchase and obtain professional mental health consultations and services from Service Provider for children enrolled in Northland School District's Early Childhood Program, as well as their parents. Service Provider desires to provide said services listed herein.

FOR THE REASONS SET FORTH HEREIN AND IN CONSIDERATION OF THE MUTUAL COVENANTS AND PROMISES OF THE PARTIES, THE PARTIES AGREE AND COVENANT AS FOLLOWS:

I. DESCRIPTION OF SERVICES PROVIDED BY SERVICE PROVIDER

Service Provider shall provide Northland School District with the following:

A. A fully qualified mental health practitioner with professional mental health supervision at the sites noted herein.

B. A mental health practitioner who will participate in monthly inclusive practice team meetings at the sites noted herein;

C. A mental health practitioner who will provide classroom observations, direct consultations for interventions, including hands on modeling as requested by the Early Childhood Program staff;

D. A mental health practitioner who will be on site each week;

E. A mental health practitioner who will work cooperatively with Early Childhood staff to provide appropriate, unduplicated, timely and professional mental health consultations/interventions;

F. A mental health practitioner who will cooperate with Early Childhood staffing the development and implementation of the mental health component of the Early Childhood Program;

G. Professional staff that is covered by professional liability insurance as provided by Service Provider.

## II. NORTHLAND SCHOOL DISTRICT'S DUTIES AND RESPONSIBILITIES

Northland School District shall have the following duties and responsibilities by and through this Agreement:

A. Obtaining and signing confidentiality releases when necessary;

B. Working cooperatively with Service Provider to develop and

implement the mental health component of the Early Childhood Program;

## III. DURATION

The initial term of this contract shall commence on the 1<sup>st</sup> day of July 2022, shall continue in full force and effect until the 30<sup>th</sup> day of June, 2023.

This Agreement may be terminated with or without cause by either party with sixty (60) days written notice.

## IV. PAYMENT

Northland School District shall pay Service Provider for the services described above, as follows:

A. At the rate of \$50.00 for each hour of direct service to the Early Childhood Program. Payments shall be made on a monthly basis.

B. Total funds allocated for the mental health component of the Early Childhood Program shall not exceed \$900 during the term of this Agreement.

## V. SERVICE SITES

Service Provider shall provide mental health consultation/intervention at classrooms in Northland as applicable.

#### VI. RELATIONSHIP OF THE PARTIES

The parties intend that Service Provider be an independent contractor in conjunction with providing mental health services. The overall conduct and control of the mental health services performed under this Agreement will lie with Service Provider. However, Service Provider agrees and represents that its employees/personnel shall perform said services in accordance with approved methods and procedures for such services and in conformity to federal and state law, rule and policy.

A. Service Provider and its employees/personnel performing services under this Agreement are not to be considered as agents or employees of the Northland School District for any purpose, and Service Provider's employees/personnel will not be entitled to any rights or benefits from Northland School District.

#### VII. COMPLIANCE WITH POLICIES AND PROCEDURES

A. Service Provider agrees that its employees/personnel assigned to perform the mental health Services under this contract shall fully comply with all policies and procedures of the Northland School District and the Early Childhood Program. Any deficiency, failure, or refusal on the part of any employee/personnel of Service Provider with regard to compliance with the policies and procedures of Northland School District and the Early Childhood Program shall be brought to the attention of Service Provider both orally and in written form. While Service Provider maintains overall responsibility for its employees/personnel, Service Provider agrees

that its employees/personnel shall be subject to site direction and instruction from the Director of the Early Childhood Program.

B. Service Provider agrees that its employees/personnel assigned to perform services under this Agreement shall conform to, and comply with, all federal and state laws dealing with the release and dissemination of data.

C. Service Provider agrees and represents that its employees will not perform any of the services contemplated and intended by this agreement after having used or consumed any alcoholic beverages, illegal drugs, or after misusing prescription drugs.

D. The parties agree that any violation or non-compliance by employee/personnel assigned by Service Provider to perform services under this agreement shall be dealt with by Service Provider. However, Northland School District shall have the right to request removal of any such employee/personnel from performing services under this Agreement.

North Homes, Inc.

Northland School District

\_\_\_\_\_  
Authorized Signature

  
\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date



RESOLUTION RELATING TO THE ELECTION OF SCHOOL  
BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT  
GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 118, State of Minnesota as follows:

(a) 1. It is necessary for the school district to hold its general election for the purpose of electing three school board members for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 8th day of November, **2022**.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical

scan voting system to be posted in each polling place on Election Day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

10. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

# McCoy Concrete LLC

## School

### Customer:

Brandon Otway

### Materials:

Rebar 58 sticks

Concrete 12 yards

lumber, rentals, labor, sealer/saw cuts,  
travel/diesel

### Estimated cost:

\$7.50 sqft

850 sqft

**Total: \$6,375**

Half upfront for materials- **\$3,187.50**

Paid in full upon completion - **\$3,187.50**

IEA, INC.

# PROPOSAL



## Contact Us:

**BROOKLYN PARK OFFICE**  
9201 W. BROADWAY, #600  
BROOKLYN PARK, MN 55445  
763-315-7900

**MANKATO OFFICE**  
610 N. RIVERFRONT DRIVE  
MANKATO, MN 56001  
507-345-8818

**ROCHESTER OFFICE**  
210 WOOD LAKE DRIVE SE  
ROCHESTER, MN 55904  
507-281-6664

**BRAINERD OFFICE**  
601 NW 5TH ST. SUITE #4  
BRAINERD, MN 56401  
218-454-0703

**MARSHALL OFFICE**  
1420 EAST COLLEGE DRIVE  
MARSHALL, MN 56258  
507-476-3599

**VIRGINIA OFFICE**  
5525 EMERALD AVENUE  
MOUNTAIN IRON, MN 55768  
218-410-9521

[www.ieasafety.com](http://www.ieasafety.com)

800-233-9513

**2022 - 2025**

## **Environmental, Health and Safety Management Services**

**for**

## **Northland Community Schools**

**JUNE 3, 2022**

### PROPOSAL PROVIDED TO:

Jared Johnson  
Building and Grounds Director  
Northland Community Schools  
316 East Main Street  
Remer, MN 56672  
Phone: (218) 566-2351  
E-mail: [jjohnson@isd118.org](mailto:jjohnson@isd118.org)

### PROPOSAL CONTACT:

Taylor Dickinson, CSP  
Virginia & Brainerd Regional Manager  
IEA, Inc.  
5525 Emerald Avenue  
Mountain Iron, MN 55768  
Phone: (218) 410-9521  
E-mail: [Taylor.Dickinson@ieasafety.com](mailto:Taylor.Dickinson@ieasafety.com)

### PROJECT INTRODUCTION

IEA, Inc. is pleased to offer this proposal to provide a knowledgeable support team to meet your Environmental, Health and Safety (EH&S) compliance needs. IEA will assist the District in implementation of safety programs, identification of health and safety related hazards and overall consulting based on the District's needs.

Per the suggestion of a client and to assist with budgeting, this proposal has the option to select to proceed with standard, regularly occurring services, including: lead-in-water sampling, AHERA Third Year inspections, radon testing, and bleacher certification inspections. If you opt not to proceed at this time, IEA will submit a project-specific proposal closer to when the service is due to be completed.

### SCOPE OF WORK

IEA will provide EH&S management services to assist in compliance with: Occupational Safety and Health Administration (OSHA), Minnesota Department of Education (MDE), Minnesota Pollution Control Agency (MPCA), International and Minnesota State Fire Code and other federal, state and local regulations. Please see Appendix A for a list of possible related tasks.

Annual compliance tasks will be identified prior to the start of each fiscal year and coordinated to the District via a scheduling letter.

IEA will review identified health and safety programs for compliance with applicable regulations. This program review will be documented as the annual program review which is required or recommended for the majority of the district's written programs. A final report will be developed, including details on each program, as well as recommendations and/or plans for bringing programs into compliance.

### LIMITATIONS & ASSUMPTIONS

IEA will remain flexible to accommodate the District's needs; however, any project work outside of this scope of work or involving UFARS codes other than 352 which involves sampling, equipment fees or additional contractors will be provided in a project-specific scope of work with an associated fee.

Northland Community Schools is expected to provide sufficient workspace and support resources (office supplies, equipment, clerical support, and internet connection) as required to perform services under this contract.

Management plans and documents may be provided to the District electronically upon request with the understanding that IEA is not responsible for changes made after the date of submittal. Documents provided by IEA are developed for your exclusive use and are not intended to be shared, distributed or sold to any other party. While some firms maintain ownership of their written management plans, the work we do for your district is customized for you and becomes the property of your district.

## 2022-2025 Environmental, Health and Safety Management Services

Contract hours may be spent working at IEA's office for access to resources or references necessary to complete a task.

IEA will assist the District in compliance with applicable standards and regulations; however, actual compliance remains the responsibility of Northland Community Schools.

If project(s) are approved the fees listed below are accurate following current guidelines/regulations/laws that are in place at current time. Should guidelines/regulations/laws change, it may change the project requirement. IEA would provide a change order should that situation arise.

### COMPENSATION

#### ***EH&S Management***

IEA's services will be billed on a per site visit basis of seven (7) site visits on an annual basis. Please see the site visit rates listed below:

FY 2022-2023	FY 2023-2024	FY 2024-2025
\$750	\$775	\$825

Each site visit consists of an approximate eight-hour workday; including: preparation time, administrative work, travel time, and site time.

#### ***Individual Projects due to be Completed***

Projects listed below are due to be completed within the timeframe of this proposal. If interested in approving project(s) listed below to be completed when they are due, please initial below.

PROJECT	DUE TO BE COMPLETED	FEE TO BE BILLED	INITIAL IF ACCEPTED
<b>AHERA Third Year Inspection</b>	February 2024	\$1,600	
<b>Bleacher Certification Inspections</b>	August 2023	\$2,100	
<b>Lead-in-Water Testing</b>	August 2023	\$4,200	

Details including scope of work, limitations and assumptions may be located in Appendix C.

### SCHEDULE

IEA's services may commence on July 1, 2022, upon receipt of a signed proposal. IEA will schedule this project through a designated contact within the district.

This contract is valid July 1, 2022 through June 30, 2025.

### PROPOSAL TERMS

Terms on payment of services are net 30 days after invoicing, with interest added to unpaid balances. Please review the attached General Conditions, which are a part of this proposal, for more detail.

Should additional projects be approved in this proposal, IEA will continue to set up project specific billing.

## 2022-2025 Environmental, Health and Safety Management Services

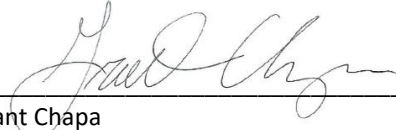
### AUTHORIZATION TO PROCEED

We appreciate the opportunity to present this proposal for Environmental, Health and Safety Management Services. Please sign this authorization to proceed and send to Taylor Dickinson at [Taylor.Dickinson@ieasafety.com](mailto:Taylor.Dickinson@ieasafety.com). Retain the original for your records. We will proceed with the scheduled activities when we receive this written documentation to proceed.

IEA, Inc.



Taylor Dickinson, CSP  
Virginia & Brainerd Regional Manager



Grant Chapa  
Account Manager

\*\*\*

Please proceed according to the above stated fees, terms, attached General Conditions, and proposal dated June 3, 2022.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
UFARS Code or PO Number

# **Appendix A**

## *Possible Task List*

## **A Workplace Accident & Injury Reduction Program (AWAIR)**

- Develop and implement a written management plan for workplace accident and injury reduction.
- Develop and implement a written plan for OSHA-mandated safety committees.
- Conduct safety committee meetings at least quarterly to identify and eliminate workplace safety hazards. Develop and document methods used to identify, analyze and control new or existing hazards.
- Identify and document methods of how the plan will be communicated to all affected employees so that they are informed of work-related hazards and controls.
- Develop and document procedures for investigation of workplace accidents and corrective actions.

## **Air Permitting**

- Conduct assessment and perform calculations to identify equipment and processes that require an air discharge permit.
- Develop and implement a written management plan for air permitting, if applicable.
- Complete monthly and annual reports and submit to the Minnesota Pollution Control Agency.
- Maintain all air permitting records.

## **Americans with Disabilities Act (ADA)**

- Conduct an assessment of facilities to determine compliance with ADA.
- Recommend and coordinate projects to address identified ADA issues.

## **Asbestos**

- Complete six-month periodic inspections.
- Conduct asbestos awareness training as needed.
- Maintain all records.
- Maintain/implement written management plan.

## **Bleacher Safety**

- Develop and implement a written bleacher safety plan.

## **Bloodborne Pathogens Standard-Exposure Control Plan**

- Develop and implement a written Bloodborne Pathogens-Exposure Control Plan encompassing OSHA Standard 29 CFR 1910.1030.
- Survey the facility to identify job categories in which employees may be at risk for exposure (Exposure Control Plan exposure determination). Document this process.
- Train affected employees on proper specific and universal precaution methods and techniques.
- Develop post exposure procedures.
- Evaluate engineering controls and document on an annual basis.

## **Community Right to Know**

- Develop and implement a written Community Right to Know plan.
- Compile an inventory of products and develop product file.
- Complete annual Tier Two report and submit to Minnesota Emergency Response Commission and local fire department(s).

## **Compressed Gas**

- Develop and implement a written management plan for compressed gases.
- Conduct inventory and evaluation of compressed gases.
- Conduct annual audit of inventory, postings/warning labels, and documentation.
- Conduct annual training as needed for applicable employees in compressed gas handling and use, respiratory protection, and emergency response procedures.

## **Confined Space**

- Develop and implement a written management plan for confined space procedures.
- Conduct a workplace inventory and determine whether confined spaces are permit-required or non-permit required. Develop, distribute and post entry/exit permit requirements.
- Conduct annual review of program compliance, audit entry/exit procedural compliance, review permit use history and documentation, and provide initial and annual refresher training.

### **Electrical Safety**

- Develop and implement a written management plan for electrical safety.
- Conduct annual training for affected employees.

### **Emergency Action Plan**

- Review Emergency Action Plan and provide suggestions for plan development.
- Conduct training for staff on crisis management, troubled persons/staff recognition, and violence prevention.
- Coordinate response action with local agencies.
- Develop quick reference emergency procedures flip chart for employees.

### **Employee Right to Know (ERK)**

- Develop and implement a written management plan.
- Provide annual training for applicable employees.
- Maintain training records.

### **Ergonomics**

- Develop and implement a written management plan for ergonomics.
- Conduct an assessment of employees (office, custodial, etc.).
- Coordinate abatement of identified ergonomic issues.

### **Fall Protection**

- Develop and implement written management plan.
- Conduct an assessment of facilities.

### **Fire Protection / Fire Prevention**

- Develop and implement a written management plan for fire protection/prevention.
- Conduct an assessment of facilities.
- Conduct annual review/update of written plan.

### **First Aid/CPR**

- Develop and implement a written management plan for first aid/CPR.
- Survey the facility for first aid/CPR needs.

### **Forklift Safety**

- Develop a written plan if applicable.
- Provide required training
- Assist with inventory, inspection, and carbon monoxide monitoring.

### **Hoist / Lift / Crane Safety**

- Develop a written plan if applicable.
- Inventory of hoists
- Assist with inspection and supporting documentation
- Provide training
- Assist with required recordkeeping

### **Hazardous Waste**

- Develop and implement a written management plan for hazardous waste. These are defined as wastes that are toxic, combustible, corrosive, or reactive.
- Identify facility hazardous waste streams by functional areas and by waste stream types.
- Examine the potential for generating hazardous waste products each facility.
- Implement proper waste disposal procedures. Complete waste disposal manifests.
- Acquire an EPA generator number and MPCA annual permit for each building that generates hazardous waste.
- Provide training to affected employees. Conduct annual training if applicable according to VSQG or SQG criteria.
- Complete annual hazardous waste report for MPCA or local County government

### **Hearing Conservation**

- Develop and implement a written management plan for hearing conservation.
- Assess all facilities and employees for occupational noise exposure.
- Coordinate annual hearing tests for affected employees.
- Recommend noise abatement or administrative controls to reduce or eliminate employee exposure and coordinate the distribution of hearing protection devices.
- Conduct noise dosimeter testing.
- Conduct employee training and annual review/update of training records.

### **Indoor Air Quality (IAQ)**

- Develop, implement and maintain an IAQ management plan and building walk through.
- Provide training to employees in indoor air quality.
- Maintain appropriate IAQ records.
- Coordinate IAQ investigations.

### **Infectious Waste**

- Develop and implement a written management plan for infectious waste, if any. NOTE: Blood or other potentially infectious materials are covered under the Bloodborne Pathogens Standard.
- Identify sources of infectious waste in each facility.
- Review current infectious waste handling procedures.
- Evaluate current infectious waste recordkeeping forms and procedures (including archiving).
- Provide annual training to affected employees.

### **Integrated Pest Management (IPM)**

- Develop and implement a written management plan for integrated pest management.
- Prepare required notifications to the community.
- Coordinate with pest control companies to ensure proper pest management.

### **Lead Contamination Control Act**

- Develop and implement a written management plan for lead contamination control.
- Report testing results and provide recommendations for areas with excess lead levels present.

### **Lockout/Tagout**

- Develop and implement a written management plan for lockout/tagout.
- Assist with purchasing of appropriate locks and tags.
- Provide training for affected personnel.
- Conduct annual audit of compliance with lockout/tagout plan procedures.

### **OSHA Inspections**

- Conduct mock OSHA and other regulatory agency inspections.
- Participate in OSHA review of facility and provide management activity for programs.

### **OSHA Recordkeeping**

- Develop and implement a written management plan for OSHA recordkeeping.
- Assist with completion of OSHA 300 Log.
- Review and investigate accidents, develop trend information, and recommend procedures and policies to reduce occurrences.
- Assist with the management of the Workers' Compensation Program.

### **Personal Protective Equipment (PPE)**

- Develop and implement a written management plan.
- Conduct assessment of facilities to determine equipment needs.
- Provide training to employees on the proper care and usage of personal protective equipment.

### **Playground Safety**

- Develop and implement a written management plan for each playground.

- Conduct periodic site reviews, inspections and management plan updates.

### **Process Safety Management**

- Develop and implement a written process safety management plan.
- Provide employee training as required.
- Conduct periodic review/update of written plan.

### **Radon**

- Develop and implement a written management plan for radon.
- Provide recommendations for abatement for areas with excess radon levels present.

### **Respiratory Protection Program**

- Develop and implement a written management plan for respiratory protection.
- Conduct workplace evaluation to determine respiratory protection needs.
- Provide annual respiratory protection program training to applicable employees.
- Coordinate annual medical exams, conduct and document annual fit test and records update.

### **Underground Storage Tanks (USTs) / Aboveground Storage Tanks (ASTs)**

- Develop and implement a written management plan for underground and aboveground storage tanks.
- Complete an inventory of tanks including age, size, type, contents, spill protection, overfill devices, corrosion protection or leak detection systems.
- Develop and coordinate tank removal prioritization for under-equipped or leaking tanks.

### **Welding, Cutting or Brazing**

- Develop a written plan.
- Provide training and assist with required recordkeeping.

# **Appendix B**

## *General Conditions*

# General Conditions

---

The word "Consultant" refers to the Institute for Environmental Assessment ("IEA"), the contracting company is referred to as the "Client". Client agrees to be bound by these General Conditions by accepting the Proposal and engaging Consultant.

The Agreement with you, the Client, is comprised of this Agreement and accompanying written proposal.

## 1. Scope of Work

Consultant will furnish and perform the professional services specified in Consultant's proposal (the "Proposal"). The services as set forth in the Proposal (the "Services") will be provided by Consultant's personnel at the location of the Client (the "Site") (hereinafter referred to as the "Project"). If any portion of the Proposal is inconsistent with this Agreement, the terms of this Agreement shall control:

Consultant's obligation to perform the Services shall terminate upon delivery of a final report within 45 days of Project completion.

In addition to the Proposal, Consultant and Client agree as follows:

### A. Right of Access

Unless otherwise agreed in writing, Client will furnish Consultant with right-of-access to the Site and accurate information necessary to conduct the Services, as requested by Consultant.

### B. Confidential & Proprietary Information

The Consultant and Client agree not to disclose to others or use any confidential or proprietary information or trade secrets of the other, which may become known to each prior to, during or after the performance of this Agreement without the prior written consent of the other. "Confidential or propriety information" and "trade secrets" shall mean any information about the other which is neither publicly known nor legally accessible to the other parties from third parties. Prior to the disclosure of any such confidential or proprietary information or trade secrets, each shall obtain the written approval of the other.

## C. General

Consultant warrants that the Services it performs under this Agreement will be performed with the care and skill ordinarily exercised by reputable members of its profession practicing under similar conditions during the period of this Agreement and in the same or similar locality. The AIHA-certified IEA laboratory will perform PCM analysis if specified. Other field PCM analysis will be completed by laboratory-approved field technicians, generally under AAR Guidelines.

## 2. Payment for Services

### A. Fee Schedule & Maximum Costs

The fee schedule in the Proposal specifies the amounts due to Consultant from Client for its Services performed under this Agreement.

### B. Schedule of Payment

Invoices will be submitted to Client once a month for services performed during the prior month. Payment to Consultant is due upon presentation to Client, and past due after thirty (30) days of receipt of the invoice, in which case a service fee of 1.5% monthly shall be added to the invoice, unless specifically arranged otherwise by Consultant and communicated in writing. Client reserves the right to question any item on any invoice and Consultant agrees, upon Client's request, to supply such documentation as is necessary to reasonably justify such invoice amount to Client's reasonable satisfaction. Client agrees to pay Consultant any costs of collection including reasonable attorneys' fees and costs if payment for Services are not made when due.

### C. Expert Fee Expenses

If Client requests Consultant to participate on behalf of Client in litigation regarding the subject matter of this Agreement, Client agrees to pay all of Consultant's expenses arising therefrom at the prevailing rate for Consultant's time plus out-of-pocket costs and expenses, including reasonable attorney fees incurred by Consultant in conjunction with the participation.

## 3. Indemnity & Insurance

### A. Indemnity

Consultant shall indemnify and hold harmless Client against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Consultant, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Consultant, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Consultant's proportion of the total fault which directly caused the damages. Client shall indemnify and hold harmless Consultant against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Client, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Client, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Client's proportion of the total fault which directly caused the damages.

### B. Limitation of Liability

EXCEPT AS EXPRESSLY SET FORTH IN SECTION 1(C) HEREOF, CONSULTANT DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL EITHER CONSULTANT OR CLIENT BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND WHETHER FOR BREACH OF ANY WARRANTY, FOR BREACH OR REPUDIATION OF ANY OTHER TERM OR CONDITION OF THIS AGREEMENT, FOR NEGLIGENCE ON THE BASIS OF STRICT LIABILITY OR OTHERWISE.

# General Conditions (cont'd)

## C. Insurance

- (1) Consultant carries coverage and limits of liability insurance as follows:
  - (a) Workers Compensation with statutory limits.
  - (b) Employers' Liability with a minimum policy limit of \$1,000,000.00.
  - (c) Comprehensive General Liability with the following coverage:
    - I. Limit \$1,000,000.00 per occurrence
    - II. \$2,000,000.00 general aggregate
    - III. \$2,000,000.00 products completed/ operations aggregate
    - IV. \$1,000,000.00 personal and advertising injury
    - V. \$300,000.00 fire Damage (any one fire)
    - VI. \$25,000.00 medical expenses (any one person)
  - (d) Automobile insurance covering all owned, non-owned or hired automobiles used in connection with the work covering bodily injury and property damage with a minimum combined occurrence limit of \$1,000,000.00
  - (e) Professional Liability (claims made) with the following coverage:

\$1,000,000.00 per occurrence
  - (f) Contractor Pollution Liability (claims made):

\$1,000,000.00 each occurrence
  - (g) Umbrella Liability.

\$5,000,000.00 each occurrence
- (2) Client (or Owner if applicable), Subcontractors and Agents agree to provide Consultant, upon request, Certificate(s) of Insurance signed by the insurer evidencing insurance for premise liability, general liability, auto and workers comp. equal or greater than those limits carried by the Consultant.

- (3) Consultant shall promptly deliver to Client (or Owner if applicable), upon request, certificate(s) of insurance signed by the insurer for the policies described in (3) (C) above, or certified copies of such insurance policies indicating the existence of such coverage. IEA must be listed as both certificate holder and insured, or additional insured on each certificate of insurance.

## 4. Assignment

This Agreement shall not be assigned by Consultant without prior written consent of the Client.

## 5. Independent Contractor

Consultant is an independent Contractor and shall not be considered an employee, partner or joint venturer of the Client for any purpose.

## 6. Restriction to hire employees of Consultant

Client agrees to refrain from hiring, contracting, or retaining the services of Consultant's employees during or within 12 months after the termination of Consultant's services. If Client hires an employee of Consultant in violation of this Section 6 without Consultant's written consent, Client shall pay Consultant a placement fee equal to twenty-five percent (25%) of such employee's annual wages.

## 7. Notices

Any notice under this Agreement shall be in writing and shall be deemed to be properly given when delivered to an officer of Client or the Consultant's Chief Financial Officer, as the case may be, at their addresses as set forth in the Proposal. The courts located in the State of Minnesota shall have exclusive jurisdiction in any actions commenced by Consultant or Client in connection with this Agreement, the Project or the Services.

## 8. Applicable Law

This Agreement shall be governed by and construed under the laws of the State of Minnesota. Parties agree to participate in pre-suit mediation prior to commencement of an action.

## 9. Extent of Agreement

This Agreement, together with the Proposal, represents the entire Agreement between Client and Consultant, and supersedes all prior obligations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument, dated and executed by both Client and Consultant.

## 10. Termination

Upon completion of the Project, Consultant will, at Client's request, deliver to Client or its designee all records, documents or materials in its possession or control of Consultant which are owned by Client. The obligations and provisions of Sections 1B, 2, 3, 5, 6 and 10 shall survive completion of the Project or termination of this Agreement.

# Appendix C

*Project Specific Scope of Work,  
Limitations & Assumptions*

# Project Specific Scope, Limitations and Assumptions

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## AHERA THIRD YEAR INSPECTION

Third-year AHERA inspections are required by the Environmental Protection Agency's (EPA's) Asbestos Hazard Emergency Response Act (AHERA) – 40 CFR Part 763.85, for all buildings owned or leased by non-profit K-12 school districts that contain asbestos-containing building materials (ACBM). All buildings covered by the Rule are to be re-inspected every three years by an accredited asbestos building inspector.

### *Scope of Work*

IEA will conduct an AHERA Third Year Re-Inspection, which is due to be completed within three years of the last inspection. IEA will inspect the following buildings: Northland K12 School.

This service includes the following:

- Re-inspect previously identified ACBM and update changes in quantity, amount of damage, EPA condition assessment category, laboratory analysis, and other relevant issues. This work will be performed by a state-certified asbestos building inspector.
- Review inspection data and provide recommended response actions for friable, damaged ACBM. This work will be performed by a state-certified asbestos management planner.
- Provide a district copy of the reports in a three-ring binder as well as individual building copies in separate binders. These reports include three sections identifying damaged ACBM (Chart A), identified ACBM (Chart B), and identified suspect materials (Chart C). Each binder contains numbered tabs for the inclusion of the required periodic surveillance reports.
- Provide inspection report in electronic format, upon request.

Any bulk samples collected and analyzed (by PLM) during the contracted inspection will be invoiced at \$19/per sample layer.

### *Limitations and Assumptions*

- The intent of the AHERA inspections are to comply with the requirements of the Environmental Protection Agency's (EPA's) Asbestos Hazard Emergency Response Act (AHERA) – 40 CFR Part 763.85. They are not intended to fulfill the requirements of the EPA's National Emissions Standard for Hazardous Air Pollutants (NESHAP) for required renovation or demolition inspections.

# Project Specific Scope, Limitations and Assumptions

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## LEAD-IN-WATER TESTING

Minnesota Statute 121A.335 requires that potable water fixtures in public school buildings serving students in prekindergarten and kindergarten through grade 12 be tested for lead in water at least once every five years.

### *Scope of Work*

IEA will identify water sources, including kitchen sinks, drinking fountains and coolers, steam kettles, and break room sinks, in the following buildings: Northland K12 School and Early Childhood Building.

IEA will collect up to 120 water samples. Water testing will be conducted before the fixtures are used on the day of sampling, also known as a “first-draw sample.” Information collected at the time of sampling will include building and type of fixture.

Per the district’s request, IEA will sample all fixtures, including those that would be considered non-potable sources to alleviate the district’s responsibility to label those taps as “not for drinking.”

IEA will send the collected samples to an accredited laboratory for analysis using EPA Method 200.9.

Once IEA has received results of the analysis, a final report will be developed, including the following information:

- Methodology
- Summary of testing results
- Recommendations for further actions, if necessary
- Laboratory analysis documents

### *Limitations and Assumptions*

- Fixtures scheduled for sampling shall be flushed by the District for 2-3 minutes 6-18 hours before sampling (i.e. noon-10 p.m.) the day prior.
- Fixtures scheduled for sampling shall not be used for 6-18 hours prior to sampling.
- Additional or follow-up samples will not be taken unless discussed with the District and an authorized change order is obtained.
- The fee includes collection and analysis of 120 samples. Additional samples will be billed at \$22/per sample.

# Project Specific Scope, Limitations and Assumptions

---

## BLEACHER CERTIFICATIONS

The Minnesota Bleacher Safety Act requires a Certificate of Compliance be submitted for each bleacher set every five years.

### *Scope of Work*

IEA, Inc. will provide a certified Professional Engineer to visually inspect existing bleachers and compare observations to the Minnesota Bleacher Safety Act requirements, at the following locations:

<i>Bleacher System</i>	<i>Bleacher Number</i>
New Gym - East Side	IEA-0065
New Gym - SW Corner	IEA-0066
New Gym- NW Corner	IEA-0067
Old Gym - West Side	BLE-1009328
Old Gym - East Side	BLE-1009328
Football Stadium - Home Side	BLE-1009165

If the bleacher system meets the requirements, a completed Minnesota Bleacher Safety Act Certificate of Compliance will be submitted. It is the responsibility of the bleacher owner to maintain a record of the bleacher certifications. If the bleacher systems do not meet the bleacher certification requirements, a report with a brief description of the reason for failing the requirements will be submitted.

### *Limitations and Assumptions*

- IEA assumes the inspector will have complete access to the designated bleacher systems for the evaluation.
- The visual bleacher evaluation will be limited to the condition of the bleacher systems at the time of the site visit. The review will be limited for comparison with the requirements of the Minnesota Bleacher Safety Act Certificate of Compliance. A review of the bleachers will be conducted to confirm there are no broken, badly deteriorated or disconnected brackets; and no rotten or missing boards. The review will not include a structural inspection by a structural engineer. An examination of the original engineer's design for errors or omissions will not be conducted. Documentation of alterations or changes to the bleacher condition made after the site visit is not the responsibility of IEA in this defined scope of work.
- If bleacher systems include outdoor bleachers and snow cover does not allow for sufficient bleacher assessment, IEA will coordinate a change order to accommodate additional site visits or a schedule change, as feasible.
- For some repairs, corrective actions may be confirmed and a certificate issued via photo evidence reviewed by the inspector, within two (2) months of the date of the report. For extensive non-compliance issues, a change order for reinspection may be required. If any required repairs are completed more than two (2) months after the date of the report, IEA will require a change order for a re-inspection to issue compliance certificates.
- IEA, Inc. may partner with a trusted affiliated structural engineering company to provide inspection services.



Brent Schimek  
507-327-0201  
[ADMgmt.HS@gmail.com](mailto:ADMgmt.HS@gmail.com)

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Aug 1, 2022

The contract between ADManagement and ISD 118. ADManagement will provide the following service to ISD 118 for the 2022-23 school year.

**Scheduling of Current Host Activities**

- \*Scheduling and completion of 7-12 MSHSL Activities
- \* Scheduling and completion of the Officials for 9-12 MSHSL Activities
- \* Scheduling and completion of Transportation for 7-12 MSHSL Activities
- \*Cancelation and Rescheduling of events and notifications
- \* Communications with all coaches/staff on transportation and scheduling changes

**2022-23 School Year**

**Scheduling of Current Host Activities**

- \*Scheduling of 2022-23 7-12 MSHSL Activities
- \*Scheduling of 2022-23 9-12 MSHSL Officials

**MSHSL**

- \*All Website updates (coaches, contacts, schedules)
- \*All Website Locations and maps
- \*All Foundation Grant applications (A,B,C,D)
- \*Verification of All coaches meeting requirements on Clipboards
- \*Submission of Board Resolutions, sport verification, and participation numbers.
- \*Rosters and Schedules posted
- \*Communications of changes in MSHSL Bi laws
- \*Representation at all area meetings
- \*Student Transfers
- \*Scores posting and updates

**Section**

- \* Communication of seedings and Section tournaments

**Conference**

- \*Representation at all Area Meetings
- \*All Conference Award submissions
- \*Conference Dues Billing



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**Terms of Contract**

ISD 118 agrees to provide access to the following sites:  
rSchool (password and administrative rights)  
MSHSL (password and administrative rights)  
School Directory coaches contacts ( email and Cell numbers)  
Student Data information as need to complete Rschool and MSHSL information

**Contracted amount for these services for the 2022-23 School year to be \$4000.  
\$2000 to be paid September 1,2022 and \$2000 to be paid June 1, 2023.**

Any additional services to be negotiated as needed.

\_\_\_\_\_  
Representative ISD 118

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative ADManagement

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Northland Community Schools  
Independent School District 118

20221-20223

**Parent/Student Handbook**

*Northland Community Schools*



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

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

# District Calendar

## Northland Community Schools 2022-23 School Calendar

Board Approved:

August	August				
	M	T	W	T	F
26 New Staff Orientation	1	2	3	4	5
29-31 Teacher Workshops	8	9	10	11	12
31 Open House, 5-7 p.m.	15	16	17	18	19
0/3	22	23	24	25	26
	29	30	31		

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

September	
1	Teacher Workshop
5	NO SCHOOL, Labor Day
6	First Day of School for grades 7-12
6	PIE conferences for K-6
7	First Day of School for grades K-6
18/19/20	

October	October				
	M	T	W	T	F
10 NO SCHOOL, Teacher Workshop	3	4	5	6	7
20-21 NO SCHOOL	10	11	12	13	14
	17	18	19	20	21
18/19	24	25	26	27	28
	31				

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

November	
4	End of 1st Quarter
7	NO SCHOOL, Teacher Workshop
10	Veteran's Day Program, 10 am
10	Parent Teacher Conf, Sugar Point 4:30-7:30 pm
11	NO SCHOOL, Parent Teacher Conferences
24	25 NO SCHOOL, Thanksgiving Break
18/20	

December	December				
	M	T	W	T	F
12 High School Concert, 7:00 pm				1	2
21 Elem Concert, 1:00 pm	5	6	7	8	9
23-30 NO SCHOOL, Christmas Break	12	13	14	15	16
16/16	19	20	21	22	23
	26	27	28	29	30

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

January	
2	NO SCHOOL, New Year's Day
16	NO SCHOOL, Teacher Workshop
20	End of First Semester
23	NO SCHOOL, Teacher Workshop
19/21	

February	February				
	M	T	W	T	F
20 NO SCHOOL, President's Day			1	2	3
27 NO SCHOOL, Teacher Workshop	6	7	8	9	10
	13	14	15	16	17
18/19	20	21	22	23	24
	27	28			

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

March	
9	Parent Teacher Conferences, 4-7 pm
10	NO SCHOOL, Parent Teacher Conferences
23	End of 3rd Quarter
24	NO SCHOOL, teacher workshop
22/23	

April	April				
	M	T	W	T	F
6-10 NO SCHOOL, Easter Break	3	4	5	6	7
17 - HS Concert, 7 p.m.	10	11	12	13	14
24 NO SCHOOL, Teacher Works	17	18	19	20	21
16/17	24	25	26	27	28

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

May	
24	Athletic Banquet, 7:00 p.m.
29	NO SCHOOL, Memorial Day
22/22	

June	June				
	M	T	W	T	F
1 Last Day of School				1	2
2 Last Day for Teachers	5	6	7	8	9
2 Graduation	12	13	14	15	16
1/2					



	Student		Teacher
	EI	HS	
Qtr 1:	40	41	46
Qtr 2:	43	43	46.5
Qtr 3:	41	41	43.5
Qtr 4:	44	44	47
	168	169	183

- New Staff Orientation
- First / Last Day of School
- Holiday / No School
- Tch'r Workshop/No School
- No School, Conferences
- Conferences, 4-7 PM
- Graduation
- End of Quarter
- School Board Mtgs

# Northland Community Schools Handbook Review Form

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

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

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

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

I have reviewed the handbook with my student.

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

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

## General Information - Section I

### Welcome to Northland Community Schools

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

### Mission Statement

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

### Vision Statement

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

### School Mascot: Eagle

### Eagle Pride Expectations

#### Eagle Pride, School Wide

Be Responsible  
Be Respectful  
Be Productive  
Be Safe

### Digital Tools

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

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

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

## Addresses, Phone Numbers, Administrators

Northland Community School Office  
316 Main Street East  
Remer, MN 56672  
Hours: 7:00 am - 4:30 pm  
Telephone: 218-566-2351  
Fax: 218-566-2053

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

Superintendent: Mary Yakinchuk, [myakibchuk@isd118.org](mailto:myakibchuk@isd118.org)  
Elementary Principal: Janessa Green [jgreen@isd118.org](mailto:jgreen@isd118.org)  
High School Principal: \_\_\_\_\_

### School Hours

The student day is from 8:25 a.m. - 3:06 p.m. The building secretary is in the building to take calls from 7:30 a.m. - 4:30 p.m. daily. Students are not allowed in the building before 8:10 a.m. and after 3:06 p.m. unless they are participating in an extra-curricular activity or supervised by an identified adult .

### Closed Campus

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

### Registration

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

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

## School Breakfast and Lunch Programs

	<b>Breakfast</b>	<b>Lunch</b>
<b>Elementary Students</b>	\$ .90	<del>\$2.75</del> \$2.85
<b>High School Students</b>	\$1.00	<del>\$2.85</del> \$2.95
<b>Adults</b>	<del>\$1.90</del> \$2.00	<del>\$3.85</del> \$3.95
<b>Reduced Students</b>	Free	Free
Milk is \$ .40- <del>\$.50</del>		

Each student is assigned a personal meal account. Parents deposit money into the account either by sending cash/check to school or by depositing money online through the Parent Portal. Parents may request an account detail report at any time. Food Service account information is also available through the Parent Portal. Letters will be sent home to notify a family of a low or negative balance. We suggest a minimum of \$10 per student to be prepaid into their meal account. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.

Meal Benefit Application Forms are available from the school and on the district website to apply for free and reduced lunches: [isd118.k12.mn.us>Departments>Food Service Information](http://isd118.k12.mn.us/Departments/Food%20Service%20Information)

Federal regulations require the school district to feed a child who has no money in his/her account. Students who have a zero or negative balance will be given the school lunch but may not take any a la carte items. [Parents/guardians are responsible for any negative balances. You may reapply for free/reduced lunches at any time during the school year. Payment plans may be arranged with the principal.](#)

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

The lunch program is automated. Each student is given a four-digit pin number which they enter on the keypad at the end of the food line. This number stays with them for the entire time they are at Northland Community Schools.

Northland High School has a closed lunch period which means that students must remain in the building during their lunch period.

## School Closing Information

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

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

#### Radio

KOZY 1320 AM/KMFY 96.9 FM

Midwest Communications – WBTX 93.9 FM, WNM 650 AM< USA 99.9 FM, WMFG 106.3 FM, WMFG 1240 AM

Brainerd – WJJY 106.7 FM, KTCF 101.5 FM

#### TV

WCCO – 4

KSTP – 5

KMSP – 9

KARE – 11

WDIO

KBJR

### **Dressing for the Weather**

As the weather becomes colder or wetter, students are expected to arrive at school dressed for the weather conditions.

When weather permits all elementary students will go outside for recess. Please dress your child appropriately for the weather. Students will not go outside if the windchill or temperatures are below zero degrees Fahrenheit.

### **School Supplies**

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

A list of school supplies needed is available on the district website at:

[www.isd118.k12.mn.us](http://www.isd118.k12.mn.us). Click on Schools>Northland Elementary School>School Supply Lists under Quick Links.

### **Extra-Curricular Activities / Field Trips – District Policy #610**

For participation in some activities, parental permission is required.

A. Extracurricular activities such as sports programs or after-school special activities.

## B. Field Trips

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

**The complete District Policy #610 – Field Trips can be found in the Policy Manual on the school website.**

## Health Services

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

### Medications

#### A. Prescription Medication

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

#### B. Non-Prescription Medications

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

### Special Health Circumstances

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

### Head Lice

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

### Health Emergency

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

### **Conjunctivitis (Pink Eye)**

Conjunctivitis, commonly known as pink eye, is an inflammation of the thin transparent layer of tissue that lines the inner surface of the eyelid and covers the white part of the eye. This leads to redness and soreness of the eye, often caused by viruses or allergies. Other causes of conjunctivitis include bacterial infections and irritation from chemicals. Students do not need to be excluded from school unless the student has a fever or is not healthy enough to participate in routine activities. Antibiotics or a note from a health care provider are not required. The American Academy of Pediatrics recommends considering conjunctivitis like the common cold-both diseases are easily spread among children and both resolve without treatment.

### **Criteria for Sending Students Home from School**

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

Northland Community Schools will follow current health requirements set forth by Minnesota Department of Health (MDH) and Minnesota Department of Education (MDE).

### **Procedure for Visitors to School District Buildings and Sites**

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

### **Procedures**

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

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

Unauthorized persons shall not be permitted in school buildings or on school grounds. School

administrators are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on grounds.

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

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

## **Student Dress and Appearance – District Policy #504**

It is the policy of this school district to encourage students to dress appropriately for school activities.

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

- Clothing appropriate for the weather
- Clothing that does not create a health or safety hazard
- Clothing appropriate for the activity (ex. physical education or the classroom)

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

- “Short” shorts, skirts, and dresses, skimpy tank tops, spaghetti straps, tops that expose the midriff, show too much cleavage, and/or show undergarments, and other clothing that is not considered appropriate.
- Shorts must be not higher than 6" above the middle of the student's knee when standing
- Skirts/dresses may not be higher than 4" above the middle of the student’s knee when standing
- Clothing which bears a message which is lewd, vulgar, or obscene
- Apparel promoting products or activities that are illegal according to law and/or for use by minors
- 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
- Any apparel or footwear that would damage school property
- Hats and hoods are not to be worn in the building except with the approval of the building principal (i.e.: student undergoing chemotherapy; medical situations, and special events). Note: baseball caps or hats are not to be used as welding protective head gear. Welding hats are available from the instructor.
- For safety reasons, bulky outerwear, coats, jackets, blankets and backpacks are to be left in the student's locker during the regular school day, unless permission is received from Administration.

\*\*When 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.

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

## **Cell Phone Policy – District Policy #360**

~~All Pre-K through 6<sup>th</sup> grade students will place all electronic devices in their school locker each day prior to the start of first hour (8:30 am). Devices must be turned off when stored in school lockers. Students in grades 7 through 12 will be allowed to use personal electronic devices between class periods and during their scheduled lunch period. Students may not use their cell phones during instructional time unless otherwise given permission by the teacher. This includes students in the office, hallways, and restrooms during instructional time. Instructional time is defined as the time from the last tone of one tardy bell to the first tone of the dismissal bell. Each teacher has the discretion to allow and regulate the use of cell phones in the classroom and on specific projects.~~

~~Cell Phones must always be in silent mode while on school campus, unless otherwise allowed by a teacher.~~

~~Cell phone use will not be permitted in locker rooms or restrooms.~~

~~The use of cell phones in a bathroom or locker room may result in law enforcement being called.~~

~~**The complete District Policy #360 – Cell Phones can be found in the Policy Manual on the school website.**~~

## **Cell Phone Policy**

- All Pre-K through 6<sup>th</sup> grade students will place all electronic devices in their school locker each day prior to the start of first hour (8:30am). Devices must be turned off when stored in school lockers.
- All students in grades 7-12 may use cell phones between class periods and during lunch.
- **Students may not use have their cell phones, headphones or earbuds out during instructional time.**  
This includes students in the office, hallways, and restrooms during instructional time. Instructional time is defined as the time from the last tone of one tardy bell to the first tone of the dismissal bell.
- Cell phones must ALWAYS be in silent mode while on school campus, unless otherwise allowed by a teacher.
- Cell phone use will not be permitted in locker rooms or restrooms.
- Consequences:
  - First offense -- (minor) the phone is taken away until the end of the day
  - Second offense – (minor) the phone must be picked up by a parent or guardian
  - Third offense – (major) either the student is suspended for 1 (one) day, or the phone is taken away for 5 (five) days, via parent’s choice.
  - Any further infractions will result in the student not having a cell phone on school grounds during the school day. Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions.

**The complete District Policy #360 – Cell Phones can be found in the Policy Manual on the school website.**

## **EXCERPT FROM DISTRICT POLICY 524 INTERNET ACCEPTABLE USE AND SAFETY**

**(Complete policy is posted in the policy manual on the District website:  
[www.isd118.k12.mn.us](http://www.isd118.k12.mn.us))**

Adopted: 09/18/97

Annual Review: 3/15/07,03/09, 11/21/12, Revised: 04/20/00, 05/20/04 04/20/06, 12/2006, 3/15/07,02/08, 3/09 05/17/2012, 6/21/2012, 10/22/13, 01/06/14, 7/15/14, 2/18/16 , 10/27/16, 1/3/18

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications. Utilization of technology is an inherent managerial policy under MN Statute 179A.07.

### **II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for

damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

## V. UNACCEPTABLE USES

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:

a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;

b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;

c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;

d. information or materials that could cause damage or danger of disruption to the educational process;

e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization. Users will not use the school district system to engage in cyber bullying or harassment of another person, or to engage in personal attacks, including prejudicial or discriminatory attacks. This includes, but is not limited to, social network sites, tweeting, texting, chat rooms, email and other electronic communications.

3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.

4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

# Northland Community Schools ISD 118 Children's Online Privacy Protection Act (COPPA)

## Privacy Notice & Authorization

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

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

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

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

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

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

Student's Teacher \_\_\_\_\_

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

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

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

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

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

Date \_\_\_\_\_

### Resources:

- For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtm>.
- View the 2022-2023 Northland Community Schools ISD 118 COPPA Compliance List at <https://docs.google.com/spreadsheets/d/1-nOpEchJ1KpCW36LRKUL8CqWf7QvxOJgWGWQP8TLnDg/edit?usp=sharing>



## School Owned Device Policies & Guidelines

### Parent-Student-School Technology Compact

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

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

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

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

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

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

## Northland Community School District Student Pledge for Device Use

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

### Parent/Guardian Responsibilities

- Parents assume responsibility for the supervision of Internet use outside of school. Parents have read and will support their student in adhering to the School Acceptable Use Policy. Parents are encouraged to discuss family rules and expectations for using Internet based tools, including G Suite for Education. Parents are encouraged to report any evidence of cyber bullying or other inappropriate use to school administrators.

### **School Responsibilities**

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

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

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

District Policies may be viewed at

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

### **Acceptable Use**

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

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

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

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

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

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

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

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

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

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

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

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

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

## Student Transportation Safety – District Policy #709

### Bus Riding is a Privilege

The 1994 Omnibus Education Act clearly established that riding a school bus is a privilege and not a right. A student's riding privilege may be revoked for failing to obey the school district's bus discipline policy or for failing to demonstrate knowledge of school bus safety principles after receiving safety training. Furthermore, school districts are not required to provide transportation for a student whose riding privileges have been revoked. Some provision must be made for students with disabilities.

### Parent Responsibility

First and foremost, parents and guardians have the primary responsibility for the actions of their children. While teachers, drivers, and other school personnel share in the responsibility to educate children, the parent is the person responsible for the appropriate behavior of a child in and outside of the home. It is through the cooperation of all people involved that a child will succeed in life. But it is the parent who must insist and be responsible for appropriate behavior of their child. This responsibility clearly applies in the area of bus safety.

All students are expected to follow Eagle Pride Bus Basics:

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

### Rules at the Bus Stop

1. Students must be on time at the designated bus stops. Buses cannot wait for tardy students. Students are expected to be at the bus stop five minutes early.
2. Students will not stand in the roadway while waiting for the bus. Students should stand at least five feet from the edge of the road.
3. Students will crossroads at the bus driver's signal and at a point 10 feet in front of the bus and not behind it.

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

## Attendance – District Policy #503

Regular attendance is very important for successful schoolwork. While a student is enrolled in school, his or her number one job is attending classes regularly and fulfilling all the class requirements. Regular and prompt attendance is a positive habit and should be cultivated as such. Minnesota State Law governs the attendance of pupils and obligates schools to ensure regular attendance.

### Student Responsibilities

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

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

- A parent/guardian must call the attendance office each day you are absent. If unable to call, a student must bring a note signed by the parent or guardian to the attendance office within 48 hours of returning to school.
- The note or phone call should state the reason for the absence and include the phone number where the parent/guardian may be reached.
- If a parent/guardian does not call or a signed note is not presented to the attendance office within two (2) school days after the student's return to school, the absence will remain permanently unexcused.

### **Attendance – District Policy #503 (additions)**

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

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

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

#### **First Step**

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

#### **Second Step**

After five or more days if the child is in elementary school; five or more class periods if the child is in middle school, high school or area learning center; school personnel will send a letter to the parent or guardian explaining the consequences if the unexcused absences continue. The parent/guardian and student will be invited to participate in an intervention plan.

#### **Third Step**

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

County, Tribal, and appropriate Social Services will be notified and provided documentation.



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

## **Compulsory School Attendance Procedure**

### **Step One**

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

### **Step Two**

After 7 or more unexcused absences the Principal will send a certified letter to families to notify them that the student has met or exceeded 7 days of unexcused absences and is classified as habitual truant.

County, Tribal, or appropriate Social Service will be notified and provided documentation.

## **Weapons**

It is the policy of Northland Community Schools to maintain a learning and working environment that is free from threats or harmful influence of any person(s) or group(s) which exhibit and promote violence and disruptive behaviors. It shall be a violation of this policy for any pupil or staff member to possess a firearm or any dangerous weapon when in the school building, on school grounds, or at any school related activity. Anyone who violates this policy will be turned over to local law enforcement agencies in violation of the "Gun Free Schools Act of 1994" and will be expelled from school and may lose their driver's license.

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

## Discipline

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

### **Positive Behavioral Interventions and Supports (PBIS) – (for full district policy regarding discipline read District Policy #506 – Student Discipline)**

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

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

**Eagle Pride, School Wide**  
**Be Responsible**  
**Be Respectful**  
**Be Productive**  
**Be Safe**

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

### **Special Situations:**

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

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

Northland Community School's Behavior Flowchart

Classroom Environment and Teacher Strategies  
 Teach/Reteach Eagle Pride Expectations throughout year  
 Reinforce positive behaviors with students using Praise and Golden Tickets  
 Continue building relationships with students and families

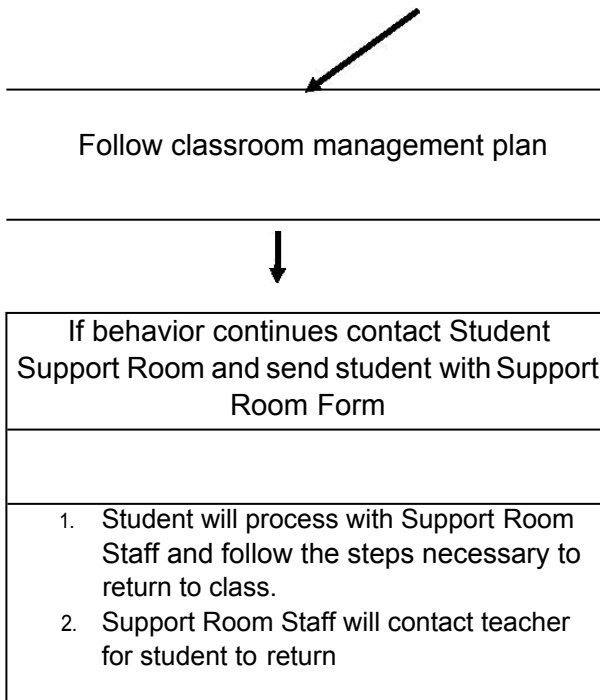
Observe problem behavior



MINOR

Is Behavior Minor/ Major?

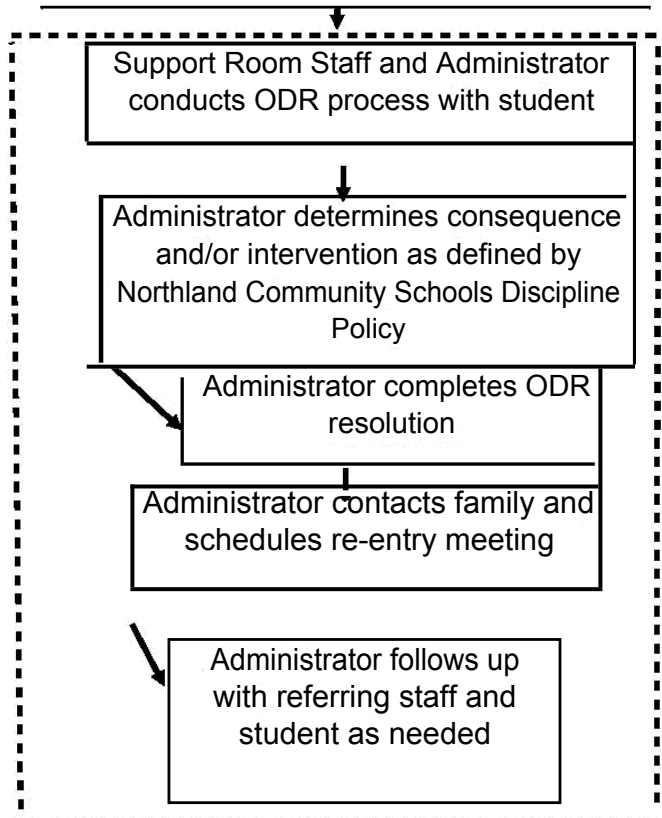
MAJOR




If behavior escalates to a Major?

If major behavior occurs call the Student Support Room and send the student ODR will be processed by Support Room staff


If major behavior occurs, and you are not able to do the above due to time of day or off campus contact Student Support Room staff to start ODR process



# Eagle Pride School Wide

	Arrival/Dismissal	Commons/Lunch	Passing Areas (Hallways, Stairs, Lockers)	Classroom	Bathroom/Locker Room	Bus
<p><b>Respect</b></p>	<ul style="list-style-type: none"> <li>* Maintain personal space</li> <li>* Be on time</li> <li>* Take hat off and store it in locker upon arrival</li> <li>* Wait your turn to come into the doors</li> </ul>	<ul style="list-style-type: none"> <li>* Use polite manners</li> <li>* Kind quiet conversations</li> <li>* Listen to cafeteria staff</li> <li>* Food is to be eaten or put in trash can</li> </ul>	<ul style="list-style-type: none"> <li>* Use quiet voices</li> <li>* Maintain personal space</li> <li>* Respect property</li> <li>* Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>* Follow directions and classroom routines</li> <li>* Be a good listener</li> <li>* Respect the rights of all learners</li> </ul>	<ul style="list-style-type: none"> <li>* Flush the toilet</li> <li>* Keep area clean and neat</li> <li>* Honor privacy and maintain personal space</li> <li>* Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>* Use kind &amp; quiet voices</li> <li>* Be respectful of all people</li> <li>* Listen to and obey bus drivers</li> <li>* Talk to people near you instead of across the bus</li> </ul>
<p><b>Responsible</b></p>	<ul style="list-style-type: none"> <li>* Stay in designated area</li> <li>* Clear hallways of personal things</li> <li>* Arrive promptly to class or get a pass if you are late</li> </ul>	<ul style="list-style-type: none"> <li>* Eat at tables or counters only</li> <li>* Clean tables/counters</li> <li>* Use lounge furniture</li> <li>* Appropriately (sit on seats/feet on floor)</li> <li>* Push in chairs and stools</li> </ul>	<ul style="list-style-type: none"> <li>* Shut/lock lockers</li> <li>* Stay with your class</li> <li>* Keep hallways and stairwells clean and clear</li> </ul>	<ul style="list-style-type: none"> <li>* Be prepared</li> <li>* Bring all needed materials</li> <li>* Follow technology policy</li> <li>* Be a problem solver</li> </ul>	<ul style="list-style-type: none"> <li>* Quietly walk to and from these areas</li> <li>* Use toilet, sink, hand dryer, and showers appropriately</li> </ul>	<ul style="list-style-type: none"> <li>* Follow directions of the bus driver</li> <li>* Be on time</li> <li>* Go directly to your seat</li> <li>* Clean up garbage</li> <li>* Check floor &amp; seat for belongings</li> </ul>
<p><b>Safe</b></p>	<ul style="list-style-type: none"> <li>* Walk on the right side of the hallways/stairs</li> <li>* Wear appropriate clothing for the weather</li> <li>* Be aware of busses and other vehicles</li> </ul>	<ul style="list-style-type: none"> <li>* Follow lunch line procedures</li> <li>* Enter and exit in a safe and orderly manner</li> <li>* Use stairs or ramps when entering/exiting stage</li> <li>* Report any hazards</li> </ul>	<ul style="list-style-type: none"> <li>* Keep to the right</li> <li>* Eyes forward</li> <li>* Walk at all times</li> <li>* Maintain personal space</li> <li>* Use planner/pass when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>* Stay in your personal space</li> <li>* Walk</li> <li>* Use materials appropriately</li> <li>* Sit on chairs/stools appropriately</li> </ul>	<ul style="list-style-type: none"> <li>* Wash hands</li> <li>* Leave area when finished</li> <li>* Secure and lock belongings in locker room</li> <li>* Follow technology policy</li> </ul>	<ul style="list-style-type: none"> <li>* Seat on the Seat</li> <li>* Back on the Back</li> <li>* Feet toward the floor</li> <li>* Hands and feet in your own space</li> <li>* Walk on and off the bus</li> <li>* Keep aisles clear</li> <li>* Stay clear of danger zones</li> </ul>
<p><b>Productive</b></p>	<ul style="list-style-type: none"> <li>* Be where you are supposed to be</li> <li>* Have materials you need for class</li> <li>* Help younger students get on/off the right bus</li> <li>* Keep doorway clear</li> </ul>	<ul style="list-style-type: none"> <li>* Go directly to your location</li> <li>* Be prepared</li> <li>* Bring your needed materials to class</li> <li>* Be aware of the time</li> </ul>	<ul style="list-style-type: none"> <li>* Work cooperatively</li> <li>* Do your best</li> <li>* Complete/turn in assignments</li> </ul>	<ul style="list-style-type: none"> <li>* Do your business and get back to class</li> <li>* Report problems to a trusted adult</li> </ul>	<ul style="list-style-type: none"> <li>* Practice cooperation and citizenship</li> <li>* Do homework on the bus</li> </ul>	

# Eagle Pride School Wide

	<b>Office</b>	<b>Playground</b>	<b>Media Center</b>	<b>Computer Lab</b>	<b>Gym/Exercise Room</b>	<b>Community Wide</b>
<p><b><i>Respect</i></b></p>	<ul style="list-style-type: none"> <li>*Wait your turn</li> <li>*Use a quiet voice</li> <li>*Use kind words</li> <li>*Stay in front of the office counter</li> </ul>	<ul style="list-style-type: none"> <li>*Include others in play</li> <li>*Wait your turn</li> <li>*Use the playground equipment appropriately</li> <li>*Listen to all adult supervisor directions</li> </ul>	<ul style="list-style-type: none"> <li>*Use quiet voices</li> <li>*Use all areas appropriately</li> <li>*Take care of the books and equipment</li> </ul>	<ul style="list-style-type: none"> <li>*Be prepared to listen to the teacher</li> <li>*Quiet voices</li> <li>*Use equipment properly</li> <li>*Log off when finished</li> </ul>	<ul style="list-style-type: none"> <li>*Pick up after yourself</li> <li>*Pay attention to your own business</li> <li>*Maintain personal space</li> <li>*Use appropriate voices/language</li> </ul>	<ul style="list-style-type: none"> <li>*Greet others politely</li> <li>*Use good manners</li> <li>*Help elderly neighbors</li> </ul>
<p><b><i>Responsible</i></b></p>	<ul style="list-style-type: none"> <li>*Have a pass during class</li> <li>*State your business</li> </ul>	<ul style="list-style-type: none"> <li>*Wear appropriate clothes</li> <li>*Watch out for others</li> <li>*Make good choices</li> </ul>	<ul style="list-style-type: none"> <li>*Put books where they need to be</li> <li>*Use appropriate check out procedures</li> <li>*Return your books, materials, equipment on time</li> <li>*Charge computers</li> </ul>	<ul style="list-style-type: none"> <li>*Keep food and drinks away</li> <li>*Use with care</li> <li>*Use only your username</li> <li>*Log out of computer</li> <li>*Clean up after self</li> <li>*Stay on appropriate sites</li> </ul>	<ul style="list-style-type: none"> <li>*Use equipment properly</li> <li>*Report any problems to a trusted adult</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up litter</li> <li>*Take care of property</li> <li>*Be aware of your actions</li> </ul>
<p><b><i>Safe</i></b></p>	<ul style="list-style-type: none"> <li>*Keep doorway clear</li> <li>*Open door safely</li> <li>*Sit properly on bench/chairs</li> </ul>	<ul style="list-style-type: none"> <li>*Report problems and injuries to adults</li> <li>*Use equipment for intended purpose</li> <li>*Stay in designated play areas</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in area</li> <li>*Maintain personal space</li> <li>*Sit properly on chairs/stools</li> </ul>	<ul style="list-style-type: none"> <li>*Push in chairs and sit properly</li> <li>*Walk in lab</li> <li>*Follow netiquette policy</li> </ul>	<ul style="list-style-type: none"> <li>*Awareness of surroundings</li> <li>*Wear appropriate gym shoes</li> <li>*Use bleachers for sitting</li> </ul>	<ul style="list-style-type: none"> <li>*Encourage others to make good choices</li> <li>*Follow community rules</li> </ul>
<p><b><i>Productive</i></b></p>	<ul style="list-style-type: none"> <li>*Let the secretary know what you need</li> <li>*Get your requests and forms early</li> <li>*Take care of business and return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>*Line up when your grade is called</li> <li>*Have fun</li> <li>*Put away equipment</li> <li>*Pick up your belongings</li> </ul>	<ul style="list-style-type: none"> <li>*Use your time wisely</li> <li>*Use internet according to netiquette policy</li> </ul>	<ul style="list-style-type: none"> <li>*Complete assignments</li> <li>*Use your time wisely</li> <li>*Try new technology appropriately</li> <li>*Leave everything better than you find it</li> </ul>	<ul style="list-style-type: none"> <li>*Be on time and prepared</li> <li>*Use good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>*Volunteer</li> <li>*Be helpful</li> <li>*Teach others how to be respectful and model "Eagle Pride" behavior</li> </ul>

### Major Discipline Guidelines (Elementary School)

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

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

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

### Major Discipline Guidelines (High School)

Infraction	Definition	Grade	Consequence	
			Minimum	Maximum
Academic Dishonesty	Intentional behavior including, but not limited to, plagiarism, copying another's work, cheating, or altering records. Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	7-12	Loss of credit	5 Day OSS, Loss of Credit
Alcohol/Drugs	The possession or use of intoxicating alcoholic beverages, chemical substances, narcotics, prescription medications, inhalants, controlled substances, synthetic substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. This includes being under the influence at school, school-sponsored events and on school-sponsored transportation.	7-12	5 Day OSS	Expulsion
Arson	Intentional destruction of, or damage to, property by means of fire or explosives.	7-12	10 Day OSS	Expulsion
Assault	Intentionally, knowingly or recklessly causing any physical injury to another person	7-12	5 Day OSS	Expulsion
Bomb Threat	Threat to harm students, staff, or school property by use of a bomb.	7-12	10 Day OSS, Police referral	Expulsion
Bullying	The repeated delivery of direct or technology-based messages or acts that involve intimidation, imbalance of power, teasing, taunting, threats, or name calling.	7-12	1 Day ISS	Expulsion
Harassment (Cyber)	The delivery of technology-based messages or acts that involve intimidation, teasing, taunting, threats, or name calling.	7-12	1 Day ISS	Expulsion
Harassment (Racial)	Race discrimination involves treating someone unfavorably because he/she is of a certain race or because of personal characteristics associated with race. Harassment can include, for example, racial slurs, offensive or derogatory remarks about a person's race or color, or the display of racially-offensive symbols.	7-12	3 Day OSS	Expulsion
Harassment (Physical)	The persistent or repeated annoying or tormenting of another person in a physical manner	7-12	Mediation (relationship repair with offended party) and/or ISS	Expulsion
Harassment (Sexual)	The unwelcome conduct of sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.	7-12	3 Day OSS	Expulsion
Harassment (Verbal)	The persistent or repeated annoying or tormenting of another person in a verbal manner	7-12	Mediation (relationship repair with offended party) and/or ISS	Expulsion
Controlled Substances (prescription)	Possession of medication that is prescribed to the student, but the possession is against school policy.	7-12	Conference, parent notification	Expulsion
Defiance/ Disrespect	Treating any staff member or any others with contempt or rudeness. Intentionally resisting or disregarding authority and/or excessive arguing with refusal to redirect.	7-12	Lunch Detention	Long Term Suspension (More Than 10 Days)
Disruption/Disorderly/ Insubordination	Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences.	7-12	Lunch Detention	Long Term Suspension
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district	7-12	Conference / Parent Contact / Change of clothes	3 Day OSS
Endangerment	Recklessly creating a risk of injury or imminent injury to another.	7-12	5 Day OSS	Expulsion
Excessive vulgar language/swearing	The use of profanity or any derogatory language stated publicly.	7-12	Lunch Detention	10 Day OSS
Fighting	When two or more persons engage in any violence toward each other in an angry or quarrelsome manner.	7-12	5 Day OSS	Expulsion
Gang Activity	Student uses gesture, dress, and/or speech to display affiliation with a gang.	7-12	1 Day OSS	Expulsion
Hazing	Committing an act against a student, or coercing a student into committing an act, that endangers the mental or physical health or safety of that student, in order for the student to be initiated into or affiliated with a student organization.	7-12	3 Day OSS	Expulsion
Skiping Class and/or Tardies	Failure to be at a designated location at a specified time.	7-12	Lunch Detention and/or ISS	3 Day ISS
Illegal Drugs	Possession, use, solicitation, or distribution of a controlled substance.	7-12	5 Day OSS	Expulsion
Over-the-Counter Medications against School Policy	A student found in possession of an over the counter medication, unless the student has complied with the school district's policy for such medication.	7-12	1 Day OSS	Expulsion
Leaving school grounds without permission	Leaving school grounds or being outside of the school building during regular school hours without permission.	7-12	1 Day ISS	5 Day OSS
Physical Contact (Minor Aggressive Act)	The behavior of rough boisterous play, minor confrontations, pushing and/or shoving.	7-12	1 Day ISS	Long Term Suspension
Pyrotechnics	Possession or use of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, gasoline, lighter fluid, firecrackers, fireworks, smoke bombs, etc. that contain flash powder, gunpowder, blackpowder, or any other explosive compound.	7-12	3 Day OSS	Expulsion
Robbery	Taking or attempting to take anything of value or personal property that is owned by another person or organization, by force or threat of force or violence.	7-12	ISS and Restitution	10 Day OSS/Restitution
Sexual Misconduct (Inappropriate Display of Affection)	Violating school policies of kissing, hugging, fondling, or touching in public.	7-12	Lunch Detention	Long Term Suspension
Technology	The misuse of school or personal electronic devices, computer system, web pages, and networks for the intended educational use or other violations of school policy. Cell phone violations to follow school policy.	7-12	Conference, Loss of Privilege	10 Day OSS/Restitution
Theft	Taking the property of another person or school without permission, with the intent of not returning it. No force is involved.	7-12	ISS and Restitution	10 Day OSS/Restitution
Threat/Intimidation	When a person indicates by word or physical action, the intent to cause physical injury or serious damage to a person or their property.	7-12	Mediation (relationship repair with offended party) and/or Lunch/Recess Detention	Expulsion
Tobacco	The possession or use of smoking tobacco, smokeless tobacco, vapes and all delivery devices on school property, at school-sponsored events and on school-sponsored transportation.	7-12	1 Day ISS and completion of educational training	3 Day OSS and involve law enforcement
Vandalism	Willful destruction or defacement of school property or personal property.	7-12	3 Day OSS and Restitution	Expulsion/Restitution
Verbal Abuse	Using abusive, threatening, profane or obscene language either oral or written (including Social Media) by a student toward a staff member or another student, including, but not limited to, conduct which degrades people because of their gender, race, religion, ethnic background, or physical or mental handicaps	7-12	Mediation (relationship repair with offended party) and/or ISS	Expulsion
Weapons	Being in the possession of a thing designed or used for inflicting bodily harm or physical damage.	7-12	5 Day OSS	Expulsion

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

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

### **Disciplinary Action Options:**

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Suspension from extracurricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;
- K. Referral to community resources or outside agency services;
- L. Financial restitution;
- M. Referral to police, other law enforcement agencies, or appropriate authorities;
- N. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- O. Out-of-school suspension under the Pupil Fair Dismissal Act;
- P. Preparation of an admission or readmission plan;
- Q. Saturday School;
- R. Expulsion under the Pupil Fair Dismissal Act;
- S. Exclusion under the Pupil Fair Dismissal Act; and/or
- T. Other disciplinary action as deemed appropriate by the school district

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

# Northland Community Schools 2022-2023 School Year

## Annual Integrated Pest Management Pesticide Notification

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

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

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

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

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## ASHERA Annual Asbestos Notification

During the past school year and continuing into the 2022-2023 school year the following asbestos management plan activities have been or are currently being completed, pursuant to the Environmental Protection Agency 40 CFR Part 763- "Asbestos Containing Materials in Schools; Final Rule and Notice."

### ACTIVITIES SCHEDULED FOR 2019-2022-230

- Periodic surveillance of building materials
- Training of District Personnel

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

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

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

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## **Indoor Air Quality Annual Notification**

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

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

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

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

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

## Northland Elementary School - Section II

### Parent-Student-Teacher Partnership

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

To facilitate this partnership, we have implemented a program called Partners in Education (PIE). On the first day of the school year (elementary school is not in session), individual teachers and families meet to plan the year for their children. We hope families take advantage of this unique opportunity to share important information about their child directly with their child's teacher. Families are asked what they want their child to gain in the upcoming school year and what is special about their child. Families and teachers then write an Individual Learning Plan (ILP). Individual Learning Plans are required for each child in grades K-6. Families will be contacted to schedule their PIE Conference.

### Report Cards

Report cards are issued at the end of every quarter. The quarter's end dates are as follows: Q1 – [11/04/2022](#)~~11/06/2021~~; Q2 – [01/20/2023](#)~~01/21/2022~~; Q3 – [03/23/2023](#)~~03/25/2022~~; Q4 – [06/01/2023](#)~~06/03/2022~~

### Recess

All students, grades K-6 go outside for recess each day unless there is inclement weather. Please dress your child appropriately for the weather. Students will not go outside if the windchill or temperatures are below zero degrees Fahrenheit.

## Northland High School - Section III

### Bell Schedule

MONDAY-~~TUESDAY-THURSDAY~~-FRIDAY

0 Hour M-F	7:30 – 8:20	50 Minutes
Period 1	8:25 – 9:16	51 Minutes
Period 2	9:20 – 10:10	50 Minutes
Period 3	10:14 – 11:04	50 Minutes
Period 4A (early lunch)	11:09 – 11:59 (11:04-11:30)	50 Minutes 24 Minutes
Period 4B (lunch)	11:34 – 12:24 (11:59-12:24)	50 Minutes 25 Minutes
Period 5	12:28 – 1:18	50 Minutes
Period 6	1:22 – 2:12	50 Minutes
Period 7	2:16 – 3:06	50 Minutes
Extension M-F (No Wed)	3:15 – 4:18	63 Minutes

~~WEDNESDAY EARLY RELEASE~~

<del>0 Hour M-F</del>	<del>7:30 – 8:20</del>	<del>50 Minutes</del>
<del>Period 1</del>	<del>8:25 – 9:06</del>	<del>41 Minutes</del>
<del>Period 2</del>	<del>9:10 – 9:50</del>	<del>40 Minutes</del>
<del>Period 3</del>	<del>9:54 – 10:34</del>	<del>40 Minutes</del>
<del>Advisory</del>	<del>10:38 – 10:59</del>	<del>21 Minutes</del>
<del>Period 4A (Lunch)</del>	<del>11:03 – 11:49 11:03-11:28</del>	<del>46 Minutes 25 Minutes</del>
<del>Period 4B (lunch)</del>	<del>11:32 – 12:18 11:53-12:18</del>	<del>46 Minutes 25 Minutes</del>
<del>Period 5</del>	<del>12:22 – 1:02</del>	<del>40 Minutes</del>
<del>Period 6</del>	<del>1:06 – 1:46</del>	<del>40 Minutes</del>
<del>Period 7</del>	<del>1:50 – 2:30</del>	<del>40 Minutes</del>

Notes:

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

## Seventh and Eighth Grade Requirements

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

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

Rotation Courses:

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

Electives:

- Band
- Choir
- Introduction to Ojibwe

Retention:

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

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

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

## High School Graduation Requirements

Credits for graduation are earned in Grades 9-12. Minimum requirements for students graduating from ISD 118 are as follows:

### Required Courses:

English: 4 Credits

- English 9 (1 credit)
- English 10 (1 credit)
- English 11 (1 credit) College Comp I and/or College Comp II may fulfill English 11 and/or English 12 requirement
- English 12 (1 credit) College Comp I and/or College Comp II may fulfill English 11

- and/or English 12 requirement
- English Electives (1 credit each)

Math: 4 Credits

- Intermediate Algebra 1 (1 credit) College Algebra may be used to fulfill Intermediate Algebra or Algebra II
- Geometry (1 credit)
- Algebra II (1 credit) College Algebra may be used to fulfill Intermediate Algebra or Algebra II
- Math Elective (1 credit)

Social Studies: 3.5 Credits

- Social 9 (US History, 1 credit)
- Social 10 (Global Studies, 1 credit)
- Social 12 (US Government, 1 credit)
- Economics (1/2 credit)

Science: 3 Credits

- Physical Science (1 credit)
- Biology (1 credit)
- Science Elective (1 credit)

Students must be enrolled in Math and English every semester unless approved by the educational team.

**Total Credits/Electives:**

Under the seven-period day, students must pass at least 6 credits per year to be considered "on track" for graduation.

17 required credits

7 elective credits (at least 1 in visual arts or performing arts, 1/2 in health, 1/2 in physical education, 1/2 in careers/AVID and 1/2 in personal finance.)

**24 credits total**

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

**Credit Load Rules:**

Credit Recovery:

Northland High School students are not to attempt more than 5.5 credits in any single academic semester or 11 in any single academic year.

A typical NHS student carries a full load consisting of 3.5 credits per semester, or seven credits per year. Students who are behind in credits may utilize supplemental learning opportunities (i.e.

credit recovery and/or Infinity Online classes, and/or PLATO). NHS will continue to accept summer school credits from other districts.

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

**Academic Assistance:**

- Teachers may be available outside of class time for academic and/or behavior assistance as prearranged by the student and teacher.

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

**College in the Schools - CIS**

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

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

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

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

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

**Online Credits**

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

## Reports

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

## Report Cards

Report cards are issued at the end of every quarter to inform both the students and parents regarding pupil progress in each subject. The quarter's end dates are as follows: Q1 – [11/06/2020](#)~~11/04/2022~~; Q2 – [01/04/2023](#)~~01/22/2021~~; Q3 – [03/23/2023](#)~~03/31/2021~~; Q4 – [06/01/2023](#)~~06/03/2021~~

## Honor Roll

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

## Honors Graduation Program

High Honors recipients are selected solely on class ranking (GPA) at the end of semester one of the senior year. Eligibility for High Honors requires a minimum cumulative GPA of 3.34 (A average).

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

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

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

## Transfer Students

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

## **Procedure for Changing Classes**

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

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

## **Lockers/Locks**

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

# **Northland Community Schools**

**ISD #118**



## **Extra Curricular Activities Handbook**

**2022-2023**

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

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**ATTACHED:**

- 2021-2022 MSHSL Eligibility Brochure
- 2022-2023 Sports Qualifying Physical Examination Clearance Form
- Physician's Approval to Resume Participation in Interscholastic Activities Form
- Emergency Contact Information

**ISD #118 POLICIES FOR PARTICIPATION  
IN ATHLETICS AND ALL EXTRA-CURRICULAR ACTIVITIES INCLUDING  
NON-MSHSL ACTIVITIES**

**Interscholastic/Intramural Athletics:**

The Board of Education believes individual students will grow physically and mentally through their experience in self-discipline and their contribution to team effort made possible through competitive inter school and intramural team and individual sports activities.

Participation in interscholastic athletics, as per Minnesota State High School League, shall be limited to students in grades 7-12 with participation of properly supervised teams from grades 7 and 8 also permitted in a limited program within their own grade levels with other schools.

Those teachers having direct responsibility for the conduct of the athletic program of the school are required to conform in all ways to the general education program as established by the Board and administration, including such matters as schedules, financial expenditures, relationships with other schools, and health and safety regulations.

District participation in interscholastic athletics shall be subject to approval by the Board. This shall include approval of membership in any leagues, association, or conferences, or rules for student participation, and of annual sports schedules.

All athletic programs shall operate in accordance with state law M.S. 1978, 126.21 as regards sex discrimination in athletics.

**Philosophy of the Extracurricular Program:**

The primary purpose of the ISD #118 program of athletics and extra-curricular activities will be to provide students with as wide a variety of non-academic educational opportunities as is economically and practically feasible. The program shall select activities that offer students the greatest possible opportunity to develop their physical and intellectual skills, sportsmanship, fair play, and teamwork.

**Purpose:**

In general, the purpose of activities offered to students in the middle grades (7th and 8th) will be upon the integration of fundamental skills with the concepts of teamwork and performance, and the development of more sophisticated skills. Every effort will be made to maximize participation for all students in grades 7-8. Sixth grade participation is not universal to all sports. Sixth grade participation will be determined by recommendations to the school board by the Activities Director on an individual sport/activity basis.

The purpose of activities in the upper grades (9th through 12th) will be upon the development of sophisticated skills in individuals, and especially upon the development of groups and teams that are, through their demonstration of teamwork, fair play, and perseverance, capable

representatives and ambassadors of the school. Participation and performance in competitions may be limited to students with appropriated skill levels, as determined by their supervisors and coaches, but will include at least as many students as can be outfitted with available uniforms (where these may be a limiting factor).

### **Supervision and Direction:**

Each activity in the extracurricular program will be supervised and directed by one or more members of the ISD #118 staff or by an adult designed by the principal or by the Activities Director. All practices, meets, competitions, and meetings will require the presence of at least one adult supervisor. Supervisors (coaches) are required to supervise all of their players until all members of their team(s), are picked up after a home or away event. Supervisors (coaches) may not authorize practices, competitions, or other meetings to take place in their absence or in the absence of adult supervision, and may, as required by the Minnesota State High School League, be restricted to specified dates and periods for holding practices for MSHSL sponsored activities. Participating students will not be permitted to practice or compete when no supervisor is present. In general, where not governed by other regulations established in this policy or by MSHSL regulations (where applicable), the supervisors and directors will have the right and responsibility to establish all rules and regulations for participation, conduct, appearance, attendance at practices, and performance in competitions. Students' participation will be contingent upon their willingness to abide by the regulations set forth by their supervisors. There shall be no force of precedence imposed upon supervisors in establishing these regulations excepting those expressly stated in this policy.

### **Participation and Performance in Competitions:**

All students enrolled in ISD #118 schools who meet eligibility standards set forth by this policy, by the Minnesota State High School League (where applicable), and by the coaches and supervisors of the activity are entitled to participate. Every effort will be made, at the elementary and junior high levels to give each student equal opportunity to participate and play. Students are expected to attend all practices unless valid reasons are given to the coach in advance. Good attendance at all practices will be a major factor in determining how much a student will play. At the varsity level, the right to participate does not guarantee that the student will be permitted to compete or perform. Determination of which participants will compete shall always be the exclusive right of the directors and supervisors of the activity.

### **Eligibility:**

No student will be excluded from participation in any activity on the basis of race, creed, gender, or ethnic, although performance in competitions sponsored by the Minnesota State High School League may be limited to students of a specified gender. ISD #118 subscribes and adheres to all federal regulations governing equality of opportunity to participate in educational activities.

Eligibility standards will include, but are not necessarily limited to:

1. standards set forth by the MSHSL for all MSHSL sponsored activities (as distributed to students prior to the commencement of practices) -- these standards regulate eligibility

on the basis of age, academic standing, and compliance with rules concerning use of tobacco, alcohol, and illegal drugs.

2. academic standards as established by the school.
3. compliance with school regulations concerning physical examinations, parental permission, the payment of activities fees, and the payment of fines assessed for lost or damaged books and materials or other legitimate bills:
4. compliance with regulations established by the activities directors and supervisors (coaches) regarding behavioral conduct (both associated with the activity and elsewhere in school), attendance at practices, timely registration, cooperativeness, and, where applicable, adherence to the conditions of the MSHSL Sportsmanship Code (see Appendix A); and
5. appropriate level of physical or technical skill as determined by the activity directors and supervisors consistent with the focus of the activities program.

## **Academic Eligibility Policy for Grades 7-12:**

### Academic Standards

Student-athletes must make progress towards graduation. To do this, they must be receiving credit in every class and passing all classes. The following is the Northland Community School policy for student progress.

Every 3 weeks, student-athletes must turn in their progress reports, with a parent signature, to coaches.

- If the student has an F on this progress report, the student goes into "on watch." They do not have to sit.
- If two consecutive progress reports have an F, then the student must sit for half of the event. The student will still be expected to go to practice during their ineligibility. For football and basketball, it is a half. For baseball and softball, it is 3 innings. For volleyball, it is 2 sets. For cross country, it is missing every other event. This continues the entire 3 weeks. For other events, it will be up to coach and administration discretion.
- If three consecutive progress reports have an F, then the student is out for the entire event. The student will still be expected to go to practice during their ineligibility. This continues the entire 3 weeks.
- Once a student has a progress report of no F's, then they reset to the very beginning.
- **At the beginning of each season, Activities Directors or Principals will look at the previous quarter grades to determine eligibility for the first 3 weeks of the season.**

### **School Attendance:**

Students must be in attendance all day on the day of competition, contest, or practice.

Students must be in attendance at the 8:25 am start time for the beginning of the next school day following the event, contest or game.

Any deviation of this rule must be cleared, in advance by the parent through the coach, Activities

Director, or Principal's Office. Excused absences will be accepted. Those students not in compliance will not be eligible to participate in the event following the infraction.

However, if trends develop that reflect poor student attendance before or after games, or if it becomes apparent that student activities are having a detrimental effect on school attendance, players will need to take the following actions to remain eligible:

1. **Meet with respective coach and Activities Director to develop attendance improvement plan.**
2. **If attendance concerns persist, a parent meeting with the Activities Director and Principal will be held; consideration will be given to suspending student from respective activity.**

Coaches will utilize student attendance; both activity attendance and school attendance, to determine which students participate in activities and which students do not. **If a coach feels that poor attendance may create a safety issue or may inhibit student academic success, a coach may withhold a student from an activity until school/activity attendance is improved.**

### **Physical Examination:**

The MSHSL requires students in grades 7 through 12, who participate in athletics, to have a physical examination at least once every three years. Standard State of Minnesota examination forms are available at most clinics and should be turned in to the high school office when the examination is completed. Students usually obtain physicals during the summer prior to 7th and 10th grades. The office must have a copy of the physical on file before the student will be permitted to compete.

Although a physical exam is only required every three years by the MSHSL, it is highly recommended by coaches at ISD #118 that all athletes have a physical exam every year.

### **Parental Permission:**

All athletic participants must present a slip signed by a parent or guardian granting them permission to participate in the activity before they will be allowed to compete.

### **Fees:**

ISD #118 assesses a participation fee for all of its MSHSL Activities except band and choir. The fee for each activity for a student who plays varsity or junior varsity is \$50. The participation fee for junior high, 7th & 8th grade level activity is \$35 per activity. The fee for One Act Play and Visual Arts is \$15.

Family max is \$200.

Uniform Deposit is \$100 **for the year and is due at the start of the first sports season played. This will be returned at the end of the last season.**

Activity fees must be paid prior to practicing or have worked out a payment plan with the Activities Director or Principal.

If a student discontinues his/her participation in an activity during the first two weeks of the activities season, including practice time, then he/she may receive a refund of the activity fee. The student must notify the coach during the first two weeks that he/she is quitting the activity. No other refunds are possible.

## **Use of Tobacco, Alcohol, and Controlled Substances:**

In keeping with MSHSL regulations student violations will be accumulated, during 7th and 8th grade then again from 9th through 12th grade. Violations accrued prior to the 9th grade will not be considered for students in 9th through 12th grades.

1. First Violation:
  - a. MSHSL consequences will apply, which means that the student shall lose eligibility for the next two scheduled interscholastic events or two weeks of scheduled events for each activity in which
  - b. The student participates, whichever is greater. This two- week or two-event consequence will carry over into the next season or if the violation occurs in the spring, it will carry over into the next school year.
2. Second Violation:
  - a. MSHSL consequences will apply, which means that the student shall lose eligibility for the next six scheduled interscholastic events or six weeks of scheduled events for each activity in which the student participates, whichever is greater. This six week or six event consequence will carry over into the next season or if the violation occurs in the spring, it will carry over into the next school year.
3. Third Violation:
  - a. MSHSL consequences will apply, which means that the student shall lose eligibility for the next twelve scheduled interscholastic events or twelve weeks of scheduled events for each activity in which the student participates, whichever is greater. This twelve week or twelve events consequence will carry over into the next season or if the violation occurs in the spring, it will carry over into the next school year.
  - b. Eligibility may be restored after a minimum of six weeks have elapsed and only when the student presents a certificate signed by the director or a counselor of a chemical dependency treatment center indicating that a treatment program has been satisfactorily completed. Students will enroll in dependency treatment at their own expense.

As required by law, all violations of chemical use will be reported to law enforcement and to the local district Chemical Assessment team for review and evaluation.

## Locker Use:

It is the responsibility of the student to ensure that all personal belongings are stored within their sports locker and locked at all times during their absence. Lockers and locks are provided to all students. Personal locks are not allowed.

## NON-MSHSL ACTIVITIES

ANISHINAABE QUIZ BOWL  
ART CLUB  
KNOWLEDGE BOWL  
SERVICE LEARNING  
STUDENT COUNCIL  
STUDENT AIDES

## Non-Athletic - Category II Activities:

Teachers, coaches, directors, or advisors of MSHSL and non-MSHSL activities may impose consequences such as not allowing students to participate in pep band, tournaments, concerts, performances, etc.

As required by law, all violations of chemical use will be reported to law enforcement and to the local Chemical Assessment team for review and evaluation.

During the investigation of a chemical or any MSHSL or non-MSHSL violation, if the student claims they were not in violation, but at a later date, it is found or facts show that the student was lying, the student will become ineligible for any MSHSL or non-MSHSL activity participation for an additional 9 week period in accordance to MSHSL or non-MSHSL rules.

## Northern Lakes Conference Sportsmanship:

The Northern Lakes Conference is a tradition rich conference comprised of seven schools in Northeastern Minnesota: Bigfork, Deer River, Greenway, Hill City, Little Fork/Big Falls, Nashwauk-Keewatin, and Northland Community Schools. The Northern Lakes Conference is committed to developing and practicing good sportsmanship throughout all of their programs.

The Northern Lakes Conference has adopted the following:

- Sportsmanship Creed
  - It is read by the public address announcer prior to every athletic contest and published in the event program.
  - **The creed states:** Sportsmanship and courtesy go hand in hand. Good sportsmanship is strived for in all Northern Lakes Conference events. Good sportsmanship is a responsibility of players, coaches, faculty, cheerleaders, students, adult spectators, officials, and the media.

## EXPECTATIONS OF STUDENT PARTICIPANTS:

1. Treat opponents with respect - shake hands prior to and after contest.

2. Respect judgment of contest officials, abide by rules of the contest and display no behavior that could incite fans.
3. Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
4. Shake Hands with officials at the conclusion of the contest.

#### EXPECTATIONS OF COACHES:

1. Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
2. Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the no. 1 priority.
3. Respect judgment of contest officials, abide by rules of the event and display no behavior that could incite fans.
4. Treat opposing coaches, participants, and fans with respect. Shake hands with officials, opposing coach in public.
5. Develop and enforce penalties for participants who do not abide by sportsmanship standards.
6. Shake hands with the officials at the conclusion of the contest.

#### EXPECTATIONS OF SPIRIT GROUPS:

1. Stimulate desired crowd response using only positive cheers, signs, and praise without antagonizing or demeaning opponents.
2. Treat opposing spirit groups and fans with respect.
3. Recognize outstanding performances on either side of the playing field or court.
4. Understand rules and strategies of the contest in order to cheer at proper times.
5. Maintain enthusiasm and composure, serving as a role model.
6. Sportsmanship behavior must be practiced by the group. The school district will not tolerate unacceptable practices such as taunting, or any other type of negative behavior directed at our opponents. Individuals or groups not abiding by good sportsmanship practices will face disciplinary actions.
7. All signs and location of signs must be approved by game management.
8. Respect the efforts of the cheerleaders.
9. Sing the Sportsmanship song along with the cheerleaders:

#### SPORTSMANSHIP SONG

Come on let's raise our voices loud and strong'  
 And give a cheer to boost our team along  
 Let's urge the teams to fight with all their might,  
 And win a victory in sportsmanship tonight.  
 For if we win or lose, we'll never fuss  
 We'll make our Alma Mater proud of us.  
 So with a loud and lusty hip hurrah  
 Our friendly foes we'll play.

#### EXPECTATIONS OF FANS:

1. Realize that a ticket is a privilege to observe a contest and support High School activities not a license to verbally assault others or be generally obnoxious.
2. Respect decisions made by contest officials.
3. Respect other fans, coaches, and participants.

4. Be a FAN....NOT A FANATIC!!!!
5. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
6. Maintain self-control at all times.
7. Parents are asked to maintain control of younger children during an event.

**General Rules and Regulations Governing Activities Participation: (including all extracurricular activities)**

1. Student serving in-school-suspension for any reason, will be ineligible to participate in any competition during the date(s) of suspension. They are still expected to participate in practice during that time.
2. Student serving out-of-school-suspension for any reason, will be ineligible to practice or participate in any competition during the date(s) of suspension.
- ~~1. Student serving "suspension" either in-school-suspension or out-of-school-suspension for any reason, will be ineligible to practice or participate in any competition during the period of suspension.~~
- ~~2. Students who are assigned detention may not participate in any practices/games held on the day detention is to be served.
 
  - a. Students who are assigned detention on a day no practices/games are scheduled will not be allowed to participate in the next practices/games immediately following the assigned detention.~~
3. Participants, coaches, or advisors shall leave all practice areas and dressing rooms in a neat and orderly condition as well as seeing that all doors are locked, and all lights turned off that were used during practices and games. The coach or supervisor is responsible for the supervision of participants until the activity has been completed and is the last one to leave the building.
  - a. Coaches or supervisors are also responsible for supervising students while they are in the building waiting for an activity to begin. An area or room should be assigned for students that are waiting for the activity to begin or to load buses for out-of-town events.
4. **As a rule, for liability purposes, students are to use school transportation to and from school sponsored events and activities. Students are to be released only to their own parents or guardians unless permission was granted by the principal or his designee in advance.**
  - a. **Under no circumstances will a student be permitted to provide his(her) own transportation to or from an event held off the school grounds, nor will a student participant be permitted to ride with another parent or person unless approved by the principal or his designee.**
5. **Students that willfully, without permission from the coach, advisor or superintendent or his designee use transportation other than stated above, shall lose eligibility for the next two interscholastic events or two weeks of scheduled events for each activity in which the student participates, whichever is longer.**
6. Students may, on occasion, be asked to contribute to the cost of food, transportation, and lodging. This will be done in accordance with district policy.

## **Procedure for Administering the Code of Conduct and Eligibility Regulations:**

All allegations and complaints relative to a student's violation of the Code of Conduct, all inquiries, investigations of complaints, disciplinary actions taken, and appeals of disciplinary decision will be handled according to guidelines established by the Minnesota State High School League as outlined in Appendix B

Student participants will be expected to provide their own clothing for practices, and their own shoes, socks, underclothing, towels, and toiletries for both practices and competitions. They will also provide any accessories to standard uniforms that are not required equipment (e.g., special eyeglasses and special footwear).

Students who require medication or who have sustained unusual injuries will be required to provide their own medications. Under no circumstances will any activity supervisor administer medication of any sort (including aspirin) to a student participant. The school will not be required to provide meals or food allowances for student participants while students are on activities trips. The school does, however, have the option of providing food and lodging to those competing above the district level.

Student participants will be expected to keep their practice clothing clean and may be asked to clean uniforms and equipment issued them by the school.

## **Injuries and Insurance Coverage:**

ISD #118 assumes no liability for illness or injury to any student participating in athletics or extracurricular activities not due directly or indirectly to negligence on the part of activities supervisors.

District employees are expected to take reasonable and accepted precautions against injury and to provide for proper maintenance of equipment and facilities. Students who engage in activities such as football, wrestling, basketball, etc., do so with the knowledge that injuries are not uncommon to these sports. Coaches are strongly encouraged to provide students both with understanding of the risks they are taking by participating, and with a vigorous conditioning program to guard against undue risks of injury.

In the event of injuries and illnesses of which coaches are aware, reasonable accommodations will be made for the student so as not to aggravate the condition or prolong the period of recovery. When a student's health precludes his (her) from practicing and performing as expected, (s)he may be asked to provide written recommendations from a physician indicating the nature of permissible and not permissible activities and indicating a time at which full participation can be resumed. Ill and injured students who do not obtain physician's recommendations may, in some circumstances, be withheld from participation.

The health and well-being of our students is a paramount concern. Coaches and supervisors will take every reasonable action to secure adequate and immediate assistance in handling injuries that result from students' participation in practice and competition. In the case of injuries that

are serious or life-threatening, however, EMT or professional help will be secured immediately without regard for the students' level of insurance coverage or parents' ability to pay.

**ISD #118 does not carry any individual student insurance. However individual insurance is made available as an option to each parent/student at their expense. This insurance information is provided to each student and parent at the beginning of the school year.**

### **ISD 118 Procedures for School Sponsored Trips**

1. Each student must have a signed permission slip and signed emergency authorization slip prior to leaving the campus for the trip. This can be completed at the beginning of a season for extra-curricular activities/sports and apply to the entire season. All permission slips and emergency authorization slips are to be taken on each trip.
2. No student is permitted to travel with or leave the school group with someone who is not an assigned coach, advisor, pre-approved trip chaperone, or the student's parent/legal guardian without the written permission of the student's parent/guardian.
3. Fast food or family-style restaurants should be used for school sponsored trips. Examples of such restaurants include McDonalds, Subway, Perkins, etc. Restaurants that serve alcohol are not approved eating establishments for school sponsored trips **unless** pre-approved by the superintendent and will be considered only when determined to be educationally relevant to students.
4. Absolutely no alcohol consumption is permitted during the duration of the school sponsored trip by any district employee, advisor, student, or chaperone assigned to the trip. Illegal drug use is prohibited.
5. Recreational activities and entertainment options during school sponsored trips should be age-appropriate, respectful, and represent a positive image to our students. Examples of appropriate entertainment are athletic events, museum or zoo visits, movies that are age-appropriate to the students on the trip (i.e.: no "R" rated movies if there are students under the age of 17 on the trip), theater productions that are age-appropriate to the students on the trip, etc. School sponsored trips should not include recreational activities and/or entertainment that include violence, sexual content, drugs/alcohol, or any other content that portrays a negative image. Any exceptions are to be pre-approved by the superintendent and will be considered only when educationally relevant to students.
6. The superintendent must pre-approve plans for overnight trips to include student names, emergency contact names/phone numbers, approved chaperone names, district employees participating, trip itinerary, hotel accommodations and a summary of sleeping and supervision assignments. Once initial superintendent approval is obtained, the plan will be presented to the Board for final approval. Final revisions to the plan are to be provided to the superintendent prior to trip departure.

The lead teacher, head coach, and/or advisor have primary responsibility to oversee any school sponsored trips. This includes making all arrangements; ensuring required permission is

obtained and taken for each student; assigning and ensuring proper supervision during the trip; ensuring that all district employees, students, and chaperones are aware of the expectations; obtaining any necessary administrative permissions and/or pre-approvals; handling of funds; and communicating effectively with everyone in regard to the trip. Any concerns that occur in regard to any trip are to be immediately reported to school administration.

## EMERGENCY INFORMATION

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's/Guardian's Name: \_\_\_\_\_ Cell#: \_\_\_\_\_

Employed At: \_\_\_\_\_ Work#: \_\_\_\_\_

Parent's/Guardian's Name: \_\_\_\_\_ Cell#: \_\_\_\_\_

Employed At: \_\_\_\_\_ Work#: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Home#: \_\_\_\_\_

\_\_\_\_\_ Fire#: \_\_\_\_\_

Mailing Address (If different from above):

\_\_\_\_\_

\_\_\_\_\_

Township: \_\_\_\_\_ Email Address:

\_\_\_\_\_

### Emergency Contact List

Person(s) authorized to care for student when parent/guardian cannot be reached:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone#: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone#: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone#: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone#: \_\_\_\_\_

Physician: \_\_\_\_\_ Phone#: \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone#: \_\_\_\_\_

---

We would appreciate knowing if your child has any medical or physical conditions of which we should be aware of. For example: *allergies, heart murmur, diabetes, migraines, epilepsy, asthma, etc.* Please list all such conditions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Allergic to:

\_\_\_\_\_

Can attend physical education classes: \_\_\_without any restrictions

\_\_\_with some restrictions (please specify):

---

\_\_\_ Under no conditions can student participate. It is required a doctor's note be provided to the school.

The following procedures need to be followed if the condition is aggravated:

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In case of an emergency and a parent/guardian/designated person cannot be reached, your child will be transported to the nearest medical facility at the discretion of the emergency responders.

Please transport to

---

List all medications your child is taking on a regular basis whether at home or at school. We need to have a copy of the possible side effects paper which comes from your doctor or pharmacy, the exact dosage, and the times your child takes the meds. The more detailed you provide, the better we can administer to your child in case of an emergency.

Medication Name: \_\_\_\_\_ Dosage: \_\_\_\_\_ Time Given: \_\_\_\_\_

Medication Name: \_\_\_\_\_ Dosage: \_\_\_\_\_ Time Given: \_\_\_\_\_

Medication Name: \_\_\_\_\_ Dosage: \_\_\_\_\_ Time Given: \_\_\_\_\_

Please list any other information you feel is important for the School District to know about your child:

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## Guidelines

Please read the following guidelines to be sure you are providing us with the necessary documentation for the safety of your child and you are following these steps.

### A. Prescription Medication

- You must provide the school with a written authorization (Administrating Prescription Medications Form) completed by a licensed physician when requesting medication be administered during the school hours. The office has this form.
- A new Administrating Prescription Medications Form needs to be filled out annually by a licensed physician or when a change in the prescription or requirements for administration occurs.
- Prescription medication must come to school **by the parent** in the **original container appropriately labeled for the student by the pharmacy** and left with the appropriate school personnel. Medications must not be transported on the bus. (Exception – inhalers. Need Letter for Self-Administering Inhalers form completed by a parent. This form is available in the school office.)

**B. Non-Prescription Medications**

- Non-prescription medications must come in the original container.
- Parents must submit a written authorization which includes directions for administering and an ending date of administration. This includes aspirin and Tylenol.

Parent/Guardian Signature

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



## Northland Student Athlete Progress Reports

Dear Student-Athletes and Families,

As part of Northland Community Schools, all students will be having a grade check during every 3 weeks. The goal of this is to help students keep up with their grades, allow them to improve their grades, and give them more support if needed.

**Student-athletes are required to have their teachers and parent/guardian sign the progress report every 3 weeks.** Progress reports will be given to students on Monday and must be turned in to Mrs. Green, Activities Director, in the office by the following Friday. Not turning the progress report in is considered a 1st violation.

Reminder, this is the process if a student-athlete receives an “F” in a class: **1st Violation: Probation, “on-watch”**

Student-athlete does not have to sit.

**2nd Violation: Missing half of an event, for the entire 3 weeks.**

Students will still be expected to go to practice during their ineligibility.

For football and basketball, it is half a game.

For baseball and softball, it is 3 innings.

For volleyball, it is 2 sets.

For cross country, it is missing every other event.

**3rd Violation: Miss an entire event, for the entire 3 weeks.**

Students will still be expected to go to practice during their ineligibility.

Once a student-athlete has a progress report with no “F’s,” then they reset to the beginning.

At the beginning of each season, Activities Directors or Principals will look at the previous quarter grades to determine eligibility for the first 3 weeks of the season.

Any questions, please contact Janessa Green at [jgreen@isd118.org](mailto:jgreen@isd118.org) or 218-

566-2351. Thank you! Go Eagles and Go Storm!

Janessa Green  
*Assistant Principal*  
*Activities Director*  
Northland Community School

<b>Class</b>	<b>Grade/Percentage</b>	<b>Teacher Signature</b>
<b>First hour:</b>		
<b>Second hour:</b>		
<b>Third hour:</b>		
<b>Fourth hour:</b>		
<b>Fifth hour:</b>		
<b>Sixth hour:</b>		
<b>Seventh hour:</b>		

Student signature: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

**Please complete and return to the office by Friday!**

\_\_\_\_\_

# Northland Community Schools

ISD #118



## Interscholastic Athletics Coaches Handbook

20221-20232

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



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## Statement of Philosophy

The basic philosophy of the interscholastic athletic program of Independent School District #118 is to provide an opportunity for as many students as possible to take part in as many sports activities as possible under the qualified leadership of a competent coach.

The students should be the center around which all activities are organized, with their welfare the focal point of the program. Although the district takes pride in winning, it does not condone “winning at any cost” and rejects any and all pressures and practices which tend to submerge good mental health beneath the desire to win.

The athletic program as designed and administered should contribute substantially to the total educational program offered to the students by the district. Participation in athletics shall be regarded in its proper perspectives as one of several worthwhile types of educational experiences.

## Objectives of Participation

1. The development of a high level of physical fitness with emphasis on neuromuscular skills.
2. The development and practice of an appreciation for sportsmanship, to be gracious and humble in both victory and defeat.
3. The participation in interscholastic competition shall grow out of a broad program of participation for all students.
4. The development within each individual of a working knowledge of the need to practice teamwork and cooperation in their relationship with others.
5. The opportunities to observe and participate in a wide variety of individual and team sports.
6. The development of the qualities of leadership within the participants and also the qualities of recognizing good leadership.
7. The development of traits of character which will cause the participant to make the maximum contribution to society.
8. The development of knowledge of the rules of the game.
9. The development of the ability to budget one’s time in a number of activities.
10. The development of self confidence within the individual participants.

## Value of Athletics

Interscholastic athletics is a definite part of the overall school program. Students who choose to try out and are selected to represent the school assume an obligation not only for themselves but also for those whom they represent. The athletic award represents, not only participation by the individual in a specified amount of interscholastic play, but also the good citizenship which can be expected of a selected representative student. The athletic program provides certain opportunities and emphasizes definite goals:

1. Athletes are taught to accept decisions and responsibilities. Then, and only then, will they become good citizens.
2. Athletic competition is a great equalizer; individuals are judged for what they are, not their creed or color, nor their economic or social status.
3. The intense emotional situation in competitive sports is a maturing factor. Athletes have an opportunity to learn their strengths and weaknesses.
4. Athletics provide for rapid physical development and give participants satisfaction in accomplishment that few other activities can match.
5. The desire to win is emphasized because it encourages athletes to try to do their very best.
6. Discipline and work habits are included in preparing athletes for competition.

## **Code of Ethics for Coaches Minnesota State High School Coaches Association**

### **As a Professional Educator I will:**

1. Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
2. Respect the integrity and personality of the individual athletes.
3. Encourage the highest standards of conduct and scholastic achievement.
4. Seek to inculcate good health habits including the establishment of sound training rules.
5. Fulfill responsibilities to provide health services and an environment free of safety hazards.
6. Exemplify the highest moral character, behavior and leadership.
7. Promote ethical relationships among coaches.
8. Encourage a respect for all athletes and their values.
9. Abide by the rules of the game in letter and spirit.
10. Respect the integrity and judgment of sports officials.
11. Display modesty in victory and graciousness in defeat.
12. Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement.

**I WILL NOT approve commercialism, solicitation, subsidizing, or professionalism entering into high school athletics.**

## **Sportsmanship Guidelines**

### **Fundamentals of Good Sportsmanship**

1. Show respect for the opponent at all times. When opponents visit our school they should be treated as guests, greeted cordially on arriving, given good accommodations, and accorded the tolerance, honesty and generosity which all human beings deserve. When visiting another school we should be cordial and appreciative of our host. Good sportsmanship is the Golden Rule in action.

2. Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
3. Know, understand and uphold the rules of the contest. A familiarity with the current rules of the game and the recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
4. Maintain self-control at all times. A prerequisite of good sportsmanship requires one to understand his/her own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship means proper behavior by all involved in the game.
5. Recognize and appreciate skill in performance regardless of affiliation. Applause for an opponent's good performance is demonstration of generosity and good will. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most commendable gestures of good sportsmanship.

## **Superintendent**

The role of the Superintendent in the sportsmanship programs should be follows:

1. To work with the activities director in the development, implementation and coordination of the overall sportsmanship program.
2. Help educate the student body and adult spectators regarding proper conduct at high school athletic contests.
3. Encourage the faculty to support the sportsmanship program.
4. Help coordinate the efforts of all groups involved in the program; coaches, cheerleaders, pep club, band, etc.
5. Deal with and hold accountable any individuals or groups who may be in violation of the sportsmanship program.

## **Athletic Administration**

The athletic administration's attitude toward good sportsmanship and the leadership projected by him or her will have a direct effect upon the conduct of the coaches and the athletes representing the school. It shall be the responsibility of the athletic administration to:

1. Work with the Superintendent in the development, implementation and coordination of the overall sportsmanship program.
2. Have well organized contests:
  - a. Start the contest at the time established by the Northern Lakes and Great Northern Conference.
  - b. Maintain a safe environment
  - c. Arrange for officials

3. Monitor the conduct of coaches and players (by the guidelines presented in the section for coaches and players)
4. Provide adequately for the safety and welfare of the officials, including dressing facilities away from coaches, players and fans.
5. Coordinate efforts with the Superintendent in the supervision of the spectators, band and cheerleaders.

## Coaches and Players

Coaches and players have a unique position in the school community and have an opportunity to provide leadership for all school personnel by their actions while participating in the athletic program. It is important that this unique position of leadership be utilized in a responsible manner.

1. Treat your opponent with respect. Make a special effort to be courteous and respectful even when you feel your team has not been treated fairly.
  - a. Be a humble winner and a proud, respectful loser
  - b. Conduct yourself in a controlled manner
  - c. Use only positive verbal interchange with any person from opposing team or school
  - d. A handshake or pat on the back is the only physical contact acceptable outside of the normal contact allowed in each sport.
2. Respond to officials decisions in a controlled manner and with spirit of good sportsmanship.
  - a. Use only positive actions and words toward officials.
  - b. Use principles of sportsmanship and fair play regardless of the situation or outcome of the contest
3. Make certain buildings and property is in good condition when you finish using them.
  - a. Respect opponents school and locker room areas; also any personal property in area
  - b. Pick up any litter from the area and leave area used cleaner than you found it
4. Check the safety requirements for the activity and report unsafe conditions to the Activities Director.

## Pep Club

Pep Club has a unique opportunity to influence spectators in a positive manner and create an atmosphere that will promote outstanding sportsmanship. The following rules will assist them in creating the wholesome spirit of good sportsmanship.

1. Be courteous to opposing team and cheerleaders
  - a. Allow the visiting school the first opportunity to cheer during a timeout.
  - b. Cheer for your team **and your opponents** when they have an outstanding effort.
  - c. Use only positive words and actions while cheering

- d. Allow visiting school to cheer without interruption or distraction and give them sufficient time to complete the cheer.
2. Be courteous to game officials
3. Keep the fans in a positive, supportive frame of mind
  - a. Select cheers which are positive and supportive of your team and use only positive reactions to opponent.
  - b. Select appropriate times to encourage athletes from your school
  - c. Stay in control of cheerleading duties and equipment (megaphones, pompoms, etc.)
  - d. Know the Northern Lakes and Great Northern Conference sportsmanship rules and encourage the fans to support them.

## Band

Proper band etiquette for performance at athletic contests requires that:

1. A supervisor shall be present when a music group officially represents a school.
2. Band members shall be in proper attire when representing their school and in uniform when rules specify that they appear in uniform.
3. Bands will perform at another school's home contest by invitation only.
4. Instruments are to be used while playing music or for cheers under direction of the band director.
5. The school songs for the host and visitor school will be played (when possible).
6. All efforts of the band members should be positive and the use of instruments and selection of music should never project negative connotations.

## Recommended Safety Guidelines

1. Team Supervision
  - One of the prime responsibilities of a coach is the supervision of their team. This includes all games, practices, and pre and post game activities. No athlete should be using athletic facilities without a coach present to supervise them. The coach should attempt to be the first "member of the team" to arrive at the locker room and be the last "member of the team" to leave. This responsibility cannot be delegated to a student manager, aide, equipment manager or a coach of another sport.
2. Facilities Inspection
  - Check all facilities you will be using for safety. This should include but is not limited to: fields, gyms, activity gyms, pools, rinks courts, track, apparatus of all kinds, etc. Problems should be reported to the Activities Director.
3. Equipment Inspection
  - Check all equipment issued to players for safety. Particular care should be given when inspecting protective equipment. Report all problems to the Activities Director.

4. Fitting Equipment
  - The coach has the principal responsibility for the fitting of equipment. This role should not be delegated to managers or players. Equipment such as helmets should be fit according to manufacturer's instructions.
5. Training Kit
  - The coach should work with the equipment manager/trainer to see that the training kit is properly stocked with first aid supplies. The kit should be readily available during practices scrimmages and games and should contain a list of emergency numbers for all athletes on the team.

## Potential Areas of Liability in Today's Coaching

There is an increasing tendency for people to seek answers to problems occurring in athletics through hiring an attorney and taking the case to court. It is the contention of many people that coaches should be held responsible for their actions and that the courts will support this concept. Therefore, it is important that coaches operate in a responsible and prudent manner. If you follow the guidelines listed below, you will rarely have difficulty.

1. Never mismatch participants. (For example, putting a 140-pound athlete in a wrestling match with a 200-pound athlete, or matching a beginner with a seasoned athlete.)
2. Always have an adequate conditioning period. Do not put an athlete in a game the first day he/she reports.
3. Have an adequate instruction period before putting an athlete in a competitive situation.
4. Know your coaching material. The competency of a coach can be challenged.
5. Do not allow athletes to use faulty equipment.
6. Do not allow athletes to use a faulty facility. (For example, if your practice field has holes in it, alert the activities director so the holes can be filled.)
7. Treat injuries with first aid; then send the athlete to a doctor. If the injury is serious and the athlete needs immediate attention, call the emergency vehicle (911).
8. Make certain the facility is adequate for the activity. (For example, don't put too many basketball games on the same court or sprint players in an area where there are things in the way).
9. Keep good squad discipline. Rowdiness is a potential problem. Do not allow such behavior on a bus, in a gym, or in any athletic area.
10. Supervise athletes in the gym, on the field, and in the locker room.
11. Do not allow an athlete to treat his/her own injury.
12. Make sure an injured or ill athlete has had sufficient recovery time before readmitting him/her to competition or practice.
13. Captain practices should not be promoted by or conducted by Coaches.

**There is no substitute for good judgment. The coach who uses good judgment and has his/her squad and program under good control rarely has difficulty in court cases and should have no fears if litigation should occur.**

A number of years ago the Minnesota State High School League Sport Medicine Committee developed, and the Board of Directors adopted, a Heat/Cold Index which all schools must use when high school athletes practice or compete. That index is enclosed.

Gymnasiums can be just as warm as outside practice facilities...and sometimes they can be warmer.

- READ THE ENCLOSED INFORMATION TAKEN FROM THE MSHSL WEB PAGE
- FOLLOW THE HEAT INDEX
- WATCH KIDS CLOSELY
- TAKE LOTS OF BREAKS
- MAKE SURE ATHLETES ARE HYDRATED
- ATHLETES WHO TAKE ANTIHISTAMINES OR BETA BLOCKERS MAY BE AT GREAT RISK
- TRUST KIDS...THEY KNOW WHAT THEIR BODIES CAN TAKE
- DON'T LET PEER PRESSURE FORCE KIDS TO MAKE DECISIONS THAT MAY CAUSE HARM

All of us would be well advised to use extra caution during these difficult summer time conditions.

## Using the heat guidelines

The heat stress graph is designed to give a competition safety estimate in hot, humid conditions. It is most relevant for long distance running and prolonged high intensity events like soccer, football, and tennis. It should be applied to practices and games.

Using a weather radio or local radio station, collect the air temperature and relative humidity data every hour during the event and plot it on the relative humidity vs. air temperature graph. In the late spring and summer months on bright sunny days a correction factor of up to 5 degrees Fahrenheit should be added to the air temperature from 10 AM to 5 PM. This should be plotted as a bar rather than a single point to give an estimate of maximum and minimum heat stress.

The decision to cancel or postpone an event should be made when the heat stress moves into the danger range. Although competition can be continued in the other ranges for increased heat stress risk, coaches and athletes should be aware that hypothermia and exertional heat stroke could occur in the lower risk ranges. Track and cross country runners should stay out of the heat between events and stay well hydrated. A rest break should be provided in activities that require continuous activity like soccer and tennis.

## Thermal Injury Risk Recommendations and Flag System

<b>Flag</b>	<b>Temperature</b>	<b>Recommendation</b>
Black	> 82 degrees F WBGT*	Extreme High Risk for hyperthermia. No competition recommended. Cancellation should be considered.
Red	73 to 82 degrees F WBGT	High Risk for hyperthermia. Heat sensitive participants should withdraw. Consider slowing pace or intensity of play.
Yellow	65 to 73 degrees F WBGT	Moderate Risk for hyperthermia. Heat sensitive participants should slow pace.
Green	< 65 degrees F WBGT	Low Risk for heat injury. Hyperthermia can occur post-event.
White	< 50 degrees F WBGT	Very Low Risk for hyperthermia. Hypothermia risk rises as WBGT decreases. Wind and/or wet conditions increase risk of hypothermia.
	< 32 degrees F	Risk of frostbite to exposed skin or areas with poor circulation.
Blue	<-4 degrees F (Ambient Temperature)	FIS** — No competition limit. Severe frostbite and hypothermia risk. No metal jewelry. Eye protection for frostbite. Windscreen for genitalia. Cancel events which are > 1 minute in duration or produce speeds > 10 MPH or if wind is > 10 MPH.
Black	< -20 degrees F (Ambient Temperature) or < -40 degrees F wind chill	Recommended lower limit for practice and training. Extreme frostbite and hypothermia risk. No exposed skin. Extra layers. Wind shell for entire body. Rapid evacuation for injury.

\* WBGT = Wet Bulb Globe Temperature = 0.7 (Wet Bulb Temperature) + 0.2 (Black Globe Temperature) + 0.1 (Ambient Temperature)

\*\* FIS = Federation International de Ski (Adapted from reference 2 and the FIS rules)

## Board Policy: Lightning/Threatening Weather

Prior to the start of a contest, the host school is responsible for determining whether or not the conditions present a threat to the safety of participants and spectators, and will determine whether or not the contest will begin. Once the contest begins, the officials have the authority to postpone or suspend a contest due to unsafe weather conditions -- that decision may not be over-ruled. School officials also still have this authority. The Superintendent or his/her designee may over-rule an official and suspend or postpone a contest once it has begun. In other words, once a contest has begun either the officials or school authorities may postpone or suspend a contest, and cannot be over-ruled by the other party. When in doubt, error on the side of safety.

While lightning on the horizon should warn of potential danger, lightning associated with thunder or thunder alone means that there is immediate danger to athletes, officials, and spectators. The adage — "If you can hear it, clear it." — should be used to make decisions to postpone or cancel the activity. Lightning can strike 10 miles ahead of or behind the storm front and thunderhead clouds.

**When considering resumption of an athletic activity, the MSHSL recommends that everyone should wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.**

Additional lightning-safety guidelines have been developed with the assistance of the National Severe Storms Laboratory (NSSL), and are listed below:

1. As a minimum, NSSL staff strongly recommend that by the time the monitor obtains a flash-to-bang count of **30** seconds (equivalent to six miles), all individuals should have left the athletics site and reached a safe structure or location. Athletics events may need to be terminated.
2. The existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike
3. If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground, because lightning current often enters a victim through the ground rather than by a direct overhead strike. **MINIMIZE YOUR BODY'S SURFACE AREA, AND MINIMIZE CONTACT WITH THE GROUND! DO NOT LIE FLAT!** If unable to reach safe shelter, stay away from the tallest trees or objects (such as light poles or flag poles), metal objects (such as fences or bleachers), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field. Do not take shelter under a single, tall tree.

4. A person who feels his or her hair stand on end, or skin tingle should immediately crouch, as described in item 3.
5. Avoid using the telephone, except in emergency situations. People have been struck by lightning while using a land-line telephone. A cellular phone or a portable remote phone is a safe alternative to land-line phones, if the person and the antenna are located within a safe structure or location, and if all other precautions are followed.
6. People who have been struck by lightning **do not** carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need emergency help quickly. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning.

## **Preseason Conditioning, Preseason Practice, Captains Practice, Open Gyms**

### **What is preseason conditioning?**

The MSHSL philosophy is clear on this question:

- No school may engage in any game or games, practice, training or other activities between the close of one season and the opening of the next season. Group and individual physical development programs open to all students between the close of one season and the opening of the next season are encouraged. The use of high school gymnasiums and other athletic facilities during this same period is also encouraged. National Federation guidelines for conducting programs for physical development should apply. **This means that coaching of techniques and skills to students who have participated on high school teams is a violation of the rule and should not be included in the program which would emphasize physical development rather than skills and techniques of specific sports.** Chalk talks or team meetings emphasizing skills and techniques are violations of the rule. **There shall be no compulsion for athletes to participate in any preseason training program as a qualification for being on a high school team.**
- Activities conducted by secondary students and summer camps or clinics are not violations of this philosophy because they are student-initiated activities and not influenced or directed by a school.

### **What is Captains Practice?**

#### **Where does it fit in the school environment?**

- It is believed that the words “captains practice” originated years ago as a description of the spontaneous gatherings of students for the purpose of preparing themselves for a level of physical conditioning prior to the start of a school sport season. There were

physical conditioning meetings. The activities were usually led by the captains and included calisthenics and running. Hence the term, "captains practice".

- The MSHSL has not developed a composite definition for Captains Practice. Captains Practice is primarily for the purpose of physical conditioning and salaried or non-salaried school personnel may not be involved in any capacity. It is the responsibility of school officials to become aware of the preseason activities in their school district and to verify that the spirit and intent of the League rules are respected.
- **A coach who in any way plans/organizes captains practices is in violation of the sport season rule and is liable for injuries during these unsanctioned practices.**

## OPEN GYM

### **What is an open gym?**

Open gym refers to the use of school facilities for recreational activities. The characteristics of an open gym are that:

- The school facilities are available for students to participate in a number of activities.
- The recreational activities are open to all students.
- There is no coaching of the skills and techniques of activities provided in the school interscholastic athletic program.
- There is no requirement for students to attend open gym activities as a prerequisite for membership on a high school team.

### **Can high school coaches participate as a player on a non-school league team or in games during open gym with students they coach on their high school team?**

- No. It is the philosophy of the Minnesota State High School League that students should have the opportunity to engage in a variety of activities prior to and following the high school sports season provided that these activities are voluntary and not influenced or directed by a salaried or non-salaried member of the student's high school coaching staff. The presence of the student's high school coach as a participant violates the intent of the rule which seeks to prevent school personnel from exerting undue influence on students to participate on non-school teams or attend open gym.

### **Is it permissible for a student to participate on a non-school sponsored team and on a school team at the same time?**

- Yes. A student may participate on a non-school sponsored team and a school sponsored team at the same time provided the non-school team is not in the same sport.

### **May non-school teams use school facilities and/or equipment?**

- In as much as these are non-school teams, schools may not provide school facilities or equipment.
- However, schools may lease/rent facilities and/or non-personal equipment (volleyball standards, wrestling mats, etc.) as they would for any other non-school group or organization in accordance with the school's non-school facility use policy.
- Schools uniforms may not be used by non-school teams.

**May students who have been members of a school athletic squad now attend specialized sport camps and/or clinics during the school year?**

- Yes. A student who has been a member of an A-squad, B-squad, junior varsity, or sophomore team in a given sport may attend a school, camp or clinic in that sport during the school year provided the student receives approval from the high school principal.

**What may a coach do and not do before and after the high school season with his/her high school athletes?**

**MAY DO**

1. Provide camp and non-school team information to athletes if approved for a summer waiver and authorized by your athletic director to do so.
2. Coaches approved for summer coaching may provide coaching during the prescribed time period. Ref. Bylaw 208.3-C, 1 & 2.

**MAY NOT DO**

During the school year, prior to and following the sport season:

1. May not provide coaching, instruction, training, etc. to any member of their high school team, B-squad, J.V. or varsity other than during the season or under the summer waiver.
2. May not influence or direct a player's non-school play. This includes:
  - a. Directing athletes to play in a league or attend a camp or clinic.
  - b. Place athletes on a roster, develop or organize a team roster; draft players for a team; select, secure, or otherwise influence the placement of athletes on a team for leagues, tournaments, camps or clinics other than those athletes approved for the summer coaching waiver.
3. May not direct, or unduly influence an athlete to participate in open gym, captains' practice, or non-school teams, leagues or camps.
4. May not organize, supervise, direct or otherwise be involved in the organization of captains' practice.

**PRACTICE DURING CONFERENCES**

We will no longer hold practices during parent teacher conferences. The building needs to be available if it is needed for other reasons related to conferences. We also need to be available

for parents if we are teachers here at Northland High School. If you wish to hold practice before school this is an option.

## **MSHSL Awards Policy**

1. Awards presented to and accepted by students who participate in a League activity shall be of a symbolic nature rather than those which have intrinsic value. School officials will make certain that awards approved conform to the letter, spirit and intent of the law.
2. Acceptable awards which are not a violation of League bylaws include:
  - a. Such things as medals, ribbons, trophies, golf balls, plaques, athletic insignia, cups and other items of little or no intrinsic value.
  - b. Honor banquets of a non-promotional nature, if they are held with the approval of the high school principal.
  - c. Free and reduced price admissions accepted from colleges or universities for their events. Such presentation must be made through the high school principal and have the principal's prior approval.
  - d. Awards of transportation, tickets and expense allowances, by member schools or clubs of member schools, for attendance at League-sponsored, and/or college and university events if they have prior approval of the high school principal.
  - e. Awards of transportation and entertainment by colleges and universities for recruiting purposes, when carried on within the limitation of NCAA, NAIA, AIAW, provided that there is prior approval of the high school principal.
  - f. Subject to the approval of the superintendent of schools or the principal of the high school involved, a scholarship award made on the basis of a combination of two or more factors such as scholarship, character, athletics, and citizenship, made by a non-promotional type of organization, to a graduating senior, shall not be considered to be a violation of the awards bylaw.
  - g. Awards for participation in non-school athletics which meet the provisions of the amateur bylaw.
3. The provisions of this bylaw do not void the right of a student to accept an award for achievement in a non-League activity.
4. Awards constituting a violation include:
  - a. Items such as jackets, rings, jewelry, watches, merchandise, services, trips, free or reduced price admissions in which the value of the award(s) exceeds \$100.
  - b. Awards made by individuals, business concerns, private enterprises, and service clubs, unless they conform to the limitations of 204.02. Such awards must be of a non-promotional nature and be accepted only if awarded through the school with prior approval of the high school principal.
  - c. Free Tickets: The acceptance of a free ticket valued at more than \$100 is a violation of League bylaws provided the award is presented as a result of participation in League sponsored athletic events. For reduced priced tickets a violation occurs provided the full value of the ticket less the amount charged exceeds \$100. High school athletes may, however, purchase a \$100 ticket or receive a free one from an organization without violating the bylaw, providing the same privilege is available to all other students.
5. Penalty:

- a. Violation of any part or all of this bylaw on awards shall render the student ineligible for all further high school competition. A school violating the bylaw is subject to suspension from membership in the League.

## Board Policy

1. **Non-League Sponsored Sports.** Acceptance of a prize for a sport that is not conducted by the League such as bowling, boxing, rodeo, etc. would not make a student ineligible for High School League activities.
2. **Free Throw Contest.** The acceptance of an award in such a contest is not a violation.
3. **Hole-in-One Contest.** The acceptance of an award for winning a Hole-in-One Contest is not in violation of the League amateur bylaw. This ruling means only that she/he would not lose eligibility for Minnesota high school meets. It should not be inferred from this ruling that there is not a violation of United States Golf Association or college rules that may have a future bearing on her/his eligibility when competing in meets over which they have jurisdiction.
4. **Awards distributed by member schools.** It will be a violation of League policy for a member school or a representative of a member school to establish, distribute or accept any awards not provided by the MSHSL for section, or state tournaments.

## School Policy

**Gym Practice Schedules** - When more than one sport is in season a gym practice schedule will be established by the Activities Director. Outdoor sports will be scheduled for the first 4 weeks of the seasons. After the 4th week, the regular schedule may be continued or time will be split 50/50 between sports. Each sport shall have access to a gym. Head coaches need to share gym time with their junior high program.

**Athletes Changing Sports** - It is expected that each coach will try to promote his/her program and that they will encourage students to become involved in athletics. Coaches, however, should not recruit athletes who are currently in a sport of the same season or who were in that sport the previous year.

If an athlete chooses to change sports during the first three weeks of a season, they must talk with the coaches of each sport involved. The coaches need to also make contact with each other to verify that the student contact had been made.

## Academic Standards

Student-athletes must make progress towards graduation. To do this, they must be receiving credit in every class and passing all classes. The following is the Northland Community School policy for student progress.

Every 3 weeks, student-athletes must turn in their progress reports, with a parent signature, to coaches.

- If the student has an F on this progress report, the student goes into "on watch." They do not have to sit.
- If two consecutive progress reports have an F, then the student must sit for half of the event. The student will still be expected to go to practice during their ineligibility. For

football and basketball, it is a half. For baseball and softball, it is 3 innings. For volleyball, it is 2 sets. For cross country, it is missing every other event. This continues the entire 3 weeks. For other events, it will be up to coach and administration discretion.

- If three consecutive progress reports have an F, then the student is out for the entire event. The student will still be expected to go to practice during their ineligibility This continues the entire 3 weeks.
- Once a student has a progress report of no F's, then they reset to the very beginning.
- At the beginning of each season, Activities Directors or Principals will look at the previous quarter grades to determine eligibility for the first 3 weeks of the season.

## Athletic Fee Waiver

In order to deal with athletic fee waivers in a timely and consistent manner, coaches, AD and administration will follow the guidelines established below.

1. For each sports season, coaches will be required to have a common time set for sign up, with an ending date.
2. After sign up is completed, coaches need to have a pre-season meeting with students who have signed up for their program. Coaches need to relate to their players at this meeting that any player who feels that the athletic fee is a burden will need to let the coach know ASAP and that coach will make the AD aware of the concerns.
3. Once the AD has a list of students' names from each coach, the AD will provide the high school principal with the list of student names.
4. Once the high school principal has been provided a list of names, the administration will determine if the fees will be waived partially or completely.

Again, it is important that the coaches for each sports season establish a common time for sign up. This is needed to allow the waiver process to be completed in a timely fashion. A common time for sign up will also help with determining the number of coaches needed for each sport if the proposed policy is approved. This memo will be included in the coach's handbook.

## PROCEDURE FOR HANDLING USER FEES AND ELIGIBILITY FORMS

1. The following forms will be distributed to athletes by the coach, Activities Director or the high school office:
  - a. MSHSL Athletic Eligibility Information Form
  - b. MSHSL Sports Qualifying Physical Examination Form
2. Before a student can draw his/her equipment, the following must be returned to the coach who will turn it in to the office.
  - a. MSHSL approval by physician for participation form; physicals are good for three years and are required only if student does not have one on file that is current.
  - b. MSHSL Eligibility Form
  - c. User fee

3. Every athlete must have all forms turned in before being allowed to practice. A **coach who allows athletes to practice without fulfilling these requirements is violating a MSHSL rule.**
4. Coaches should have a meeting of athletes interested in their sport prior to the first practice to inform them of eligibility requirements as well as other matters related to their sport. The coach is required to read the eligibility information bulletin to their players.
5. The master eligibility list, which is kept on file in the high school office, will contain the names submitted by the head coach. The head coach is responsible for insuring that the master eligibility list contains all the names of his/her squad members.
6. Head coaches are responsible for keeping their assistants informed in all of these matters so that they can give correct information to athletes.

Coach Name	Sport	School Year
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### Checklist of Procedures to Prepare for an Interscholastic Season

- \_\_\_\_\_ 1. Check all equipment and facilities you will be using for safety. Report problems to the maintenance department or the Activities Director.
- \_\_\_\_\_ 2. Read the MSHSL Official Handbook and Athletic Rules for your sport.
- \_\_\_\_\_ 3. Check time and date of rules interpretation meeting. Head coaches required to attend these meetings. Failure to attend results in a notice of censure sent to the superintendent by the MSHSL.
- \_\_\_\_\_ 4. Review student eligibility procedures relating to physical examination, insurance, MSHSL Athletic Information Bulletin and ISD #118 activity fee. Do not allow participation to an athlete until all forms and fees are turned in.
- \_\_\_\_\_ 5. Carry out the proper explanation and posting of MSHSL Eligibility Rules.
- \_\_\_\_\_ 6. Make sure any transportation forms and requests are turned in on time.
- \_\_\_\_\_ 7. To insure there are no conflicts with community use of our facilities, check with the Activities Director.
- \_\_\_\_\_ 8. Complete all necessary paperwork that is required by the Activities Director (attendance sheets, practice plans, emergency plans, etc).

- \_\_\_\_\_ 9. When issuing equipment check for proper fit and safety.
- \_\_\_\_\_ 10. Consult with the Activities Director regarding game and practice schedules.
- \_\_\_\_\_ 11. If you are planning to enter an invitational meet requiring an entry fee, fill out the proper paper work to receive a check. List this amount when completing budget packets.
- \_\_\_\_\_ 12. Uniforms must be inventoried before and after the season. Uniforms must be cleaned before storage between seasons. Report in writing all missing and permanently damaged uniforms to the Activities Director.
- \_\_\_\_\_ 13. Coaches will have emergency contact forms for all players with them at all times for both home and away contests.

## Checklist of Procedures for Pre Meet or Game

- \_\_\_\_\_ 1. One week prior to your first contest, submit your MSHSL eligibility list to the building secretary.
- \_\_\_\_\_ 2. Check first aid supplies.
- \_\_\_\_\_ 3. Check academic eligibility of athletes.
- \_\_\_\_\_ 4. Provide score books for official scorer.
- \_\_\_\_\_ 5. Instruct team members about meet/game etiquette.

## Checklist for Post Meet/Game

- \_\_\_\_\_ 1. Provide for proper care of all equipment and uniforms.
- \_\_\_\_\_ 2. Distribute scores to Media
  - a. Associated Press 1-800-300-8340
  - b. Pine Cone Press
  - b.c. [www.minnesota-scores.net](http://www.minnesota-scores.net)

## Checklist for Post Season

- \_\_\_\_\_ 1. Check, clean and properly store all equipment and uniforms.
- \_\_\_\_\_ 2. Complete the following reports and submit to the Activities Director on a timely basis:
  - a. Return end of the season reports
  - b. Coaches' evaluations: Evaluations need to be reviewed with the people evaluated, and signed by the head coach and assistant coaches.
- \_\_\_\_\_ 3. Take an equipment inventory.
- \_\_\_\_\_ 4. Contact the Activities Director in regard to equipment needing repair.
- \_\_\_\_\_ 5. Establish equipment and capital outlay needs for the coming season. Contact sporting goods dealers to secure description and quotes on needed equipment.
- \_\_\_\_\_ 6. Inventory all uniforms. Present cleaned uniforms to the Activities Director for storage. Report in writing all missing/permanently damaged uniforms to the Activities Director.

## Interscholastic Athletics Emergency Care Plan

Recommended procedures for handling athletic injuries:

1. Administer immediate First Aid
  - a. control bleeding
  - b. cardiopulmonary resuscitation
  - c. treat for shock
  - d. check for fractured bones
  
2. Notify Parent(s)
  
3. Emergency numbers
  - a. If the athlete is experiencing a medical emergency - **Dial 911.**
  - b. Information you should provide to the operator:
    - i. give your name
    - ii. address where you are
    - iii. telephone number where you can be reached
    - iv. nature of injury
    - v. where emergency vehicle should report (field, entrance, etc.)
  
4. If the athlete must leave the field or court, he/she should be accompanied by the coach. If you are the only coach, suspend the practice or game until another responsible staff member can observe and care for the injured athlete.
  
5. Reporting of Injuries:
  - a. Inform the Activities Director of all serious injuries. If he/she cannot be reached, notify the Superintendent.
  - b. It is recommended that the coach keep a written record of all reported injuries and the treatment administered.
  - c. An MSHSL participation after injury report form must be filed in the office before the athlete resumes participation following serious illness and injury.
  - d. It is required that all coaches complete a student accident report whenever an injury takes place.
  
6. Next page is an Emergency Plan each coach is required to complete.

**AT NO TIME SHOULD AN ATHLETE THAT HAS BEEN UNCONSCIOUS BE ALLOWED TO COMPETE OR REENTER A GAME OR PRACTICE OR BE ALLOWED TO GO HOME UNATTENDED.**

Immediate Actions: Emergency Plan for \_\_\_\_\_

1. Head coach \_\_\_\_\_ will stay with athlete and keep her/him calm. She/he will also keep other non-medical personnel away from the area.
2. Do not move the injured athlete until the possibility of serious injury (especially head, neck, or back injury) has been ruled out. If \_\_\_\_\_ decides that it is safe to move the athlete, she/he will be moved only after all injuries have been stabilized. Procedures covered in first aid training will be used.
3. \_\_\_\_\_ will provide first aid until medical assistance arrives.
4. Assistant coach \_\_\_\_\_ will contact the emergency medical system (EMS) immediately.

**If the EMS is activated:**

1. The EMS phone number is \_\_\_\_\_. The physical education office phone will be accessible at all times.
2. \_\_\_\_\_ will then go to the school entrance to direct medical personnel to the field.
3. Student manager \_\_\_\_\_ will pull the athlete's emergency card, which includes phone numbers for parents and important medical history information. She/he will also note the names of adult witnesses to the injury for the injury report form.
4. \_\_\_\_\_ will contact the parents as soon as the medical personnel have examined the athlete and prepared her/him for transport to a medical facility. The athlete will be transported only in an EMS vehicle. School or personal vehicles will not be used.
5. \_\_\_\_\_ will then inform the Activities Director of the activation of the emergency plan.

**In any injury situation:**

1. \_\_\_\_\_ will complete the injury report form. Names of adult witnesses were previously taken by \_\_\_\_\_. This information should be included on the report.
2. File copies of the injury report form with the Activities Director and the principal. Keep one copy on file with the team records and another as a personal record.
3. \_\_\_\_\_ will follow up with medical personnel to determine any role she/he will need to play in the recovery and rehabilitation.

**Important phone numbers:**

EMS Dispatcher: \_\_\_\_\_ Principal: \_\_\_\_\_

Fire Department: \_\_\_\_\_ Activities Director: \_\_\_\_\_

\_\_\_\_\_

Police Department: \_\_\_\_\_

*Adopted: 9/15/97*  
*Revised: 7/20/00*  
*7/22/03, 3/15/07, 10/25/11*  
*Amended: 3/18/04, 5/20/04*  
*Updated: 3/15/07, 02/08*  
*Reviewed: 1/2018*

*Independent School District #118 Policy 511*

## **511 STUDENT FUNDRAISING**

### **I. PURPOSE**

The purpose of this policy is to address student fundraising efforts.

### **II. GENERAL STATEMENT OF POLICY**

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.

### **III. RESPONSIBILITY**

- A. It shall be the responsibility of the building administrators to develop recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved in advance by the administration. Participation in non-approved activities shall be considered a violation of school district policy.
- C. It shall be the responsibility of the superintendent to provide coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. No school organization or club may solicit funds from students, staff, or the public or distribute flyers related to fund drives through the schools without the approval of the superintendent or his designee.
- F. Funds not spent by the graduating class will be given to the next years Junior Class and the graduating class account will be closed.

#### **IV. HANDLING OF DISTRICT MONEY**

Monies collected by the School District employees and by student treasurers shall be handled with good and prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion and to teach such procedures to students.

Monies amounting to over one dollar shall be receipted and accounted for and directed without delay to the proper location for deposit.

In no case shall monies be left outside of the vault or safe overnight in schools.

All money received on account of co-curricular school activities of the teachers and students shall be turned over to the District treasurer or his/her designee, who shall deposit the money in the general fund to be disbursed for expenses and salaries connected with the activities, or by the Board upon properly allowed itemized claims.

Because of the ever-present possibility of break-ins, district monies are not safe in the buildings and should not be kept on the premises overnight. Monies collected after the daily bank deposit shall be stored in the vault or safe until the next banking day.

##### Remer Campus:

Bring all monies collected to the central office and give to the central office paraprofessional for counting and verification. Money is to be counted and listed on deposit slips prior to be given to central office Para. Para is to check amounts, initial and give to the bookkeeper for deposit.

#### **V. ANNUAL REPORT**

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

- Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 120A.20 (Age Limitations: Pupils)  
Minn. Stat. § 123B.09, Subd. 8 (duties)
- Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)

**Fund Raising Guideline**

*Every fund raiser must be pre-approved by the administrator in charge of the group.*

*Advisors need to complete this guideline and submit it to the appropriate administrator for each fund raiser.*

Name of Group: \_\_\_\_\_ Advisor \_\_\_\_\_

Fund Raising Purpose: \_\_\_\_\_

Fund Raiser Description: \_\_\_\_\_

**Date(s) of Fundraiser:** \_\_\_\_\_ **Who is going to handle the money?**

Kick off date: \_\_\_\_\_

End date: \_\_\_\_\_

**Deposits will be made daily. List dates of deposit:**

<b>Date</b>	<b>Deposit Amount</b>	<b>Central Office Verification</b> If deposit is missed, contact Administrator immediately

*Cash collected is deposited and never used to purchase anything. Receipts are required for all purchases.*

*If there is a contract for the product(s) being sold with a company, the contract must be reviewed prior to authorization by the appropriate administrator.*

Name of Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Contract reviewed by:** \_\_\_\_\_ **Check written to company for products sold**

**Name:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Amount** \_\_\_\_\_

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

**Attach Contract:** \_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_

## Scheduling

### 1. Games

- a. All conference games will be scheduled by the Activities Director, one year in advance.
- b. Non-conference games will be scheduled by the Activities Director in consultation with the head coach.
- c. Contracts for all events will be on file in the office of the Activities Director.
- d. Coaches are not authorized to make any official commitment concerning games or contests.

### 2. MSHSL Definition of a Game or Scrimmage

- a. Inter-school scrimmage - defined as a practice and training period or session, and said practice or training session is not to approximate or equal actual game conditions.
- b. Inter-school game - an inter-school scrimmage or practice session must be designated as a game and count as one of the maximum permitted, if any one of the following pertains to said event:
  - i. If game rules, time limits, etc. are observed.
  - ii. If game officials are used. League officials may waive this condition to permit game officials to gain experience (no payment) through officiating a scrimmage.
  - iii. If game is advertised, and/or if admission is charged.
- c. Interpretation
  - i. There is no such thing as a “scrimmage game” - it is either a “game” or a “scrimmage”.
  - ii. Guidelines to insure that a scrimmage is not a game -
    1. make sure that no score is kept or recorded
    2. be sure that the number of periods played and the length of each period is different from those involved in a game
    3. coaches of the involved teams do the officiating
    4. make no attempt to encourage spectator attendance
    5. do not participate in game uniforms

## Lettering and School Awards

Coaches must have on file the criteria for earning a letter in their sport. They should include the requirements for a manager letter. It is recommended that athletes be informed of the criteria at the beginning of the season. The coaches' end of the season report will contain a list of letter winners.

### Awards System

1. A chenille letter will be given as the first letter award.
2. An emblem of the sport shall be given with the first letter award in that sport.
3. For each letter earned in the same sport after the first, a bar shall be given.

4. A captain's star shall be awarded to each team captain(s). If an individual is a captain in a sport for more than one season, he/she will receive only one star.

~~5.—A letter certificate will be awarded each time a student letters in a sport.~~

~~6.5.~~ Students in grades 7 through 12 are eligible to earn these awards.

## Use of School Vehicles

### Cars and Vans

- The school has available cars and vans for coach's transportation to meetings and clinics. These vehicles should be reserved well in advance. The cost of using these vehicles will be charged back to your program. You must budget for when you will use these vehicles.

## Attendance of Clinics

Coaches should and are encouraged to attend coaches' clinics for their sports. Attendance at an approved clinic will be reimbursed to the coach by the following formula:

### Allowed expenses:

- Meals: Max. \$31
- Lodging:
  - \$190 per night single
  - \$140 per night double
- Transportation:
  - School Vehicle
  - or Per Federal Rate
    - **A school vehicle should be used whenever available.**
- Registration:
  - Cost of Registration

\*Maximum of two nights lodging and two days of meals per clinic

### **ALL CLINICS MUST BE APPROVED IN ADVANCE**

Coaches must submit expenses for clinics.

Coaches are limited to one clinic per sport per season.

## ISD 118 Procedures for School Sponsored Trips

1. Each student must have a signed permission slip and signed emergency authorization slip prior to leaving the campus for the trip. This can be completed at the beginning of a season for extra-curricular activities/sports and apply to the entire season. All permission slips and emergency authorization slips are to be taken on each trip.
2. No student is permitted to travel with or leave the school group with someone who is not an assigned coach, advisor, pre-approved trip chaperone, or the student's parent/legal guardian without the written permission of the student's parent/guardian.
3. Fast food or family-style restaurants should be used for school sponsored trips. Examples of such restaurants include: McDonalds, Subway, Perkins, etc. Restaurants that serve alcohol are not approved eating establishments for school sponsored trips **unless** pre-approved by the superintendent and will be considered only when determined to be educationally relevant to students.
4. Absolutely no alcohol consumption is permitted during the duration of the school sponsored trip by any district employee, advisor, student, or chaperone assigned to the trip. Illegal drug use is prohibited.
5. Recreational activities and entertainment options during school sponsored trips should be age-appropriate, respectful, and represent a positive image to our students. Examples of appropriate entertainment are athletic events, museum or zoo visits, movies that are age-appropriate to the students on the trip (i.e.: no "R" rated movies if there are students under the age of 17 on the trip), theater productions that are age-appropriate to the students on the trip, etc. School sponsored trips should not include recreational activities and/or entertainment that include violence, sexual content, drugs/alcohol or any other content that portrays a negative image. Any exceptions are to be pre-approved by the superintendent and will be considered only when educationally relevant to students.
6. The superintendent must pre-approve plans for overnight trips to include student names, emergency contact names/phone numbers, approved chaperone names, district employees participating, trip itinerary, hotel accommodations and a summary of sleeping and supervision assignments. Once initial superintendent approval is obtained, the plan will be presented to the Board for final approval. Final revisions to the plan are to be provided to the superintendent prior to trip departure.
7. The lead teacher, head coach, and/or advisor have primary responsibility to oversee any school sponsored trips. This includes making all arrangements; ensuring required permission is obtained and taken for each student; assigning and ensuring proper supervision during the trip; ensuring that all district employees, students, and chaperones are aware of the expectations; obtaining any necessary administrative permissions and/or pre-approvals; handling of funds; and communicating effectively with everyone in regard to the trip. Any concerns that occur in regard to any trip are to be immediately reported to school administration.

## Procedure for Handling Athletic Complaints

### Introduction

This procedure has been developed for the purposes of establishing and maintaining lines of communication between the school, parents/guardians and students; and for the resolution of concerns related to the athletic programs. This procedure is a means by which concerns/problems about the ISD #118 program can be resolved.

In order to maintain a positive atmosphere and assure that the proper channels of communication will not be circumvented, a procedure has been outlined for the use of the athlete, parent, coach and administrators. All participants should adhere to the guidelines as listed below.

NOTE: This process is not intended to provide grievance of a rule(s) of the MSHSL.

If a student and/or parent have a concern about an athletic program, decision and/or coach, they should:

1. Speak personally with the coach regarding the incident, decision, action that is under question within a reasonable length of time (preferably within one week).
2. The parent/student is to meet with the coach and discuss the concern/problem with him/her with the intent to resolve the problem. (If the problem involves an assistant coach, the head coach for that sport should be involved in the meeting.)
3. When coaches meet with player or parent/guardian, two (2) coaches should be present and if meeting with players at least, two (2) players will be in attendance to avoid a he-said she-said situation.

The coach involved in the conference is responsible for completing a written summary of the conference which will include any resolution/decisions reached in the conference. The coach will give a copy of the summary to the Activities Director.

**Adopted: 10/22/98**

**Independent School District #118 Policy 540**

**Revised:**

## **540 COMPLAINTS AND/OR QUESTIONS TO COACHES ABOUT GAMES**

### **I. PURPOSE**

Parents and students questioning coaches about game decisions.

### **II. GENERAL STATEMENT OF POLICY**

It is ISD #118's position that such questions should not be addressed to coaches during and/or immediately after a game.

Such questions should be brought to the Activities Director no earlier than the morning following the game.

The AD will set up a meeting with the coach. An administrator needs to be at the meeting.

Parents will only address matters involving their child. No other students will be discussed unless that student's parent is present.

The building administrator will monitor the meeting to make certain that all participants at the meeting conduct themselves appropriately.

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### **CHAIN OF COMMAND**

Please follow proper chain of command:

1. Head Coaches
2. Activities Director
3. Principal
4. Superintendent
5. School Board

## Cheerleading

### **BOARD POLICY**

Cheerleading is an extracurricular activity designed to serve as a component of the athletic program. Its primary purpose is to foster school spirit, sportsmanship and a positive atmosphere at competitive events. Cheerleading, as an extracurricular activity, is not a competitive activity as sponsored by the Minnesota State High School League.

Participation in cheerleading shall be regarded in its proper perspective as one of several worthwhile types of educational experiences.

### **Purpose**

Cheerleading, as a co-curricular activity, is not a competitive activity as sponsored by the MSHSL. Northland High School cheerleading squads may represent their school in any cheerleading competition.

### **Admission to Athletic Events**

Cheerleaders should be in uniform to be admitted free to an athletic event.

### **Transportation**

Transportation to an athletic event shall be by the team bus if space permits. If a fan bus is sent, cheerleaders shall ride it. Cheerleaders must ride the bus both ways.

Exception: Students may ride home with parents, with prior approval from the principal or his/her designee.

## Band

Bands are an important part of an athletic event. They can be an important factor in building school spirit and pride and can also be a factor in crowd control by the choice and timing of their numbers and the accompanying cheers. Horns, etc. are not to be used as noise making instruments during the game except in conjunction with designed cheers with the cheerleaders. Bands, pep bands, combo groups are encouraged to play at athletic events but must be under the direction of an approved supervisor.

### **Participation at Athletic Events**

The band will play at the following regular season athletic contests:

- All home football games, the homecoming parade, pep fests and related activities.
- Selected boys and girls basketball games.

- Sub section and section boys and girls games. Should two teams be involved in sub-section or section games, the band would follow the team who has advanced the furthest. (ex. Fall-Volleyball and Football, Winter-Girls Basketball and Boys Basketball)
- Other activities by agreement with the band director and Activities Director.

## Equipment Responsibility

Head coaches/PE teachers are responsible for all equipment being used under their supervision

Head coaches/PE teachers may delegate the duties of taking out equipment as well as the retuning of equipment but will be held responsible for all equipment placed under their care.

## Junior High Athletics Move-Up Guidelines and Criteria

Sports included:

- Football
- Volleyball
- Basketball – Boys & Girls
- Baseball
- Softball

Sports exempt:

- Track – Boys & Girls
- Cross Country – Boys & Girls
- Golf – Boys & Girls

Student athletes may move up one level or play, example, Jr. High to Jr. Varsity or Jr. Varsity to Varsity under the following guidelines:

1. Program's Head Coach makes a request to the Activities Director in writing stipulating why he/she feels a student athlete should be considered for moving up one level of play. Coach's request must include the physical, social and emotional impact this may or may not have on the student.
2. Activities Director evaluates the request using the following guidelines:
  - a. Impact of the program the student athlete is involved in based on student numbers and if the requested move up would be detrimental to sustaining any or all levels of play within the program.
  - b. Activities Director will inform the High School Principal in writing as to his/her decision regarding the request for move up. Principal will reply in writing as to whether her/she concurs with the request. If all above parties (Coach, Activities Director and Principal) concur, the Activities Director will schedule a meeting involving the parents/guardian, head coach and the student athlete within five school days of the initial request.

- c. Should a student athlete not meet all guidelines, the student will be required to remain within their age appropriate program.
- d. The student and/or parents/guardian reserve the right to decline a request to move up without penalty or future undue pressure by any school personnel.

Revised: 8/8/06

## **6<sup>th</sup> Grade Athletics Guidelines and Criteria**

6<sup>th</sup> grade students will be allowed to participate in Junior High Sports at Northland High School.

6<sup>th</sup> grade students will be allowed to participate in:

- Volleyball
- Cross Country
- Basketball
- Baseball
- Softball
- Golf
- Track & Field

6<sup>th</sup> graders will not be allowed to play Football at the Junior High level due to the fact that Pony League Football is available for them to participate in.

6<sup>th</sup> graders will not be allowed to play or practice with or against Junior Varsity/Varsity Athletes. MSHSL RULES APPLY.

6<sup>th</sup> graders will play only on 7<sup>th</sup> grade teams. The exception would be Baseball and Softball, where 7<sup>th</sup> and 8<sup>th</sup> grade students are combined to create one team.

All 6<sup>th</sup> grade participants are required to have a sports physical completed prior to being allowed to practice or play in any Junior High Sports Program.

## **Locker Rooms**

Locker rooms need to be locked during practice and games.

- Students need to keep all personal belongings locked up in their sports locker.
- Hallway bathrooms and drinking fountains will be used during practice and/or games if needed.
- Coaches and/or Advisors must keep the locker rooms locked unless a coach/advisor is in the locker room.
- Cell phones and other photo/video recording devices are not permitted in locker rooms per ISD #118 Policy 360.

## High School Gym Center Divider

The center divider is never to be used as a backstop for any reason.

At no time, except for an emergency, should anyone pick up the curtain, crawl under, or pass any item under it.

## Compressed Gas Cylinders

There are small and large cylinders in the school building which hold various types of gases under very large compressions.

The large, tall tanks are “M” tanks. “M” tanks must be secured in some manner to a solid surface at all times.

If a large tank of compressed gas were to tip over, a number of things could happen if the valve is damaged. Depending upon the type of gas, there could be a fire and explosion.

Gases such as oxygen will not explode but can and will take off like a missile and are capable of passing through walls.

There is a helium tank on the Remer Campus which is used to fill balloons. It is chained to a wall. At times people use the tank and move it to an area more convenient for use.

Whenever a person uses an “M” tank with any compressed gas, it must be chained to a secure surface during use. It must not be free standing at any time.

Failure to secure an “M” tank during use may result in severe injury and or death.

Any employee found using an “M” tank which is not secured is subject to disciplinary action.

*Adopted: 7/17/97 Independent School District #118 Policy 102*

*Revised: 7/20/00, 6/17/10, 6/22/16*

## 102 EQUAL EDUCATIONAL OPPORTUNITY

### I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district’s policy on harassment and violence and the school district’s procedures for addressing such complaints, refer to the school district’s policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. Every school district employee shall be responsible for complying with this policy conscientiously.

Any student, parent or guardian having a question regarding this policy should discuss it with the school district Title IX Coordinator. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

**Legal References:** Minn. Stat. Ch. 363 (Minnesota Human Rights Act)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)  
20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
Independent School District #118 Policy 360

Adopted: 2/19/08  
Revised 10/08, 12/10, 7/14

Independent School District #118 Policy 360

Adopted: 2/19/08  
Revised 10/08, 12/10, 7/14, 10/2017

**360 STUDENT CELL PHONE**

A new cell phone policy will be piloted during the fall of the 2017-18 school year for students in grades 7-12. The program will be assessed at the end of December 2017 to determine if this program is a viable long term option for Northland Community Schools. All students, grades 7-12, will be

allowed to use their cell phones during non-instructional time (lunch and between classes) unless the student/parents decides to opt-out of the program by signing the opt-out agreement. Students may use their cell phones during class time for instructional purposes with the teacher's permission, during lunch, and between classes. Phones must be silent and out of sight during instructional time.

## **I. PURPOSE**

Northland Community Schools uses instructional technology as one way of supporting our vision to ensure that each student acquires 21<sup>st</sup> century skills to achieve his or her potential, become a productive community member and value lifelong learning. In an effort to be proactive with today's growing social and interactive technology trends, it is our hope that this new policy will increase awareness and training while putting into practice social and professional etiquette relating to electronic devices. Northland Community Schools will allow cell phones to be used for instructional purposes, in between classes and during lunch periods. Students in possession of a cell phone must comply with the Cell Phone Policy and the Internet Acceptable Use and Safety Policy.

## **II. GENERAL STATEMENT OF POLICY**

A. All students, grades PreK-6, will place all electronic devices in their school lockers each day prior to the start of the day (8:30AM). Devices must be turned off when stored in school lockers.

B. All students in grades 7-12 may use cell phones between class periods and during lunch.

C. Students may not use their cell phones during instructional time unless otherwise given permission by the teacher. This includes students in the office, hallways, and restrooms during instructional time. Instructional time is defined as the time from the last tone of one tardy bell to the first tone of the dismissal bell. Each teacher has the discretion to allow and regulate the use of cell phones in the classroom and on specific projects.

D. Cell phones must ALWAYS be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.

E. Cell phone use will not be permitted in locker rooms or restrooms. The use of cell phones in a bathroom or locker room may result in law enforcement being called.

360-2

F. Students may not use cell phones to “bully” or to post derogatory statements about students, staff or the district via text message or social media.

G. A student who has a phone confiscated may not use another student’s cell phone.

H. Cell phones may not be used to assist any student on assignments, quizzes or tests without teacher approval.

I. Students are prohibited from:

a. Bringing a cell phone on premises that infects the network with anything designed to damage, alter, destroy or provide access to unauthorized data or information.

b. Processing or accessing information on school property related to “Hacking”, altering or bypassing network security policies.

c. Printing from cell phones at school.

d. Having their phone out while in elementary school spaces. The privilege of using a cell phone at school is for high school students only.

### **III. CONSEQUENCES OF VIOLATING THE CELL PHONE POLICY**

First offense: the phone is taken away until the end of the day

Second offense – the phone must be picked up by a parent or guardian

Third offense – either the student is suspended for 1 (one) day or the phone is taken away for 5 (five) days... parent’s choice.

Any further infractions will result in the student not having a cell phone on school grounds during the school day. Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions.

### **IV. LOST, STOLEN OR DAMAGED DEVICES**

Each user is responsible for his/her own cell phone and should use it responsibly and appropriately. Northland Community Schools take no responsibility for stolen, lost or damaged cell phones.

### **V. SEARCH OF CELL PHONE CONTENTS**

A student’s cell phone contents may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules and/or policy. Any searching of a device will be reasonable both in its scope and intrusiveness.

Parents/guardians of the student will be notified of the search and be encouraged to be present at the time of the search. Searches will be delayed up to 24 hours to await a parent.

*Independent School District #118 Policy 496*

Adopted: May 20, 2008

Revised: 11/17

Reviewed: 10/17

## **496. Employees and Non Participating Dependents In School Vehicles**

### **I. PURPOSE**

The School District is limiting its liability by not allowing non-participating dependents from riding in its school vehicles.

## II. GENERAL STATEMENT OF POLICY

Employees of the school district are not permitted to have non-participating dependents in school owned vehicles on activity trips for any reason. *Adopted: 7/17/97*

*Independent School District #118 Policy 315*

*Rescinds: IFCD*

*Issued: 1/21/82*

*Revised: 06/20/02*

*10/18/2007*

### 315 SCHOOL VOLUNTEERS

The School Board believes that volunteers can make valuable contributions to our schools. The School Board endorses a Volunteer Program in the schools subject to regulations and safeguards. Suitable recognition of volunteer services should be made annually.

1. Volunteers who work with students must be accepted by the School Board. Volunteers must have a criminal history and driver's license check prior to working with students. "Working with students" includes chaperones on field trips and being in charge of or responsible for individual students or groups of students outside the regular classroom. A parent or guardian who is assisting with a celebration held within the classroom on a one time basis is exempt from this policy.
2. Each building will keep a master list of approved volunteers and the date of the volunteer's criminal history and driver license check. The criminal history checks need to be repeated every three years.
3. Volunteers who drive school vehicles must have a driver's license check prior to driving. Driver license checks need to be done each school year. The district's mechanic must be informed who has had a driver license check.
4. Each building will develop a Volunteer Application form. That form will be sent to the Executive Secretary who will have the criminal history and driver license check done. The School District will pay the fee for the criminal history check.
5. When the criminal history check is returned, it will be forwarded to the building principal who will review it. If the criminal history check is appropriate, the building principal will recommend the volunteer to the School Board. A person may start working with students prior to the approval by the Board if the criminal history check is appropriate. However, if the School Board does not approve the volunteer, he/she will have to be informed that he/she cannot continue as a volunteer.
6. A copy of all volunteer criminal history checks will be kept in the district's central office.

## **401A. EMPLOYEE SEX NONDISCRIMINATION**

### **1. PURPOSE**

Employees are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal employment opportunity for all employees and to prohibit discrimination on the basis of sex.

### **2. GENERAL STATEMENT OF POLICY**

- A.** The school district provides equal employment opportunity for all employees, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any employment program or activity operated by the school district on the basis of sex.
- B.** It is the responsibility of every school district employee to comply with this policy.
- C.** The school board hereby designates Lin Benson, Northland High School teacher as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D.** Any employee having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

### **3. REPORTING GRIEVANCE PROCEDURES**

- A.** Any employee who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward an employee should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.

Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward an employee directly to a school district human rights officer or to the superintendent.

- B.** In Each School Building. The building administrator is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward an employee at the building level.
- C.** Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward an employee as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D.** The school board hereby designates Lin Benson, Teacher as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the Superintendent.
- E.** The school district shall conspicuously post the name of the Title IX Coordinator and human rights officer(s), including office mailing addresses and telephone numbers.
- F.** Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward an employee will not affect the complainant or reporter's future employment, grades or work assignments.
- G.** Use of formal reporting forms is not mandatory.
- H.** The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

#### **4. INVESTIGATION**

- A.** By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward an employee shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party

designated by the school district.

- B.** The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C.** In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D.** In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward an employee.
- E.** The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the Title IX Coordinator. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **5. SCHOOL DISTRICT ACTION**

- A.** Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B.** The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

## **6. REPRISAL**

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward an employee or any person who testifies, assists or

participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **7. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES.**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

## **8. DISSEMINATION OF POLICY AND EVALUATION**

- A.** This policy shall be made available to all employees, employee unions and organizations.
- B.** The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

**Legal References:** Minn. Stat. § 121A.04 (Athletic Programs; sex discrimination)  
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
34 C.F.R. Part 106 (Implementing regulations of Title IX) 401A - 4

**Cross References:** MSBA Model Policy 102 (Equal Educational Opportunity)  
MSBA Model Policy 413 (Harassment and Violence)  
MSBA Model Policy 528 (Student, Parental, Family and Marital Status Nondiscrimination.)

**INDEPENDENT SCHOOL DISTRICT NO. 118  
UNLAWFUL SEX DISCRIMINATION TOWARD AN EMPLOYEE/ STUDENT**

General Statement of Policy Prohibiting Unlawful Sex Discrimination Toward An Employee/  
Student

Independent School District No. 118 maintains a firm policy prohibiting all forms of unlawful sex discrimination. All employees/students are to be treated with respect and dignity. Unlawful sex discrimination by any teacher, administrator or other school personnel will not be tolerated under any circumstances.

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of person you believe unlawfully discriminated toward you or a student on the basis of sex: \_\_\_\_\_

If the alleged unlawful sex discrimination was toward another person, identify that person: \_\_\_\_\_  
\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

Where and when did the incident(s) occur: \_\_\_\_\_  
\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_  
\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has unlawfully discriminated against me or an employee/student on the basis of sex. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Complainant Signature)

\_\_\_\_\_  
(Date)

Received by: \_\_\_\_\_

\_\_\_\_\_

## Job Description

<b>Title:</b>	<b>Coach</b>
<b>Department/Section:</b>	Athletics
<b>Title of Immediate Supervisor:</b>	MSHSL Athletic Director

**Job Summary:** To coordinate the selection, training and conditioning of all athletes at all levels of assigned sport.

### Task No.      Description

1. To demonstrate and generate among staff and athletes an attitude of good sportsmanship and fair play by following the Coaches' Code of Ethics and the Minnesota State High School League sportsmanship guideline.
2. To assist the superintendent, school board member and activities director in the hiring of qualified staff in assigned sport.
3. To know and administer the policies, procedures and guidelines set forth in ISD #118's athletic policy manual and Minnesota State High School League policies for assigned sport and supervise assistant coaches in carrying out the same as they apply to assigned sport.
4. To inform all team members, before the season begins, of team rules.
5. To inform all teams members, before the season begins, of letter award criteria.
6. To inform all team members of Minnesota State High School League rules, ISD #118 school rules, and the importance of exercise, proper nutrition, self discipline, sportsmanship and good citizenship at all times.
7. To coordinate the activities and responsibilities of assistant coaches at all levels.
8. Prepare written evaluation of assistant coaches and review the evaluation with the assistant coaches.
9. To develop and organize effective practices for athletes that teach skills needed to effectively compete.
10. To provide for the health, safety and well being of team members and report all accidents.
11. To effect a proper liaison with parents, public and information media.

12. To adhere to the starting and ending dates for assigned sport.
13. To work with the activities director and provide him in a timely manner daily attendance charts, daily practice plans, an emergency plan, a copy of team rules, and any other proper work deemed necessary.
14. To work with the high school secretary in making sure fees are paid, athletic physical is on file and provide a list of participants, informing her of dismissal and bus departure times, as well as a list of bus riders.
15. To attend all conference meetings in assigned sport, and the rules interpretation meetings provided by MSHSL.
16. Work with the activities director in planning parents' night.
17. Be responsible for inventory, storage and repair of equipment.
18. Perform other assignments and responsibilities as assigned by the supervisor.

**Qualifications:** Must be able to meet Minnesota State High School League requirements for coaching certification. Knowledgeable in the area of assigned coaching. Ability to work harmoniously with other coaches.

**ORGANIZATIONAL RELATIONSHIPS:**

**Report to:** High School Principal

**Terms of Employment:** Minnesota State High School League starting and ending dates for assigned sport. Terms and conditions of employment as negotiated with the Board of Education.

**Evaluation:** Performance will be evaluated annually by the High School Principal.

**Revised:** 2/98  
 8/01  
**01/2006**  
**08/2013**

Reviewed and agreed to by: \_\_\_\_\_

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

**Title:** Assistant Coach

**Department/Section:** Athletics

**Title of Immediate Supervisor:** Head Coach

**Job Summary:** To assist the head coach by selection, instruction, training and coordination of all athletes/teams assigned by the head coach.

**Task No. Description**

1. To demonstrate and generate among assigned staff and players an attitude of good sportsmanship and fair play by adhering to the Coaches Code of Ethics and the Minnesota State High School League Code of Sportsmanship.
2. To know and administer the policies, procedures and guidelines set forth in the ISD #118 athletic policy manual and Minnesota State High School League policies for assigned sport.
3. To carry out responsibilities as designated by the head coach.
4. To provide for the health, safety and well being of team members.
5. To adhere to the starting and ending dates for assigned sport.
6. To properly inventory, care for, and maintain uniforms and equipment
7. Perform other assignments and responsibilities as assigned by the supervisor.

**Qualifications:** Knowledgeable in the area of assignment. Ability to work harmoniously with other coaches.

**ORGANIZATIONAL RELATIONSHIPS:**

**Report to:** Head Coach and/or High School Principal

**Terms of Employment:** Minnesota State High School League starting and ending dates for assigned sport. Terms and conditions of employment as negotiated with the Board of Education.

**Evaluation:** Performance will be evaluated annually by the head coach and/or the high school principal.

**Revised:** 12/98, 8/01

**Reviewed and agreed to by:** \_\_\_\_\_

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

**Title:** **Activities Director**

**Department/Section:** District

**Title of Immediate Supervisor:** High School Principal

**Job Summary:**

**Task No. Description**

1. Organizes and administers the overall program of MSHSL activities, both intramural and interscholastic, for the district within the guidelines of the Minnesota State High School League and School Board policy.
2. Coordinate the overall program of extracurricular activities for the district within the guidelines of the school board policy: annual, newspaper, knowledge bowl, Youth In Action (SADD), BPA, FLA/FHA, prom, student council, homecoming/snow daze, drama/3 act play.
3. Provides leadership in the selection, assignment and evaluation of coaches and advisors.
4. Fosters good school-community relations by keeping the community aware of and responsive to the activities program.
5. Assumes responsibility for the organization and scheduling of all interscholastic activity events in consultation with Head Coaches.
6. Hires and schedules officials, all game workers and notifies Cass County Sheriff's Department and/or City of Remer Police Department of all home contests/events.
7. Arranges transportation, lodging and meal for student participants and staff members as required.
8. Develops and places in to operation appropriate rules and regulations governing the conduct of student activities in cooperation with the High School Principal.
9. Supervises cleaning, storage and care of all equipment.
10. Arrange all details of visiting teams' needs, towels, gymnasium services, etc.
11. Makes all necessary arrangements for the use of all playing fields/facilities.
12. Arranges practice schedules for coaches on the fields and in the gymnasium.
13. Keeps records of all senior high school activities, contests, and maintains a record file of all award winners (date and type of award and scholarships.)

14. Type schedules and correspondence as needed.
15. Plans and supervises an annual recognition program for school activities and Athletic Banquet.
16. Does pay sheets for coaches and staff members and turns them into the bookkeeper.
17. Attend conference, regional and state meetings as needed.
18. Monitor academic eligibility of student participants at mid term, quarter, semester and end of school year. Notify parents, coaches and administrators of student eligibility.
19. Coordinator for parent's night with appropriate coaches.
20. Seek candidates for all activity and athletic positions.
21. Assigns and collects year end reports for all activities. Prepares an annual summary report to the Board.
22. Arrange activity/sport pictures as needed to meet deadlines.
23. Prepares and monitor expenditure budgets for all activities. Inform advisors/coaches of budget status monthly.
24. Submit reports for monthly School Board meeting. Attend 50% of School Board meetings.
25. The Activities Director is required to evaluate all head coaches and activity advisors on an annual basis. Head coaches are responsible to evaluate assistant coaches and give those evaluations to the Activity Director. Turn evaluations into high school principal. Evaluations need to be reviewed with the people being evaluated.
26. Applications for activity/coaching positions shall be reviewed by the Activity Director who shall prepare a list of candidates for interview. Interviews will be held by the Activities Director, High School Principal, Board Members and other persons deemed necessary.
27. Performs other necessary and reasonable duties as assigned by the Superintendent or his/her designee.
28. Acts as district liaison between Booster Club and the School District.
29. Instructs coaches on how to post their event scores on the MSHSL web site.

**Qualifications:**

**ORGANIZATIONAL RELATIONSHIPS:**

**Report to:** High School Principal

**Terms of Employment:** Terms and conditions of employment as negotiated with the Board of Education.

**Evaluation:**

Performance will be evaluated annually by the High School Principal. Reviews from advisors and coaches should be included in the evaluation process.

**Created:** 05/20/03

**Revised:** 10/27/03  
04/20/06

Reviewed and agreed to by: \_\_\_\_\_

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

## **Northland Community Schools: Fitness Center Use Policy**

**Purpose:** Regular exercise has many benefits. Everyone knows that they should exercise. The newest statistics on obesity in the U.S. are reaching epic proportions. Northland Community Schools recognizes this fact and is addressing the issue by operating and maintaining a recreational weight training facility.

**Students Only hours: 3:00-5:00 PM**

**Adult Only hours: 5:00-7:00 PM**

**Open hours: 7:00-10:00 Pm and 5:00 am-8:00 am**

**Membership Fees:** \$60.00 for a year membership \$80.00 for family.

**Students Fee:** \$20.00 and \$10.00 to replace a key

**Youth: 14 and older may use the fitness center. You may never train alone. If you are 14 you need to have at least a 16-year-old with you. *You must have an orientation with Scott Bachman before you are issued a key.***

### **Expectations:**

1. Proper footwear (non-marking soles) must be worn by all participants.
2. Shirts must be worn at all times.
3. All users are required to wipe off machines after use.
4. All users are required to return weights to proper stand after use. **DO NOT LEAVE WEIGHTS ON EQUIPMENT!**
5. The use of the facility may be restricted at certain times.
6. No smoking. No eating. No pets.
7. Be considerate of others. Do not sit on a machine or bench unless you intend to use it.
8. Please warm up properly before any exercise or use.
9. Please use a spotter when working with free weights.
10. Injuries must be reported immediately.
11. Abuse of equipment will not be tolerated. Loss of privilege will occur.
12. Do not drop free weights.
13. Commit no act of theft or destruction of property.
14. All Persons using the facility must comply with and abide by all school rules.
15. Only members are permitted to be in the Fitness Center. Any member, who allows a non-member to enter the facility, or use their card, will lose all membership benefits and will not be refunded any money.
16. Members must all make sure all doors are shut securely when they leave.
17. Do not prop doors open.
18. Northland Community Schools is not responsible for any injury that may occur.
19. No student while enrolled in school may use the fitness center unsupervised. There must be another member training with the student. If the student is 14, they need to have at least a 16-year-old with them.
20. Students must be signed up and receive access key through community education.
21. Students must use their key to fob in anytime they access the fitness center.
22. Students must sign in on the roster.
23. There should be no more than 10 people in the fitness center at one time.
24. Allowing other students who are not registered and have a key into the fitness center may result in the loss of your privileges.

If there is any Violation of Fitness Center Policy you will be subject to loss of membership with no refund of money. We encourage people to use the center, but also want to provide a safe and usable facility to everyone.

**Violations of Fitness Center Policy Consequences:**

**1<sup>st</sup> Violation** – Membership card will be deactivated for 1 week or longer.

**2<sup>nd</sup> Violation** – Membership card will be deactivated for 1 month or longer.

**3<sup>rd</sup> Violation** – Membership card will be deactivated for the remainder of the school year.

A membership card will be provided. There will be a \$10.00 deposit on all membership cards.

I \_\_\_\_\_ understand the expectations of using the Fitness Center and agree to following this Fitness Center Policy.

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

Phone Number: \_\_\_\_\_ Key# \_\_\_\_\_

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Students must have the following completed prior to being issued a key:

**Student** has completed orientation training with Scott Bachmann.

Fitness Center Trainer Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Student** has reviewed expectations and violations of policy with Activities Director.

Activities Director Signature \_\_\_\_\_ Date: \_\_\_\_\_

Adopted: 11/20/97  
Revised: 7/20/00, 6/20/02, 5/20/04,  
3/17/05, 4/20/06, 4/09, 7/14, 2/16  
Annual Review: 3/15/07, 02/08, 10/16, 7/22

Independent School District # 118 Policy 506

## **506 STUDENT DISCIPLINE**

*[Note: School districts are required by statute to have a policy addressing these issues.]*

### **I. PURPOSE**

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

### **II. GENERAL STATEMENT OF POLICY**

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as

appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

### **III. AREAS OF RESPONSIBILITY**

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice.

They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

#### **IV. STUDENT RIGHTS**

All students have the right to an education and the right to learn.

#### **V. STUDENT RESPONSIBILITIES**

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;

- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

## **VI. CODE OF STUDENT CONDUCT**

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. [\(Refer to Major Discipline Guidelines in Appendix A\)](#)

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Hazing;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Opposition to authority using physical force or violence;
7. Opposition to authority using physical force or violence;

8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy;
9. Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules ;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy.
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school district' bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;

35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to-toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of words, symbols, acronyms. Or language, whether oral or written, that is discriminatory, abusive, obscene, threatening, intimidating or ~~that degrades-degrading to~~ other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violations of the school district's one-to-one device rules and regulations;
- ~~454.~~ Violation of school rules, regulations, policies, or procedures;
- ~~465.~~ Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## VII. DISCIPLINARY ACTION OPTIONS

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Suspension from extracurricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;
- K. Referral to community resources or outside agency services;
- L. Financial restitution;
- M. Referral to police, other law enforcement agencies, or other appropriate authorities;
- N. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- O. Out-of-school suspension under the Pupil Fair Dismissal Act;
- P. Preparation of an admission or readmission plan;
- Q. Saturday school;

- R. Expulsion under the Pupil Fair Dismissal Act;
- S. Exclusion under the Pupil Fair Dismissal Act; and/or
- T. Other disciplinary action as deemed appropriate by the school district.

### **VIII. REMOVAL OF STUDENTS FROM CLASS**

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. ~~Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.~~

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

***[Note: The following Sections C. - K. must be developed and inserted by each school district based upon individual district practices, procedures and preferences.]***

C. Procedures for Removal of a Student From a Class.

1. ~~Specify procedures to be followed by a teacher, administrator or other school district employee to remove a student from a class;~~
  2. ~~Specify required approvals necessary;~~
  3. ~~Specify paperwork and reporting procedures.~~
- (1) If removal is for part of one class period simply to provide the student with some time to avoid problems or to provide a clear warning of serious consequences the Northland Behavior Flowchart will be followed. (Refer to Appendix B)
- (2) If, however, the removal is for an entire period or more, up to a limit of five (5) periods or five (5) hours, whichever is less, the following procedures must be observed:
- (a) If a student is removed from class the support room staff or administration will complete a major discipline referral describing the student's behavior.
  - (b) If a student refuses to be removed, one or more of the following will be implemented:
    - (i) Support staff and/or Crisis Team alerted
    - (ii) Removal of peers
    - (iii) Crisis Prevention Interventions

D. Responsibility for and Custody of a Student Removed From Class.

1. ~~Designation of where student is to go when removed;~~
2. ~~Designation of how student is to get to designated destination;~~
3. ~~Whether student must be accompanied;~~
4. ~~Statement of what student is to do when and while removed;~~
5. ~~Designation of who has control over and responsibility for student after removal from class.~~

- a. Teachers removing students from class are required to direct the student to the support room and verify his or her arrival as soon as practicable. Teachers will determine whether a student needs to be accompanied to the support room, and, if so, make the necessary arrangements.
- b. The administrator may, at his/her option, assign the student to supervision in another area specially designated for this purpose.
- c. The student will remain in the custody of the building administrator or his/her designee for the duration of the time prescribed.
- d. Students removed for more than one class period will receive assignments from the teachers to enable the student to keep up with his/her class work.

E. Procedures for Return of a Student to a Class From Which the Student Was Removed.

1. ~~Specification of procedures;~~
2. ~~Actions or approvals required such as notes, conferences, readmission plans.~~
  1. The student may return to class after a conference with the appropriate administrator, teacher, and/or the parent(s)/guardian(s).
  2. At the time of this conference, a plan of action will be established.

F. Procedures for Notification.

- (1) 1. Parents/guardians of students removed from class will be notified as soon as practicable of the rule violation that led to the removal, and any conditions for readmission.

~~Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;~~

2. ~~Actions or approvals required, such as notes, conferences, readmission plans.~~

G. ~~Disabled~~ Students with Disabilities; Special Provisions.

(a) 1. In cases involving students receiving special education services, appropriate special education staff will be notified of the removal to determine compliance with the student's IEP and to determine whether further assessment or change in the student's IEP is necessary.

2. In cases involving students with suspected disability, the student assistance team or school counselor will be notified, and the school's pre-referral intervention process will be followed.

~~Procedures for consideration of whether there is a need for further assessment;~~

~~2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individual Education Plan (IEP) of a disabled student who is removed from class or disciplined; and~~

~~3. Any procedures determined appropriate for referring students in need of special education services to those services.~~

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

(a) 1. The District has established a chemical /alcohol abuse pre-assessment team (Student Support Teams or Student Intervention Teams) pursuant to Minnesota Statute 121A.26;

2. The District has established teacher reporting procedures to the chemical/alcohol abuse pre-assessment team, pursuant to Minnesota Statute 121A.29.

~~Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;~~

~~2. Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and~~

~~3. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.~~

I. Procedures for Encouraging Early Detection of Behaviors Problems and Involvement of Parents/Guardians in Attempts to Improve a Student's Behavior

- (c) During the enrollment process, schools will gather as much information from parent(s)/guardian(s) as possible to determine any pre-existing academic, behavioral, or attendance concerns.
- (d) School administrators will ensure the building is adequately supervised and that a system is in place for reporting behavior concerns, regardless of the time and day.
- (e) School administration will have a plan for reviewing attendance records on a regular basis and then act on the attendance concerns in accordance with the appropriate county truancy program.
- (f) Schools will establish a structure for teachers to discuss student behavior concerns that is clearly communicated and followed up by administration.
- (g) Schools must have a team including administration, counselors, the school nurse, and other staff as available to review student academic, attendance, behavior and social/emotional concerns.
- (h) Staff will intervene and support students early on as behavior concerns are surfacing.
- (i) Schools will work with chemical health support staff to assess student behavior and determine whether or not chemical issues are present.
- (j) In conjunction with the Special Education process, schools will have regularly scheduled meetings to consider whether students with academic, behavioral, or social/emotional concerns might need to be assessed for special education services.
- (k) A formal structure will be created to share information as students transition between schools and grades to assist in continuous support and intervention.
- (l) Schools will communicate with parent/guardian about academic progress and encourage parents/guardians to assist in identifying concerns.

~~Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.~~

~~J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.~~

~~K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.~~

**IX. DISMISSAL**

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

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. 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
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to

dismissal for one (1) school day or less, except as may be provided in federal law for a student with a disability.

2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. 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 student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. In the case of a student with a disability, the student's individual education plan team shall meet immediately but not more than ten (10) school days after the date on which the decision to remove the student from the student's current education placement is made. The individual education plan team must review all relevant information in the student's file to determine if the conduct in question was (i) caused by, or had a direct and substantial relationship to, the child's disability, or (ii) the direct result of the school's failure to implement the individual education plan.

The requirements of the individual education plan team meeting apply when: (1) the parent requests a meeting; (2) the student is removed from the student's current placement for five (5) or more consecutive days; or (3) the student's total days of removal from the student's placement during the school year exceed ten (10) cumulative days in a school year. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. A separate administrative conference shall be conducted for each period of suspension.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. 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 assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.

6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student 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. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. 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 the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
8. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
9. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
10. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

2. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student’s own choosing, including legal counsel at the hearing; (2) examine the student’s records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student’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 Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student’s own choosing, including legal counsel, at the student’s sole expense. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon the which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation 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 (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49.

The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district shall report each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report shall include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

#### **X. ADMISSION OR READMISSION PLAN**

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

#### **XI. NOTIFICATION OF POLICY VIOLATIONS**

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

#### **XII. STUDENT DISCIPLINE RECORDS**

It is the policy of the school district that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

#### **XIII. DISABLED STUDENTS**

Students who are currently identified as disabled under IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Where a student is dismissed for five (5) or more consecutive days, or has accumulated

more than ten (10) days of dismissal over the course of the school year, the school district will convene a meeting to determine whether the student's educational program is appropriate and whether the behavior subject to discipline is a manifestation of the student's disability. Such a meeting must be held within ten (10) days of the school district's decision to remove the student from his or her current educational placement and must be held before commencing an expulsion or exclusion of the student. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team will confer on the appropriate discipline (excluding exclusion or expulsion) and take steps to alter the student's educational program, as necessary. Regardless of whether the behavior is a manifestation of the student's disability, if the team determines that the student's educational program is either not appropriate or not being properly implemented, the team will take steps to alter the program and will take any program alterations into account in determining appropriate discipline.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services after any period of suspension, if suspension is imposed.

#### **XIV. OPEN ENROLLED STUDENTS**

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

#### **XV. DISTRIBUTION OF POLICY**

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

#### **XVI. REVIEW OF POLICY**

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any

recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.26 (School Preassessment Teams)  
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. § 121A.582 (Reasonable Force)  
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)  
Minn. Stat. § 123A.05 (Area Learning Center Organization)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)  
Minn. Stat. Ch.125A (Students With Disabilities)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. Ch. 260C (Juvenile Court Act)  
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

**Cross References:** MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons)  
MSBA/MASA Model Policy 503 (Student Attendance)  
MSBA/MASA Model Policy 504 (Student Dress and Appearance)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)  
MSBA/MASA Model Policy 610 (Field Trips)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

# NORTHLAND BEHAVIOR FLOW CHART

Classroom Environment and Teacher Strategies  
Teach/Reteach Eagle Pride Expectations throughout year  
Reinforce positive behaviors with students using Praise and Golden Tickets  
Continue building relationships with students and families

Observe Problem Behavior

MINOR

Is Behavior Minor/ Major?

MAJOR

Follow classroom management plan

If behavior continues contact Student Support Room and send student with support room form or give information to staff over phone

Student will process with Support Room Staff and follow the steps necessary to return to class  
Support Room Staff will contact teacher for student to return

If behavior escalates to a Major?

If major behavior occurs call the Student Support Room and send the student ODR will be processed by Support Room staff

If major behavior occurs, and you are not able to do the above due to time of day or off campus contact Student Support Room staff to start ODR process

Support Room Staff and Administrator conducts ODR process with student

Administrator determines consequence and/or intervention as defined by Northland Community Schools Discipline Policy

Administrator completes ODR resolution

Administrator contacts family and schedules re-entry meeting

Administrator follows up with referring staff and student as needed

### Major Discipline Guidelines (Elementary School)

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

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

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

## Major Discipline Guidelines (High School)

Infraction	Definition	Grade	Consequence	
			Minimum	Maximum
Academic Dishonesty	Intentional behavior including, but not limited to, plagiarism, copying another's work, cheating, or altering records. Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	7-12	Loss of credit	5 Day OSS, Loss of Credit
Alcohol/Drugs	The possession or use of intoxicating alcoholic beverages, chemical substances, narcotics, prescription medications, inhalants, controlled substances, synthetic substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. This includes being under the influence at school, school-sponsored events and on school-sponsored transportation.	7-12	5 Day OSS	Expulsion
Arson	Intentional destruction of, or damage to, property by means of fire or explosives.	7-12	10 Day OSS	Expulsion
Assault	Intentionally, knowingly or recklessly causing any physical injury to another person	7-12	5 Day OSS	Expulsion
Bomb Threat	Threat to harm students, staff, or school property by use of a bomb.	7-12	10 Day OSS, Police referral	Expulsion
Bullying	The repeated delivery of direct or technology-based messages or acts that involve intimidation, imbalance of power, teasing, taunting, threats, or name calling.	7-12	1 Day ISS	Expulsion
Harassment (Cyber)	The delivery of technology-based messages or acts that involve intimidation, teasing, taunting, threats, or name calling.	7-12	1 Day ISS	Expulsion
Harassment (Racial)	Race discrimination involves treating someone unfavorably because he/she is of a certain race or because of personal characteristics associated with race. Harassment can include, for example, racial slurs, offensive or derogatory remarks about a person's race or color, or the display of racially-offensive symbols.	7-12	3 Day OSS	Expulsion
Harassment (Physical)	The persistent or repeated annoying or tormenting of another person in a physical manner	7-12	Mediation (relationship repair with offended party) and/or ISS	Expulsion
Harassment (Sexual)	The unwelcome conduct of sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.	7-12	3 Day OSS	Expulsion
Harassment (Verbal)	The persistent or repeated annoying or tormenting of another person in a verbal manner	7-12	Mediation (relationship repair with offended party) and/or ISS	Expulsion
Controlled Substances (prescription)	Possession of medication that is prescribed to the student, but the possession is against school policy.	7-12	Conference, parent notification	Expulsion
Defiance/ Disrespect	Treating any staff member or any others with contempt or rudeness. Intentionally resisting or disregarding authority and/or excessive arguing with refusal to redirect.	7-12	Lunch Detention	Long Term Suspension (More Than 10 Days)
Disruption/Disorderly/ Insubordination	Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences.	7-12	Lunch Detention	Long Term Suspension
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district	7-12	Conference / Parent Contact / Change of clothes	3 Day OSS
Endangerment	Recklessly creating a risk of injury or imminent injury to another.	7-12	5 Day OSS	Expulsion
Excessive vulgar language/swearing	The use of profanity or any derogatory language stated publicly.	7-12	Lunch Detention	10 Day OSS
Fighting	When two or more persons engage in any violence toward each other in an angry or quarrelsome manner.	7-12	5 Day OSS	Expulsion
Gang Activity	Student uses gesture, dress, and/or speech to display affiliation with a gang.	7-12	1 Day OSS	Expulsion
Hazing	Committing an act against a student, or coercing a student into committing an act, that endangers the mental or physical health of safety of that student, in order for the student to be initiated into or affiliated with a student organization.	7-12	3 Day OSS	Expulsion
Skipping Class and/or Tardies	Failure to be at a designated location at a specified time.	7-12	Lunch Detention and/or ISS	3 Day ISS
Illegal Drugs	Possession, use, solicitation, or distribution of a controlled substance.	7-12	5 Day OSS	Expulsion
Over-the-Counter Medications against School Policy	A student found in possession of an over the counter medication, unless the student has complied with the school district's policy for such medication.	7-12	1 Day OSS	Expulsion
Leaving school grounds without permission	Leaving school grounds or being outside of the school building during regular school hours without permission.	7-12	1 Day ISS	5 Day OSS
Physical Contact (Minor Aggressive Act)	The behavior of rough boisterous play, minor confrontations, pushing and/or shoving.	7-12	1 Day ISS	Long Term Suspension
Pyrotechnics	Possession or use of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, gasoline, lighter fluid, firecrackers, fireworks, smoke bombs, etc. that contain flash powder, gunpowder, blackpowder, or any other explosive compound.	7-12	3 Day OSS	Expulsion
Robbery	Taking or attempting to take anything of value or personal property that is owned by another person or organization, by force or threat of force or violence.	7-12	ISS and Restitution	10 Day OSS/Restitution
Sexual Misconduct (Inappropriate Display of Affection)	Violating school policies of kissing, hugging, fondling, or touching in public.	7-12	Lunch Detention	Long Term Suspension
Technology	The misuse of school or personal electronic devices, computer system, web pages, and networks for the intended educational use or other violations of school policy. Cell phone violations to follow school policy.	7-12	Conference, Loss of Privilege	10 Day OSS/Restitution
Theft	Taking the property of another person or school without permission, with the intent of not returning it. No force is involved.	7-12	ISS and Restitution	10 Day OSS/Restitution
Threat/Intimidation	When a person indicates by word or physical action, the intent to cause physical injury or serious damage to a person or their property.	7-12	Mediation (relationship repair with offended party) and/or Lunch/Recess Detention	Expulsion
Tobacco	The possession or use of smoking tobacco, smokeless tobacco, vapes and all delivery devices on school property, at school-sponsored events and on school-sponsored transportation.	7-12	1 Day ISS and completion of educational training	3 Day OSS and involve law enforcement
Vandalism	Willful destruction or defacement of school property or personal property.	7-12	3 Day OSS and Restitution	Expulsion/Restitution
Verbal Abuse	Using abusive, threatening, profane or obscene language either oral or written (including Social Media) by a student toward a staff member or another student, including, but not limited to, conduct which degrades people because of their gender, race, religion, ethnic background, or physical or mental handicaps	7-12	Mediation (relationship repair with offended party) and/or ISS	Expulsion
Weapons	Being in the possession of a thing designed or used for inflicting bodily harm or physical damage.	7-12	5 Day OSS	Expulsion

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

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

**Be Respectful    Be Responsible    Be Productive    Be Safe**

**Northland Bus Behavior Flowchart**

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

**Teach/Reteach** Eagle Pride Expectations  
 Reinforce **positive behaviors** with students using Praise and Golden Tickets  
 Continue **building relationships** with students

Observe Problem Behavior

Is the problem **Minor** or **Major**?

**Minors**

**Majors**

Verbal reminder of behavior expectations

**Take a Break**  
 (Designated front seat on bus)

**If Behavior Continues**  
 Complete a bus referral form  
 Referrals will be submitted to the Transportation Supervisor

Student will process minor with Transportation Supervisor to create plan to return to bus safely

**2 minors in a day or 3 minors in a week = Major**

**Minor Offense**

- Turning around
- Talking loudly
- Teasing
- Standing up
- Laying down
- Eating or drinking
- Unkind words
- Arguing
- Talking back
- Play fighting
- Not taking a break
- Leaving garbage on the floor or seat
- Other small behaviors that do not meet bus basics

**Major Offense**

- Fighting/Assault
- Racial/Sexual Comments
- Harassment
- Verbal Disrespect towards students or staff
- Bullying Threats
- Weapons
- Vandalism
- Throwing Food
- Abusive Language
- Spitting on/at another person
- Possession or use of alcohol, drugs, tobacco, vapes, or other paraphernalia
- Interfering with the driver's ability to safely transport students

Complete a bus referral form  
 Communicate behavior to the Transportation Supervisor

Transportation Supervisor conducts ODR process with student

Transportation Supervisor consults with Administrator and determines consequence and/or intervention as defined by Northland Community Schools Discipline Policy

Transportation Supervisor completes ODR resolution

Transportation Supervisor contacts family meeting

Transportation Supervisor follows up with driver and student, as needed



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*Independent School District #118 Policy 709*

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## **709 STUDENT TRANSPORTATION SAFETY POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

### **II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING**

#### **A. School Bus Safety Week**

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

#### **B. Student Training**

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
  - a. transportation by school bus is a privilege, not a right;
  - b. school district policies for student conduct and school bus safety;
  - c. appropriate conduct while on the bus;
  - d. the danger zones surrounding a school bus;
  - e. procedures for safely boarding and leaving a school bus;
  - f. procedures for safe vehicle lane crossing; and
  - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

### **III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by school district policy 709-2 under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

#### **1. School Bus and Bus Stop Rules**

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

## 2. Rules at the Bus Stop

- a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

## 3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

## 4. Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of

the school district. Parents or guardians will be notified of any warning and/or offense and/or suspension of bus privileges. (See Bus Expectations Flowchart in Appendix A)

#### A. PreKdgn – Grade 12

1<sup>st</sup> Major Referral offense- Warning

2<sup>nd</sup> Major Referral offense- 15 school-day suspension from riding the bus

3<sup>rd</sup> Major Referral offense- 210 school-day suspension from riding the bus

4<sup>th</sup> Major Referral offense- 320 school-day suspension from riding the bus/meeting with parent

~~5<sup>th</sup> offense – suspended from riding the bus for the remainder of the school year~~

Further major offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

Note: When any student goes 60 transportation days without a report, the student’s consequences may start over at the first offense.

#### B. Other discipline

Minor behaviors will be managed by the Transportation Supervisor. 2 minor behaviors in 1 day or 3 minor behaviors in 1 week constitutes a major referral.

Based on the severity of a student’s conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

#### C. Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that causes an immediate and substantial danger to the student or surrounding persons or property will be provided by the school district to the Department of Public Safety in accordance with state and federal law.

#### D. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

#### E. Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

#### F. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

#### **IV. PARENT AND GUARDIAN INVOLVEMENT**

##### A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family.

Parents and guardians are asked to review the rules with their children.

##### B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.
8. All elementary students must have an adult present at the location of bus stop after school. If a parent is not present emergency contacts will be called and arrangements to pick up the student on the bus route will be made with the bus driver. If emergency contacts are not available local law enforcement will be called and student will be kept on the bus. The student will be turned over to law enforcement and social services may be contacted.
9. Parents/Guardians that wish to allow their students to be dropped off at home without a parent present need to sign a liability waiver and have it on file in the front office.
10. Parents must have a written request for their child to be dropped off at another location that is NOT their designated bus stop. The address must be in the attendance area of the school. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes.

11. Elementary students that do not ride the bus to school should not arrive before 8:10am. After 8:10 students are dismissed to their classrooms. Students that walk or are dropped off after 8:45am need an adult to sign them in at the front office.

## **V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
  - 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
  - 2. reckless driving;
  - 3. improper or erratic traffic lane changes;
  - 4. following the vehicle ahead too closely;
  - 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
  - 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.

- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.
- G. School bus drivers will enforce all bus safety guidelines and communicate to Transportation Office/School office of any disciplinary actions that need to be addressed.

## **VI. SCHOOL BUS DRIVER TRAINING**

### **A. Training**

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.

**[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]**

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

### **B. Evaluation**

School bus drivers with a Class D license will be evaluated annually and all other bus drivers

will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

**[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least eight hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]**

## **VII. OPERATING RULES AND PROCEDURES**

### **A. General Operating Rules**

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

**[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]**

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.

4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.

5. To the extent practical, the school district will designate school bus loading/unloading zones

at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

**[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]**

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand- held or hands free, when the vehicle is in motion. For purposes of this paragraph, “school bus” has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

#### B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:

- a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
- b. First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
- c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
- d. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
- e. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
- f. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
  - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
  - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
    - 1) safe operation of a type III vehicle;
    - 2) understanding student behavior, including issues relating to students with disabilities;
    - 3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
    - 4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
    - 5) handling emergency situations;
    - 6) proper use of seat belts and child safety restraints;
    - 7) performance of pretrip vehicle inspections;
    - 8) safe loading and unloading of students, including, but not limited to:
      - i. utilizing a safe location for loading and unloading students at the curb, on the

- nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
  - ii. refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
  - iii. avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
  - iv. placing the type III vehicle in “park” during loading and unloading;
  - v. escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
  - vi. compliance with paragraph V.F. concerning reporting convictions to the employer within ten days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
- e. The operator’s employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer’s policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator’s employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
- f. The operator’s driver’s license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
- g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol- related school bus driver offenses), or whose driver’s license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver’s license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five years from the date of conviction.
- h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd. 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
- i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within three years of the first of three other

moving offenses is precluded from operating a type III vehicle for one year from the date of the last conviction.

- j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
  - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.
  3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

#### D. Type A-I “Activity” Buses Driven by Employees with Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
  - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
  - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
  - c. The operator is prohibited from using the eight-light system if the vehicle is so equipped.
  - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
  - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
  - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre- school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
  - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.

3. A school bus operated under this section must bear a current certificate of inspection.
4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

## **VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES**

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident). [**Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.**]
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
  1. the student's name and address;
  2. the nature of the student's disabilities;
  3. emergency health care information; and
  4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

## **IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS**

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.

- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

**X. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

**XI. STUDENT TRANSPORTATION SAFETY COMMITTEE**

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

***Legal References:***

- Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
- Minn. Stat. § 123B.03 (Background Check)
- Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
- Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
- Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)

Minn. Stat. § 123B.90 (School Bus Safety Training)  
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)  
Minn. Stat. § 144.057 (Background Studies on Licensees & Other Personnel)  
Minn. Stat. Ch. 169 (Traffic Regulations)  
Minn. Stat. § 169.011, Subds. 15, 16 and 71 (Definitions)  
Minn. Stat. § 169.02 (Scope)  
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)  
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)  
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)  
Minn. Stat. § 169.454 (Type III Vehicle Standards)  
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)  
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)  
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)  
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)  
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)  
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)  
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)  
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)  
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)  
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)  
Minn. Stat. Ch. 245C (Human Services Background Studies)  
Minn. Stat. § 609.02 (Definitions) Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection) 49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations) 49 C.F.R. § 383.33 (Notification of Driver's License Suspensions) 49 C.F.R. § 383.5 (Transportation Definitions)

***Cross References:***

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 707 (Transportation of Public Students)  
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)