

# **Northwest Passage High School**

## **Student/Parent Handbook**

### **2016-17**

**Freedom comes with the ability to demonstrate  
you are a responsible person!**

#### **WELCOME**

Congratulations on becoming a part of one of the most exciting learning opportunities available to students. We are excited to have you as part of NWPHS and are looking forward to observing the development of your full potential. Your success at NWPHS will be in direct proportion to your effort, application, and participation.

#### **MISSION**

“Rekindling our hope, exploring our world, seeking our path, while building our community.”

#### **VISION**

Students enrolled at NWPHS develop self-confidence and academic skills through participation in a small learning community, where instructors are lifelong learners who model integrity, responsibility and respect. Varied projects, field studies and inquiry-based methods give students the opportunity to develop a greater sense of the world by engaging in challenging academics, structured work experience, and service learning. Students take responsibility for their own educational plans, and graduate with the tools to make informed decisions about their future.

#### **OVERVIEW**

NWPHS was designed to meet the needs of students, both for the present and for the future. We are an ever-changing school working in an ever-changing society. The intention of NWPHS is to give students a strong performance-based education closely related to real life experiences.

#### **DISCRIMINATION POLICY**

It is the policy of the School Board of Independent District No. 4049 to comply with applicable federal and state laws prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, national origin, creed, religion, gender, marital status, status with regard to public assistance, age or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program; or in employment or recruitment, consideration, or selection, thereof, whether full time or part-time, under any education program or activity operated by the district for which it received federal financial assistance.

Any student of Independent District No. 4049 who feels he/she has been discriminated against in violation of the District’s non-discrimination policy may avail himself/herself of filing the grievance with a Staff member.

## LATE POLICY

School starts at 7:45 a.m. each day. Between 7:45 and 8:00 a.m. students can eat breakfast, put their lunches in refrigerator, check-in with teachers and most importantly get prepared and settled for the morning. At 8:00 a.m. all students are to be in their assigned advisory prepared for reading.

In order to promote responsibility and safety the school has decided to lock entrances after the start of classes. Students coming late (**any time after 8:00 a.m.**) who have not had a parent call prior to **7:30 a.m.** will not be allowed to enter the building after such times. They will need to take responsibility for arranging transportation on their own. If a student is locked out it will result in an unexcused absence.

Realize the purpose of this policy is to promote responsibility and maturity. Being late to school will carry over to the world of work and college. Most employers would fire a person for being habitually late to work.

If you have an excused late arrival parent or student must sign in at the front office. Excused late arrivals include Dr. or dental appointments, car trouble, inclement weather, occasional appointments and occasional traffic congestion, oversleeping is not an excused absence.

## LUNCH POLICY

Lunch will be 27 minutes each day. Students need to be either in the Barn or the courtyard between the Barn and ACME buildings during lunchtime – there is no open campus lunch. **Food may only be delivered by parents or guardians and must be dropped off at the front desk prior to lunch.** Students are not allowed to be in or around cars in the student parking lot. It is every ones responsibility to clean up after themselves. Additionally, each advisory will be responsible for three to four weeks of lunchroom and courtyard cleaning per year.

## TRANSPORTATION POLICY

The school will to pick up and drop off students who reside in the City of Coon Rapids before school and at the end of the school day (prior to 7:45 am and after 3:00 pm). Bus service is a privilege not a right and as such the following expectations are to be following:

1. You will be given an approximate pick-up time. You need to be ready to exit your house 15 minutes before to 15 minutes after pick-up time. Since teachers are the schools bus drivers it is important not to make them wait when they pull up to your house.
2. Bus drivers are only allowed to drop students off at home or their work site. This is not a taxi service; please do not ask to be dropped off anywhere else.
3. Repeated no shows will require you to call for a ride by 7:00 a.m. each morning. Continual no shows will result in the loss of bus/van services.

Students not in the transportation area are eligible for free bus cards. Bus cards can be used on any Metro-Transit vehicle. To receive your first bus card please see the front desk. Subsequent bus cards can be received after you turn in your used bus cards. Using a bus card for non-school transportation may result in the loss of bus cards for your use.

## POLICY OF ACADEMIC PROGRESSION

Students of the Northwest Passage High School are required to progress through the school's curriculum in the following manner:

1. All students must make one presentation of a project and one exhibit of a project at a student expo or other public venue with advisor approval, per grade in order to graduate. See detailed section on Project Presentation.
2. It is recommended that students will **journal** in a manner designed by the student, parent, and advisor. Journals may be: 1.) project journals, which reflect the development of the project, 2.) reflection journals at the end of the day, 3.) dialogue time with the advisor, 4.) journaling with prompts and with a writing skill emphasis, or 5.) any other method designed and approved by the advisor and parent. Credit will be issued following an approved project proposal.
3. It is recommended that the student work to develop their time management skills by completing a **weekly or daily planner**.
4. Students will be required to complete time logs with a definition of work and time completed daily, using Project Foundry.
5. To get credit for any project/activity/class, it must be proposed and signed by the advisor, the project proposal team, parent/guardian, and/or the responsible adult. Your credit will be in jeopardy if you have not proposed prior to the activity/project/class.
6. Extended projects must be monitored by the advisor once per session with demonstrated achievement or the project will be dropped.
7. Project proposals and finalizations will be held the first and last week of each session and one day each week in the middle of the block as designated by proposal team.
8. PSEO students must receive proposal team approval prior to enrollment.

## **POLICY FOR STUDENT WITHDRAWAL FROM NWPHS**

Inasmuch as the Board and Staff of NWPHS want all students to have the opportunity to succeed and graduate from NWPHS there comes a time when a student may be asked to withdraw their enrollment.

A student may be asked to withdraw from NWPHS if after repeated conferences with parents or guardians the student continues to willfully engage in behavior that jeopardizes their chances of graduating from NWPHS by the time they are 21 years old. Such behavior includes but is not limited to the following examples.

### **Students may be asked to withdraw from enrollment if:**

They repeatedly fail to adhere to the policies contained in the student handbook.

They are engaged in criminal behavior inside or outside of school that interferes with or disrupts other students' academic progress.

Student's attendance is less than 80%.

The student has been habitually truant. Habitually truant is defined as 7 unexcused absences.

The student is not making adequate yearly academic progress to graduate by their 21<sup>st</sup> birthday.

The student's behavior is disruptive or disrespectful to other students or staff.

## **STUDENT RIGHTS:**

1. You have the right to know what is going to happen if you behave irresponsibly.

2. You have a right to be treated fairly and consistently.
3. The rights of all students to safety and uninterrupted education need to be protected.

In addition to the actions listed in the following paragraphs, staff will continue to deal with your individual problems and situations and try to provide you with programs that suit your needs.

### **STUDENT RESPONSIBILITIES:**

Rights bring responsibilities and a student is responsible for the manner in which his/her individual rights are exercised. This statement of responsibilities is not expected to cover every situation that may arise. All students attending the Northwest Passage High School have the responsibility to:

1. Attend school daily, except when excused, and to be on time to all classes and other school day functions;
2. Pursue and attempt to complete the course of study prescribed by the state and local school authorities;
3. Make necessary arrangements for making up work when absent from school;
4. Assist the school staff in maintaining a safe school for all students enrolled therein;
5. Be aware of all school rules and regulations and conduct themselves in accord with them;
6. Assume that until a rule is waived, altered, or repealed, it is in full effect;
7. Be aware of and comply with the state and local laws;
8. Be aware of and comply with School Board policy when participating in extracurricular activities;
9. Be willing to volunteer information in disciplinary cases and cooperate with school staff should they have important knowledge relating to such cases;
10. Protect and take care of the school's property and the property of others;
11. Dress and groom to meet fair standards of safety, health, and common standards of decency;
12. Express ideas in a manner that will not demean or slander others.

### **GOOD STUDENT DISCOUNT**

Students need to have 90% attendance for two consecutive sessions and have earned all possible credit during that time to receive a letter for a good student discount.

### **LEAVING SCHOOL:**

No student is to leave the building without permission. Students moving between buildings during non-designated passing times must have permission from **both** their advisor/instructor in charge **and** the instructor they are meeting with. Students who are not in their designated classroom or leave school grounds without permission can be dismissed for the day.

### **ATTENDANCE**

The school board believes that regular school attendance is directly related to success in academic work, benefits the student socially, provides opportunities for important communications between staff and students, and establishes regular habits of dependability important to the future of the student. We recognize that school attendance is the joint responsibility to be shared by the student, parent or guardian, and staff. Parents/guardians should notify the school in the morning if their child will be absent.

**Absences will be excused** if they are caused by the following reasons: illness, serious illness in immediate family, death in the immediate family, medical or dental appointments, court appearances, family vacations, planned educational experiences, religious instruction (< 3 hours per week), physical emergencies (flood, storm, etc.), official school sponsored outings, or suspension. **Absences considered unexcused are:** truancy, absences resulting from cumulated unexcused tardiness (three tardies equal one unexcused absence), being out of the building without signing out, leaving early, or any other absence not included in the excused section of this policy. Staff will make an effort to notify parents of all unexcused absences as soon as possible.

If a student should accumulate 2 unexcused absences during a 5-week period, the parents will be notified and a conference will be recommended. If following the conference, the student should continue accumulating unexcused absences and/or progress toward graduation is not being met, the proposal team will meet with the student and set up a plan. If attendance should not improve at that time, the staff team will suggest that the parents and student make a presentation to the NWPHS School Board. The presentation will help determine reasons to continue education at NWPHS or to move into termination of attendance in which a hearing officer will hear from all parties involved and discuss the student's ability to meet the requirements of NWPHS or transfer to a more workable setting.

Minn. Stat. 260A.02 provides that a student who is absent from instruction on three or more occasions on three days without a valid excuse within a single year will be considered continuing truant. At this time parents/guardians will be notified by first class mail or other means. They will have time to notify the school if there should be a valid excuse for the child's absence. If there is not a valid excuse, parents/guardians will be notified that they are obligated to compel the attendance of the child pursuant to Minn. Statute 120.101 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Statute 127.20. The parent has the right to meet with staff to discuss solutions to the child's truancy. If the child should continue to be truant, the parent and child may be subject to Juvenile Court proceedings under Minn. Statute Ch. 260 and the child may be subject to suspension, restriction. or delay of the student's driving privilege pursuant to Minn. Statute 260.191.

A student under the age of 16 years, who is absent from attendance at school without lawful excuse for any part of seven school days, shall be considered a habitual truant and will be subject to referral to appropriate services and procedures under Minn. Stat. Ch. 260A.

## ACADEMIC ACHIEVEMENT

NWPHS is a place offering limitless learning opportunities. It is the responsibility of the student to take learning seriously and to apply him or herself to get their work completed. Minimum standards of achievement include a student completing 5.0 project credits per year.

*In an effort to make sure that all students make adequate progress, advisors will calculate at the beginning of each block credits earned for the year. If the student is not on track to earn at least 5.0 credits for the year, that person will be placed on academic probation. Parents will be notified if student is on academic probation.*

*Academic probation means that the following procedures will be set in motion until adequate progress is being made:*

- 1. There will be a daily meeting between student and advisor to show evidence of progress and to set goals and criteria for success.*
- 2. If adequate progress is not made in two more weeks, meeting will be held twice a week with proposal team.*
- 3. If adequate progress is not made in two more weeks, weekly meetings with parents will be set up.*
- 4. If adequate progress is not made before the next school board meeting, a meeting could be set up for the student and parents with the school board.*

## **CODE OF STUDENT CONDUCT**

The staff at NWPHS believes that all students have the right to discuss infractions related to their conduct. Students will have the option to participate in restorative/peace keeping circles to seek solutions through dialogue and discussion or resort to the following traditional methods.

A student causing a rule infraction **may** be disciplined or dismissed on any of the following grounds:

1. willful violation of any reasonable school board regulation
2. willful conduct that significantly disrupts the rights of others to an education
3. willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school.

Student discipline problems will be dealt with on a case-by-case basis. Student discipline procedures may include but are not limited to: conferencing, removal from class/setting, police contact, suspension, exclusion, or expulsion. Notification of any violation of this policy and resulting disciplinary action shall be as provided by the Fair Pupil Dismissal Act or other applicable law.

**Students may be disciplined for off campus conduct, which disrupts, interferes, or otherwise affects the environment, activities, or operation of the school.**

Eligibility for participation in extra-curricular activities may be limited by academic standing, disciplinary matters, or enrollment status. If you have questions about eligibility for participation contact an advisor. The bottom line is if you are not performing as a responsible young adult, you may lose privileges.

## **BUILDING SECURITY**

The purpose of this policy is to assure that students remain safe throughout their school day. All exterior doors will remain locked during the school day except during passing times. All students must enter through the main doors during non-passing times. All visitors must check in at the front office and have a visitor's pass. Students are not allowed to allow anyone into the building without staff permission. Students doing so potentially put all members of our community at-risk. Students allowing individuals in the buildings without permission could be dismissed for the day.

## **WEAPONS**

The purpose of this policy is to assure a safe school environment for students, staff and the public. No student or non-student, including adults and visitors shall possess, use, or distribute a weapon when in a school location. A weapon means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury. This policy is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons by students.

The school takes a position of "No Tolerance" in regard to the possession, use or distribution of weapons by students. This policy will recognize the seriousness of the offense, consider a variety of approaches and consequences to hold the student accountable for their behavior, and take into account mitigating circumstances. The consequence for students possessing, using or distributing weapons may include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the Board Chairperson of dismissal.

Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

## **CLOTHING STANDARDS**

NWPHS encourages students to dress appropriately for school activities and in keeping with community standards. Students and parents will abide by staff requests to alter clothing when it has a negative impact on the educational environment as determined by the staff. Inappropriate clothing includes, but is not limited to, the following:

1. Short shorts, skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
2. Clothing which bares a message that is lewd, vulgar, or obscene.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, signs, words, objects, or pictures on clothing communicating a message which is racist, sexist, or otherwise derogatory or which connotes gang membership.

Students will be asked to turn shirts inside out or to cover up that which is inappropriate. If they should choose to wear such clothing a second time, they may face suspension.

### **USE OF VEHICLES AND TRANSPORTATION**

Students are **not** to be driving, sitting, or riding in any motorized vehicle during the school day unless prearranged with the advisor and the parent. Students must have a copy of Drivers License and insurance on file at school office in order to park on school grounds. Student parking is limited to the West parking lot. Parking in the school ground parking lot may be restricted if a student demonstrates unsafe driving habits. Students violating this restriction may have their vehicles towed at their expense.

### **PHONE USAGE**

Phones are to be used for emergency and educational purposes only. Messages will be taken for incoming calls and students may return calls at lunch or after school. *Parents are asked to leave messages unless it is an emergency.* Students wishing to use the phone need to receive staff permission prior to using the phones.

### **DRUG OR ALCOHOL USE**

Students are not permitted to use or possess alcohol, drugs, drug paraphernalia, or narcotics on school premises, at school activities or on school buses. Such items are against the law and will be confiscated by school authorities. Students found in violation of these laws may be processed in the following manner:

1. Parents notified immediately.
2. Suspended from school for five (5) - ten (10) days.
3. Required chemical assessment.
4. Removed from all school activities during suspension.
5. Violators will be reported to the police liaison officer.

Students who buy, sell, or give away marijuana or any substance defined by law as a drug or narcotic may be recommended to the Board of Education for expulsion from school.

### **ELECTRONIC DEVICES:**

The use of any electronic device including cell phones, tablets, personal computers, digital music players, and all other devices may be used only at the instructors' discretion.

### **SMOKING AND TOBACCO PRODUCTS:**

The NWPHS Board of Education recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and non-users. The board believes that the use or promotion of tobacco products on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. It shall be a violation of this policy for any student of NWPHS to possess, use, consume, display or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes at any time on school property (School property is defined as within 300 feet of school) including buses/vans, or at off-campus, school-sponsored



events. Students smoking, “vaping”, or using any other form of tobacco products in school, on school grounds, or on a school sponsored event will be dismissed for the day for a first offense, second offense will result in a three-day suspension.

### **PLAGIARISM:**

Everyone is responsible for knowing and avoiding the various forms and levels of plagiarism. To quote Writers Inc., "plagiarism – {is} the act of presenting someone else’s ideas as your own".

The following are the most common types of plagiarism that occur in student work:

- a) Word-for-word plagiarism is the direct copying of another’s material without giving credit.
- b) Paraphrase plagiarism is using someone else’s ideas without crediting the source of the material or idea.
- c) Spot plagiarism is using key words or phrases without giving credit.

Cases of plagiarism will result in significant loss of points – up to failure of assignment in question, depending on circumstances of the incident.

### **THEFT:**

Theft is the unauthorized taking of the property of another. This unauthorized use of another's property is subject to 1-7 day’s suspension and notification of the police liaison officer.

All students are asked to report any theft of personal or school property to the Main Office immediately. A record of the theft will be developed to aid in the investigation of the theft.

### **VANDALISM:**

Vandalism is damage to or destruction of school property or property of others. This offense is subject to suspension or expulsion, and the parent or guardian shall be liable for all damages so caused by their child. The police liaison officer will be notified. Students will be responsible for clean up or repair of vandalized property.

### **SEARCHES**

Pursuant to Minnesota statutes, school lockers, desks, and storage units are the property of the school. At no time does the school relinquish its exclusive control of lockers, desks and storage units provided for the convenience of students. Staff members for any reason may conduct inspection of the interior of these items at any time, without notice, without student consent, and without a search warrant. The personal possessions of students including, but not limited to: purses, backpacks, book bags, packages, or clothing may be searched only when staff members have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Vehicles may be searched if staff has reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose items were searched unless disclosure would impede an ongoing investigation by police or staff members.

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities.

### **FORGERY:**

Intentional use of phony notes, passes, etc., will result in a 1-5 day suspension.

### **HARASSMENT/VIOLENCE:**

It is the policy of the Northwest Passage High School to strive for a learning environment that is free from sexual, racial, and religious harassment and violence. This policy will be enforced before, during and after school hours on all school property, including the school bus/vans, school functions, and events held at other locations. Any action toward or by a student of this school to harass through conduct or communication of a sexual, racial or religious nature or in any other derogatory way to inflict, threaten to inflict or attempt to inflict sexual, racial, or religious violence as defined herein shall be a violation of this policy. Harassment constitutes any action that makes another person uncomfortable. A student will be warned to discontinue behaviors that cause another discomfort; if they should choose to continue they may face suspension. Vagrant harassment may result in immediate suspension.

Sexual, racial, or religious violence is a physical act of aggression that includes a sexual act or purpose or a physical act or aggression based on a person's race, gender or religion.

In carrying out this policy, the School District recognizes that sexual, racial, and religious harassment are subject to School District Equal Educational Opportunity policies and applicable state and federal laws. Sexual, racial and religious violence is criminal activity subject to civil penalties under Minnesota Statutes 609.341.

The school district will act to investigate all complaints, formal or informal, verbal or written, of sexual, racial, religious harassment violence, and take appropriate action against any person who is found to have violated this policy.

### **BULLYING:**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The charter school cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the charter school and the rights and welfare of its students and is within the control of the charter school in its normal operations, it is the charter school's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the

charter school in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

**Definitions:**

‘Bullying’ means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve: (1) Teasing; (2) Social exclusion; (3) Threat; (4) Intimidation; (5) Stalking; (6) Physical violence; (7) Theft; (8) Sexual, religious, or racial harassment; (9) Public humiliation; or (10) Destruction of property. . . . (d) The definitions of ‘bullying’ and ‘harassment’ include: (1) Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment...[and] (2) Perpetuation of [bullying or harassing] conduct ... by an individual or group with intent to demean, dehumanize, embarrass, or cause physical harm to a student..." ‘Cyberbullying’ means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

A student will be warned to discontinue behaviors that cause another discomfort; if they should choose to continue they may face suspension.

**ASSAULT:**

Physical assaults/fighting will not be tolerated at the Northwest Passage High School. Assault is doing an act with intent to cause fear in another or immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another. The disciplinary action for assault will be a parental conference and will be accompanied with up to a ten-day suspension. A police report will be filed. A recommendation for an alternative school or expulsion may be made if a second offense occurs. Verbal assaults are disrespectful, abusive, threatening, profane or obscene language. They can be either oral or written by a student. Verbal assaults will result in suspension.

**DISORDERLY CONDUCT/DISRUPTIVE BEHAVIOR:**

Disorderly conduct involves engaging in offensive, obscene, profane, or abusive language or in boisterous and noisy conduct. Disorderly conduct or disruptive behaviors or actions, which interfere with effective operations of the school or hinder positive learning environment will be subject to disciplinary action.

If after various appropriate interventions have been implemented and documented, a student persists in behavior which:

- A. Materially and substantially violates the rights of other students to an education, or
- B. Is substantially disruptive of teaching and learning, or
- C. Endangers self, other students, staff, or property of school,

Then the District process for consideration of the expulsion of a student shall be initiated.

**HAZING:**

The purpose of this policy is to maintain a positive and safe learning and working environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

#### Policy Statement

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibition contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and before, during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

#### Definitions

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term "hazing" includes but is not limited to:
  - 1. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 2. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 3. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation; or that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  - 4. Any activity that causes or requires the student to perform a task that involves violation of State or Federal law or of a school district policy or a school regulation.
- B. "Student Organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams,

activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### Reporting Procedures

- A. Any person who believes he or she has been the victim of hazing, or any person with knowledge or belief of conduct which may constitute hazing, shall report the alleged act(s) immediately to an appropriate school district official designated by this policy.
- B. The Director is the person responsible for receiving reports of hazing.
- C. Teachers, administrators, volunteers, contractors, and other school employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the Director immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant's or reporter's future employment, grades, or work assignments.

#### School District Action

- A. Upon completion of an investigation, 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. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of the applicable bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, and other school district policies and regulations.

#### **THREATS TO STAFF:**

Physical or verbal threats or abuse of staff members will not be tolerated. Any such incidents may result in disciplinary action ranging from suspension to expulsion.

#### **TERRORISTIC THREATS:**

Terroristic threats against school officials, students, staff or school property, or both, written or oral that could result in death, great bodily injury, or property damage in excess of \$1,000, even if not carried out will result in the following consequences:

1. Parents notified immediately.
2. Suspended from school for five (5) - ten (10) days.
3. Removed from all school activities during suspension.
4. Violators will be reported to the police liaison officer.
5. Potential expulsion recommendation

#### **TECHNOLOGY USE POLICY**

Computers and other electronics are to be used solely for educational purposes. The use of electronic media for private purposes violates the school policy and may subject the student to disciplinary action. All electronic communications are not private but subject to review and monitoring by the staff. All personal passwords can be overridden and communication reviewed.

Personal computers can be searched and programs deleted if they are not supporting educational learning. Games for entertainment are NOT to be used, installed, or played or they will be deleted. **All students and parents must sign a Google Educational Account Policy.**

## **PROTECTION AND PRIVACY OF PUPIL RECORDS**

The Board of Directors of Northwest Passage High School has adopted a policy and the school administration has developed procedures regarding the collection, storage, and release of student information as required by state and federal laws.

A school district may disclose information about a student that has been designated as directory information unless it receives notice of disagreement from a parent or an adult student. Northwest Passage High School has designated the following categories of information as directory information that may be disclosed without parental permission.

- \*Name
- \*Name of School Attended
- \*Date of Birth
- \*Grade in School
- \*Participation in Officially Recognized Activities
- \*Dates of Enrollment &/or Withdrawal
- \*Last Grade Completed
- \*Date of Graduation

Parents/legal guardians or adult students who do not want certain student records released and/or transferred to another school district must request so in writing at the time the student withdraws from the Northwest Passage High School.

## **CRISIS PLAN**

The NWPHS Board of Education adopted a Crisis Plan, which is on file at NWPHS. If a crisis should occur, the advisors as soon as feasibly possible will contact parents. If students are evacuated from the building, they will meet with advisors in the shelter north of the school and attendance will be taken, and they will proceed to the Community Building. All students will be expected to stay with the group for safety and security purposes.

## **GRADUATION REQUIREMENTS**

The School Board of Northwest Passage High School Charter District 4049-07 recognizes that Minnesota students are required to complete three kinds of requirements by the time they graduate. Students must:

- Satisfactorily complete the state course credit requirements under Minnesota Statutes, section 120B.024.
- Satisfactorily complete all state academic standards or local academic standards where state standards do not apply.

- Meet graduation assessment requirements.

**Course Credits:** Students complete the academic standards by taking a core course of study that equips them with the knowledge and skills they need for success in postsecondary education, highly skilled work, and civic life. In order to graduate, your child's high school coursework must include at least the minimum state course credit requirements. A course credit is equivalent to a student successfully completing an academic year of study or mastering the subject matter, as determined by the local school district. Students must complete a minimum of 21.5 course credits as follows:

- **4 credits of language arts**
- **3 credits of mathematics**, including algebra, geometry, statistics and probability sufficient to satisfy the standards. Students in the graduating class of 2015 and beyond must complete an algebra II credit or its equivalent as part of the 3-credit requirement. In addition to the high school credits, students in the graduating class of 2015 and beyond must also complete an algebra I credit by the end of eighth grade.
- **3 credits of science**, including one credit in Life Science. In addition, students in the graduating class of 2015 and beyond must complete a chemistry, physics, or Career and Technical Education (CTE) credit as part of the 3-credit requirement. (The CTE credit must meet the standards underlying the chemistry or physics credit.)
- **3½ credits of social studies**, including U.S. history, geography, government and citizenship, world history and economics.
- **1 credit in the arts**
- **0.5 credit in physical education**
- **6.5 credit in NWPHS core**, including Career and Life Plan, Independent Learning, Senior Project, Community Connections, Expeditions, plus PSEO and Work Based Learning.

If the graduation requirements are not completely met, a student may participate in graduation activities without receiving a diploma if they meet one of the following criteria:

- They earn all the credits required in content areas and are short no more than 1.0 NWPHS Core elective credit, or
- They meet all Northwest Passage High School graduation course requirements, but have not passed the required graduation tests.

Diplomas are mailed after the graduation ceremony pending final grades and transcript reviews.

### **Alternative Graduation**

Students graduating from a recognized Transition Program by successful completion of the goals and objectives on their individual educational plans (IEPs). The IEP is developed by a team consisting of the student, teacher, vocational coordinator, administrator, and at the student's request; parents, adult service providers such as RS counselors, county social workers, mental health professionals, and other friends, advocates or individuals involved in the student's life.

It is expected that a student who attends a recognized Transitions Program will graduate through the accomplishment of IEP goals. The diploma is issued by the student's home high school during the year the student leaves the Transitions Program, not the year the student leaves the high school. Students in good academic standing and who have completed a minimum of 18 credits may participate in graduation activities.

In compliance with state requirements, Northwest Passage High School offers a standards-based program for its students to meet its graduation requirements.

## ROAD MAP TO SUCCESS AT NORTHWEST PASSAGE HIGH SCHOOL

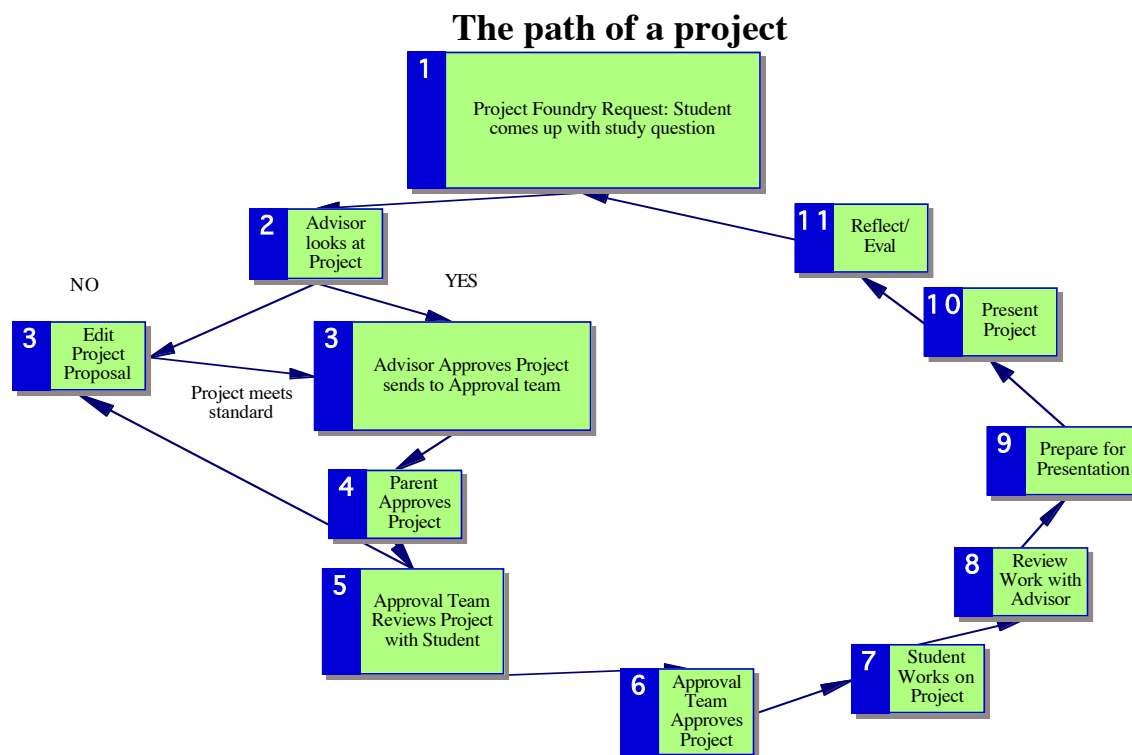
9 <sup>TH</sup> GRADE		10 <sup>TH</sup> GRADE		11 <sup>TH</sup> GRADE		12 <sup>TH</sup> GRADE	
A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.
Sustained Silent Reading English .25	Leadership/ New Student Core .5	Sustained Silent Reading English .25	Top 20 Teens Core .5	Sustained Silent Reading English .25	Life Skills Core .5	Sustained Silent Reading English .25	Senior Portfolio Core .5
Expedition Core .25	Writing English .5	Expedition Core .25	Reading/Literature English .5	Expedition Core .25	Math Fundamentals Math .5	Expedition Core .25	P.M. Class(es) _____
Service Learning Core .25	P.M. Class(es) _____	Service Learning Core .25	P.M. Class(es) _____	Service Learning Core .25	P.M. Class(es) _____	Service Learning Core .25	P.M. Class(es) _____
Project .25	P.M. Class(es) _____	Project .25	P.M. Class(es) _____	Project .25	P.M. Class(es) _____	Project .25	P.M. Class(es) _____
Project .25	P.M. Class(es) _____	Project .25	P.M. Class(es) _____	Project .25	P.M. Class(es) _____	Project .25	P.M. Class _____
Project .4	May Term _____	Project .4	May Term _____	Project Work Study Option .5	May Term _____	Project Work Study Option .5	
Project .4		Project .4		Project PSEO Option 1.0		Project PSEO Option 1.0	
Project .4		Project .4		Project .4		Project .4	
Additional Project Work as Necessary		Additional Project Work as Necessary		Additional Project Work as Necessary		Additional Project Work as Necessary	
Additional Project Work as Necessary		Additional Project Work as Necessary		Additional Project Work as Necessary		Additional Project Work as Necessary	



y		y		y		y	
	5.25 Credits		5.25 Credits		5.5 Credits		5.5 Credits

Each credit in the system is comprised of learning targets. In general each credit will have 7-12 learning targets to meet. At NWPHS there are no grades and you cannot flunk. As soon as you have demonstrated proficient mastery of all the learning targets you will be issued a high school diploma. Students issued credit from other schools will be credited with learning targets met in each subject area. Not completing work only delays your graduation date. You will be required to earn credits through two major ways at our school:

1. **Experiential Based group Seminars (Classes):** Instructors at NWPHS will design learning experiences every six weeks to help students achieve learning targets after successful completion of the course. Each course starts with a guiding question and a real world project to complete. The guiding questions and the end product (demonstration of knowledge) will determine the number of learning targets met.
2. **Project Based Learning:** PBL is a student/advisor driven way to earned credit and demonstrate learning targets met. Highly structured meetings take place where students design, with guidance from an assigned advisor, projects to meet specific learning targets. Every project will be submitted for approval before work can begin on the project. Students will complete a proposal, which will need to be reviewed/approved by at least two teachers and a parent before starting the project. The great thing about this process is it gives the student a tremendous amount of input into learning about things that interest them, while at the same time meeting state required guidelines for graduation.



In PBL, ideas and passion come from the student. Advisors will help you generate ideas, but **will not assign** you “homework”. They are there to make sure you are submitting quality projects. This is your chance to really learn about the things you care about. Parents and advisors roles are to help you ask meaningful questions and develop projects. The approval team is the final stamp needed before you start a project. The demand for their time is great. It is important to have a well-crafted project before you submit to the Approval Team. The more time, details and quality work you put into your proposal, the more likely you will receive approval. It is not unlikely that an advisor, parent or the approval team will ask you to edit your proposal, especially as you start submitting your first project. As you get the hang of the expectations and process, it will become easier and faster to begin projects.

#### Items to include in a proposal:

All proposals will be completed on Project Foundry Software. We will teach you how to use the software. Each project will have the following items:

1. Title: this will show up on your official transcript.
  - a. Example: Influences of Modern Music on Fashion
2. Description: Is a short paragraph about the course content, i.e. This project will explore how modern rap and hip-hop music has influenced the current fashion trends. I will study how the fashion industry uses music to develop, sell and market clothes to music listeners.
3. Guiding Questions: This is the main question to be explored. It is broad in nature. i.e. How does music influence fashion trends?
4. Key Concepts: At the end of this project what major concepts will you have learned.
  - a. From our example:
    - i. Marketing

- ii. History of Music
  - iii. Business economics
  - iv. Target markets
- 5. Resources to be used.
  - a. Must include one Community Expert
  - b. Library
  - c. Internet
  - d. Video
  - e. Others
- 6. Product: How will you demonstrate your mastery of the learning concepts, what will you produce?
- 7. Learning Targets Met
- 8. Materials/Cost

### **Assessment:**

When you finished a class at the traditional high school you were issued a grade. But what does this mean? What is an “A” mean, or a “D”? Grades do not have much purpose other than an easy way to rank students.

Your performance will be based used on the following scale:

- Not Met: Student has not met the learning target attempted.
- Waived: Student has been waived the need to meet this learning target as decided by the Graduation Committee.
- Transfer: Student completed the learning at another school
- Knowledge/Comprehension: Student has an understanding of the information.
- Application: Student can apply information learned to a real life situation.
- Analysis/Evaluation: Students break information down into parts and attempt to find alternative conclusions or develop a way of to explain an informed judgment.
- Synthesis: This occurs when you take all your skills and knowledge and try to develop something completely new.

Here is an example from the following question: What makes a good leader?

- Knowledge: Understanding the key qualities of leadership
- Application: Using the key qualities to leadership to run a student meeting.
- Analysis/Evaluation: Look at a famous leader and determine whether he/she is a good leader, using key qualities or a scale to judge their contribution to the world.
- Synthesis: Using the evaluation of good leader come up with a test to measure/predict a person’s leadership’s potential.

After each project, you and your advisor will fill out a generic rubric showing the skill level for each project. After meeting a learning target your advisor or instructor will post the completed work to your transcript and you will be able to see your progress toward graduation.

## **Senior Portfolio/Senior Transition 12<sup>th</sup> Grade:**

All Northwest Passage High School students are expected to complete a Senior Portfolio/Transition prior to graduation. Students will reflect on and explore future education and career options. Through reflective essays, research and community projects they will examine careers and do some preparation for life out of high school. They will research colleges and trade skills and complete a plan for their life after graduation. They will apply the elements of media arts as within the state guidelines and will learn the skills necessary to imagine, plan, focus, develop and refine an autobiographical movie 3-5 minutes in length.

## **Expeditions:**

All students are expected to complete a minimum of one expedition each year. To participate in expeditions you will need to submit an application through Project Foundry, attend all pre-trip meetings (including a parent meeting), and participate in pre-trip work-shops. Students must demonstrate the ability to plan, execute, and gather data in pre-approved field study/expeditions. The school will offer a variety of ways to achieve this requirement. Students will also have the option to participate in summer intensive experiences. Students can also fulfill part of this requirement through a **pre-approved** family led trip.

## **Post Secondary Options (PSEO), Internship or Service Learning:**

PSEO requirements:

Students may attend PSEO at any institution which offers it in the state of Minnesota.

10th grade = 5.5 earned credits

11th grade = 11 earned credits

12th grade = 16+ earned credits

Student needs to have taken the ACT PLAN test, PSAT, or ACT and have earned the following:

?

70th percentile or above for a junior

50th percentile or above for a senior

If a student is past his or her graduation year, he or she is only eligible to take PSEO courses if he or she did not take them during his or her 11th or 12th grade years. The student is only eligible until graduation requirements are done. You can not start PSEO during your 12th grade year and then extend it out past graduation year.

Students are eligible for a maximum of two years of PSEO (4 semesters). If you start with fall in junior year, you will have four semesters of eligibility. If you start spring of junior year you have three semesters of eligibility. If you sign up for PSEO for the fall, but do not take it again in the spring, that still counts towards your four semesters of eligibility.

Students need to provide their own transportation to and from the PSEO location. When a student is not at PSEO, the student needs to be at Northwest Passage High School.

To enroll

*NWPHS Student/Parent Handbook*

*2006-07*

*Rev 10/31/06*

1. Fill out the PSEO enrollment form & have it signed by the Director
2. Apply to the college (indicate you are wishing to enroll in PSEO)
3. Submit the PSEO state form and copy of your transcript to the college you wish to attend
4. Complete all of requirements for the college such as placement testing
5. Once the student has registered for classes, the student needs to turn in a copy of his or her schedule to the front office.
6. Grades need to be turned in to the student's advisor before credit is awarded.

Students may complete this requirement through a structured internship or through developing and implementing a service-learning project in the community.

### **LIMITED WAIVER OF REQUIREMENTS:**

Students enrolling for the first time at NWRPHS may receive credit for previous work completed at another school in lieu of the specific NWRPHS requirements. Academic core credits will not be waived. NWRPHS has developed a standing committee of three teachers who will oversee this process

### **PROJECT PRESENTATIONS**

NWRPHS is trying to help our students to learn presentation skills throughout their time here. Therefore, we require a minimum of 2 public presentations each school year; one advisory presentation and one public exhibition per grade level at which students will be evaluated by the attendees, including advisors.

#### **Student Exhibitions**

**Students are required to exhibit a project once in each grade level.**

9<sup>th</sup> grade students need to make a **5-minute** presentation on a project to be presented to their advisory.

10<sup>th</sup> grade students need to make a **10-minute** presentation on a project during a building wide presentation.

In 11<sup>th</sup> grade students need to make a **10-minute** presentation at a community exhibition.

In 12<sup>th</sup> grade students need to make a **20-minute** present of their senior transition project at a community exhibition.

Criteria are spelled out in Senior Guidelines.