



# **Northwest Passage High School**

## **Student/Parent Handbook**

### **2021-22**

*“Intelligence plus character - that is the true goal of education.”*

- Martin Luther King Jr.

## Important Dates

Aug. 31	New Student Orientation		Feb. 11	Friday School
Sept. 7	First Day of School		Feb. 15	School Board Meeting
Sept. 7-10	Orientation Week		Feb. 21	President's Day- No school
Sept. 21	School Board Meeting		Mar. 4	Friday School
Oct. 1	Friday School		Mar. 8	MCA Math (11th)
Oct. 14	Student Led Conferences		Mar. 9	MCA Reading (10th)
Oct. 19	Annual Meeting/School Board Meeting		Mar. 14-18	Spring Break - No school
Oct. 21-22	Staff Development - No School		Mar. 22	School Board Meeting
TBD	Picture Day		Mar. 30	MCA Science
Nov. 5	Friday School		April 1	Friday School
Nov. 16	School Board Meeting		April 14	Student Led Conferences
Nov. 24-26	Thanksgiving Break		April 19	School Board Meeting
Dec. 3	Friday School		April 20	ACT Testing
Dec. 21	School Board Meeting		April 28-29	Staff Development - No School
Dec. 22	Early Dismissal 1:00		May 6	Friday School
Dec. 23-31	Winter Break		May 7	Explore Your World Silent Auction Fundraiser
Jan. 7	Friday School		May 17	School Board Meeting
Jan. 17	MLK Day - No School		May 19	Senior work deadline
Jan. 18	School Board Meeting		May 23-June 2	May Term
Jan. 20	Student Led Conferences		May 30	Memorial Day - No School
Feb. 4	Staff Dev - No School		June 2	Graduation
Feb. 9	Access Testing		June 7	Last Day of School - 1:00 pm dismissal

## **NORTHWEST PASSAGE HIGH SCHOOL**

### **WELCOME TO YOUR SCHOOL!**

On behalf of the faculty, staff and administration, we would like to welcome you to Northwest Passage High School. For over 20 years Northwest Passage High School has been meeting the individual needs of our students while at the same time creating a community of learners who continually explore the possibilities in the world around them.

Whether you are a returning student or a “new face” joining us for the first time, we wish to invite you to join our community of learners. This special community is made up of many different types of people: students, parents/guardians, teachers, support staff, administrators and community members. All of these people work together to create a climate that encourages responsibility, creativity and innovation.

We strive to promote an environment where all students are accepted for their unique gifts and diversity is celebrated. High expectations for success are set for each learner, with many opportunities available to achieve their goals. Our school’s primary purpose is to help each student reach their fullest potential. The faculty and staff recognize their responsibility in nurturing the ability of every student.

This student handbook has been designed to acquaint you with the many opportunities, as well as the responsibilities that go with being a member of the Northwest Passage High School community. Familiarizing yourself with these materials will help to clarify questions you may have concerning the many facets of our school. Research tells us that students who utilize time constructively and take advantage of our dynamic programs through maximum participation will find school a rich and meaningful experience.

If you encounter difficulties during your high school experience, seek help from any of our professional staff, and we will do our best to assist you. As a staff, we are here to make your school years as successful and rewarding as possible. If you should ever have any questions, please feel free to call the school office at 763-862-9223. We will be glad to direct you to the appropriate resource.

We welcome the opportunity to help you, and we look forward to applauding your successes as you progress through your high school career. We look forward to serving our students this year and wish them an intellectually stimulating experience. We hope that the 2021-22 school year proves to be challenging, productive and enjoyable!

Peter Wieczorek  
Director

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## **WELCOME**

Congratulations on becoming a part of one of the most exciting learning opportunities available to you as a student. 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 that they have been discriminated against in violation of the District’s non-discrimination policy may avail themselves of filing the grievance with a Staff member.

## **I. STUDENT RIGHTS AND RESPONSIBILITIES**

### **STUDENT RIGHTS**

1. You have a right as a student to safety and uninterrupted education.
2. You have a right to be treated fairly and consistently.
3. You have the right to know what is going to happen if you behave irresponsibly.

In addition to the actions listed in the following paragraphs, staff will continue to work with your individual needs 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/their individual rights are exercised. This statement of responsibilities is not expected to cover every situation that may arise. All students attending 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 accordance 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 off campus activities, including but not limited to field studies and expeditions;
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.

## II. ACADEMIC POLICIES

### ACADEMIC ACHIEVEMENT

NWPHS is a place offering limitless learning opportunities. It is the responsibility of the student to take learning seriously and to apply themselves 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 quarter credits earned for the year. If the student is not on track to earn at least 5.0 credits for the year, that student will be placed on academic probation. Parents will be notified if a 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, a meeting will be held twice a week with the student support team.*
3. *If adequate progress is not made in two more weeks, weekly meetings with parents will be set up.*

### POLICY OF ACADEMIC PROGRESSION

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

1. To earn 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.
2. Your credit will be in jeopardy if you have not proposed prior to the activity/project/class.
3. Students will be required to complete time logs with a definition of work and time completed daily, using the school's Student Management System.
4. 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.
5. Students are required, with the assistance and support of their advisor, to create a Personal Learning Plan (PLP). PLP's will be reviewed and amended weekly in student/advisor check-in meetings and will be the primary document used at Student Led Conferences.
6. It is recommended that the student work to develop their time management skills by completing a weekly or daily planner.
7. Extended projects must be monitored by the advisor regularly. Students must demonstrate achievement or the project will be dropped.
8. PSEO students must receive proposal team approval prior to enrollment.



## 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:

1. Satisfactorily complete the state course credit requirements under Minnesota Statutes, section 120B.024.
2. Satisfactorily complete all state academic standards or local academic standards where state standards do not apply.
3. 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, a student'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 need to complete either one credit of Chemistry, one credit of Physics, or 0.5 credits of Chemistry and 0.5 credits of Physics. Students will need to earn one additional credit of science that can include Astronomy, Ecology, Botany, Environmental Science and/or Biology II.
    - **3.5 credits of Social Studies**, including 1.0 credit U.S. history, 0.5 credit geography, 0.5 credit government and citizenship, 1.0 credit world history and 0.5 credit economics.
    - **1 credit in the Arts**
    - **0.5 credit in Physical Education**
    - **2.0 credits NWPHS core**, 1.0 credit in Career & College Readiness (grade level cohorts), 0.5 credits Independent Living/Life Skills, 0.5 credits Senior Transition Project (including Senior Portfolio).
    - **4.5 credits elective**, can include Overnight Learning Expeditions, PSEO, Volunteer Work or Internships, Foreign Language and Student Designed Projects.

**Seniors are required to attend school until the senior's last day in May, unless they receive Director approval.** Students who are on track to complete the majority of their credits before May are encouraged to apply for PSEO courses. Students who have passed their cohort graduation date will receive their diploma after completing their last credit.

**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:

- o They earn all the credits required in content areas and are short no more than 0.5 NWPHS Core - Senior Transition Project.
- o They are participating in a recognized Transitions Program.

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

<p><b>9th Grade</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Art</td><td style="text-align: right;">0.5</td></tr> <tr><td>Math</td><td style="text-align: right;">1.0</td></tr> <tr><td>Science</td><td style="text-align: right;">0.75</td></tr> <tr><td>English</td><td style="text-align: right;">1.0</td></tr> <tr><td>Social Studies</td><td style="text-align: right;">0.75</td></tr> <tr><td>P.E.</td><td style="text-align: right;">0.25</td></tr> <tr><td>Core</td><td style="text-align: right;">0.5</td></tr> <tr><td><u>Elective</u></td><td style="text-align: right;"><u>1.0</u></td></tr> <tr><td colspan="2" style="text-align: right;">5.5 Credits</td></tr> </table>	Art	0.5	Math	1.0	Science	0.75	English	1.0	Social Studies	0.75	P.E.	0.25	Core	0.5	<u>Elective</u>	<u>1.0</u>	5.5 Credits		<p><b>10th Grade</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Art</td><td style="text-align: right;">0.5</td></tr> <tr><td>Math</td><td style="text-align: right;">1.0</td></tr> <tr><td>Science</td><td style="text-align: right;">0.75</td></tr> <tr><td>English</td><td style="text-align: right;">1.0</td></tr> <tr><td>Social Studies</td><td style="text-align: right;">0.75</td></tr> <tr><td>P.E.</td><td style="text-align: right;">0.25</td></tr> <tr><td>Core</td><td style="text-align: right;">0.5</td></tr> <tr><td><u>Elective</u></td><td style="text-align: right;"><u>1.0</u></td></tr> <tr><td colspan="2" style="text-align: right;">5.5 Credits</td></tr> </table>	Art	0.5	Math	1.0	Science	0.75	English	1.0	Social Studies	0.75	P.E.	0.25	Core	0.5	<u>Elective</u>	<u>1.0</u>	5.5 Credits	
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Math	0.5	Math	0.5
Science	0.75	Science	0.75
English	1.0	English	1.0
Social Studies	1.0	Social Studies	0.75
Core	0.5	Core	0.5
<u>Electives</u>	<u>1.25</u>	<u>Electives</u>	<u>1.25</u>
	5.25 Credits		5.25 Credits

Each credit in the system consists of a set of learning targets. In general each credit will have 8-12 learning targets to meet. At NWPHS there are no grades and you cannot fail. As soon as you have demonstrated proficient mastery of the learning targets you will be issued credit. 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/Workshops:** Instructors at NWPHS will design learning experiences to help students achieve learning targets after successful completion of the course. Each seminar 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 earn 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 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.

## **ASSESSMENT**

Assessment is an ongoing process. Students' best work occurs when there are multiple feedback loops. Students will meet with advisors and content specialists several times throughout the project process to discuss revisions, corrections and adaptations. 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 on the following scale:

- Does Not Meet Expectations: Student has not met the learning target attempted.
- Meets Expectations: Has completed all learning targets at grade level work.
- Exceeds Expectations: Has completed all learning targets at a level that exceeds grade level equivalent.
- Waived: Student has waived the need to meet this learning target as decided by the Graduation Committee.
- Transfer: Student completed the learning at another school

After each project, you and your advisor will each fill out a generic rubric showing the skill level for each project, students will complete a self-reflection, advisor and/or content specialist will write a narrative assessment that will include recognition of new learning, areas for future growth and work habits. After satisfactorily completing a project your advisor or instructor will post the completed work to your transcript and you will be able to see your progress toward graduation.

## **NWPHS TESTING**

### **Standards-Based Accountability Assessments**

The Minnesota Comprehensive Assessments (MCAs) and alternate assessment Minnesota Test of Academic Skills (MTAS) are the state tests that help districts measure student progress toward Minnesota's academic standards and also meet federal and state legislative requirements. Students take one test in each subject. Most students take the MCA, but students who receive special education services and meet eligibility requirements may take the alternate assessment MTAS instead.

The list below shows tests by subject and the grades they are given:

- **Reading:** MCA or MTAS (grade 10)
- **Mathematics:** MCA or MTAS (grades 11)
- **Science:** MCA or MTAS (once in high school)

### **Career and College Readiness**

Districts have a number of requirements to fulfill for students' career and college planning for students. This includes offering students in grades 11 and 12 an opportunity to participate in a nationally recognized college entrance exam. NWPHS offers the ACT on a school day.

### **English Language Proficiency Accountability Assessments**

The ACCESS and Alternate ACCESS for ELLs are the assessments developed by the WIDA consortium and administered to English learners in order to measure progress toward meeting Minnesota's standards for English language development, developed by the WIDA consortium. Most English learners will take the ACCESS for ELLs, but English learners who received special education services and meet the participation guidelines may take the Alternate ACCESS for ELLs.

### **Student Participation**

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. It includes basic information to help parents/guardians make informed decisions that benefit their child and their school. When completed, it must be returned to NWPHS. For more information, visit <https://education.mn.gov/MDE/fam/tests/> or NWPHS.org.

### **NWEA**

Northwest Passage High School provides students with three growth assessments in both Math and Reading each year: fall, winter and spring. NWEA is not a graded test, it is a Norm Referenced growth assessment. NWEA helps advisors, teachers and special education case managers to zoom in on specific skills, track longitudinal growth over a student's educational career, helps inform lesson and course planning and set individual goals.

### **SENIOR PORTFOLIO/SENIOR TRANSITION PROJECT**

All Northwest Passage High School students are expected to complete a Senior Portfolio/Transition Project 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 after high school. They will research colleges and/or 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.

### **POST SECONDARY OPTIONS (PSEO)**

PSEO requirements:

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

11th grade = 11 earned credits

12th grade = 16+ earned credits

Student needs to have taken the ASVAB 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 their graduation year, they are eligible to take PSEO courses if they did not take them during their 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 the fall in your junior year, you will have four semesters of eligibility. If you start the spring of your 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 is required to be at Northwest Passage High School.

To enroll

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 their schedule to the front office.
6. Grades need to be turned in to the student's advisor before credit is awarded.

**LIMITED WAIVER OF REQUIREMENTS:**

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

**PROJECT PRESENTATIONS**

NWPHS is trying to help our students 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 complete a **5-minute** presentation on a project to be presented to their advisory, plus one Friday Expo.

10<sup>th</sup> grade students need to complete a **10-minute** presentation on a project to be presented to their advisory, plus one Friday Expo.

In 11<sup>th</sup> grade students need to complete a **15-minute** presentation at a community exhibition, i.e. evening community expo, conference or a real world audience.

In 12<sup>th</sup> grade students need to complete a **20-minute** presentation of their senior transition project at the final community exhibition in May. Criteria are spelled out in Senior Guidelines.

**GOOD STUDENT DISCOUNT:**

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

### **STUDENT LED CONFERENCES:**

Northwest Passage has three required conferences throughout the school year, October 14, January 20 and April 14. Conferences are student led and scheduled for 30-45 minutes with the student, parents/guardians, advisor, (and case manager if applicable).

### **FRIDAY SCHOOL:**

Students are only required to be in school one Friday per month with the exception of January and February (See school calendar). Friday School is a required day of attendance.

### **GRADE LEVEL COHORTS:**

Grade level cohorts are held during the monthly Friday School school sessions. Cohorts fulfill the Minnesota World's Best Workforce and Career & College Readiness requirements. Students are required to attend cohorts, and complete all associated assignments. Students will earn 0.25 credits in NWPHS Core - Career and College Readiness for each year of Cohort. **1.0 credits of Career & College Readiness is a graduation requirement.**

## **III. ATTENDANCE POLICIES**

### **ATTENDANCE:**

Research shows 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 a joint responsibility to be shared by the student, parent or guardian, and staff. Parents/guardians must notify the school in the morning before 7:30 if their child will be absent.

**“2 absences per month = less likely to graduate from high school on time.” - [absencesaddup.org](http://absencesaddup.org)**

**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 accumulated 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 3 unexcused absences during a 4-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 student support team will meet with the student and set up a plan.



Minn. Stat. 260A.02 provides that a student who is absent from instruction on three or more occasions or 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 17 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.

### **LATE POLICY**

**School starts at 7:45 a.m. each day.** Between 7:45 and 8:00 a.m. students should be in their advisory to 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 take a hardline on our late policy. Students coming late (**any time after 8:00 a.m.**) who have not had a parent call prior to **7:30 a.m.** will be considered tardy. **If a student accumulates three unexcused tardies they will not be allowed to enter the building after such time.** 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 a parent (if student is under 18) or the student (if 18 or over) 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 tardy.**

### **LEAVING SCHOOL**

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



## POLICY FOR STUDENT WITHDRAWAL FROM NWPHS

As much 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:

- Repeated failure to adhere to the policies contained in the student handbook.
- Engaging in criminal behavior inside or outside of school that interferes with or disrupts other students' academic progress.
- Attendance that is less than 80%.
- Habitually truancy. Habitually truant is defined as 7 unexcused absences.
- Not making adequate yearly academic progress to graduate by their 21<sup>st</sup> birthday.
- Behavior that is disruptive or disrespectful to other students or staff.

## IV. BEHAVIORAL POLICIES

### CODE OF STUDENT CONDUCT

The staff at NWPHS believes that all students have the right to discuss infractions related to their conduct. Students may have the option to participate in restorative/peacekeeping 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, this includes but is not limited to social media sites.**

Eligibility for participation in extracurricular activities such as expeditions and field studies 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.

## **WEAPONS**

The purpose of this policy is to assure a safe school environment for students, staff and the public. No student or nonstudent, 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.

## **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. Recommended 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.

### **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, matches 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 in possession of these items will have them confiscated immediately and could face consequences including suspension. Confiscated items will be turned over to the school liaison officer and not returned to students or parent/guardian. Students smoking, “vaping”, chewing or using any other form of tobacco products in school, on school grounds, or on a school sponsored event will be suspended for one day for a first offense, second offense will result in a three-day suspension.

### **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, staff members may for any reason conduct an 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 the 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. Refusal to comply with a reasonable search will be considered an admission of guilt and students will be disciplined accordingly.

## **HARASSMENT**

It is the policy of the Northwest Passage High School to strive for a learning environment that is free from harassment and/or violence towards a person of any actual or perceived race, color, religion, national origin, gender, disability, or sexual orientation. 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 person discomfort; if they should choose to continue they may face suspension. Blatant harassment may result in an immediate three (3) day suspension.

### **Harassment/Hate Crime**

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 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 school and the rights and welfare of its students and is within the control of the school in its normal operations, it is the 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) actual or perceived race, color, religion, national origin, gender, disability, or sexual orientation (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 person discomfort; if they should choose to continue they may face up to a five (5) day 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 may be filed. A recommendation for an alternative school or expulsion may be considered. Verbal assaults are disrespectful, abusive, threatening, profane or obscene language. They can be either oral or written by a student. Verbal assaults may also 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 a 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 suspension or 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.

### 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.

## **THREATS**

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 will be 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

## **V. GENERAL POLICIES**

### **STATEMENT OF STUDENT PROFESSIONALISM**

The purpose of this policy is to help prepare students for the requirements of the modern workplace and the adult world.

1. Students at Northwest Passage High School show respect for themselves, others and the school environment.
2. Students at Northwest Passage High School understand that there may be a time and a place for curse words but that school is not that place. Students will work to present themselves and choose language that is appropriate for the school setting.
3. Students at Northwest Passage High School are expected 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. There is no specific “Dress Code” for students, however, the following guidelines do apply:
4.
  - A. Clothing should be comfortable and appropriate for learning, but not so casual as to welcome inactivity and napping; school is after all a place for learning not a place for sleeping.
  - B. Clothing should not expose buttocks or breasts.
  - C. Clothing, jewelry, body marking, or property that display inappropriate messages that are distracting to the learning environment, or that have a propensity to cause damage or disruption will not be allowed.
  - D. Clothing, jewelry, body markings, or property that display messages or symbols relating to drugs, sex, alcohol, tobacco, profanity, or are demeaning to any person or group of persons are not allowed.
  - E. Clothing which bears a message that is lewd, vulgar, or obscene.
  - F. Apparel promoting products or activities that are illegal for use by minors.
  - G. Objectionable emblems, signs, words, objects, or pictures on clothing communicating a message which is racist, sexist, or otherwise derogatory or which connotes gang membership.



- H. Shoes must be worn at all times, unless specific approval is granted for a designated activity.
- I. Costumes, pajamas and other specialty outfits should only be worn on school approved dress up days.

Students will be given the opportunity to change clothes if they are available, if not they will be asked to turn shirts inside out or to cover up that which is inappropriate. Parents will be given the opportunity to drop off appropriate apparel within a timely manner. If they should choose to wear such clothing a second time, they will be dismissed for the day.

### **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 keywords or phrases without giving credit.

Students will be given the opportunity to revise plagiarized material, however, continued cases of plagiarism will result in failure of the assignment in question, depending on the circumstances of the incident.

### **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 Driver's License and insurance on file at the school office in order to park on school grounds.** Student parking is limited to the West parking lot. Parking in the school parking lot may be restricted if a student demonstrates unsafe driving habits. Students violating this restriction may have their vehicles towed at their expense.

### **LUNCH POLICY**

Lunch will be 25 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. Deliveries from restaurants, pizza places and fast food establishments are not permitted during the school day and will be turned away at the front office.** Students are



**not** allowed to be in or around cars in the student parking lot during lunchtime. It is everyone's responsibility to clean up after themselves.

Additionally, to align with our philosophy of building community and student responsibility each advisory will be responsible for three to four weeks of lunchroom and courtyard cleaning per year.

## **TRANSPORTATION POLICY**

The school will 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/van service is a privilege not a right and as such the following expectations are to be followed:

1. You will be given an approximate pick-up time. You need to be ready to exit your house 10 minutes before to 10 minutes after pick-up time. Since teachers/paraprofessionals are the schools bus/van drivers it is important not to make them wait when they pull up to your house.
2. Bus/van drivers are only allowed to drop students off at home or their work site (if pre-arranged and within our bus route area). This is not a taxi service; please do not ask to be dropped off anywhere else. Students are only allowed to ride on their assigned route and no guests are allowed to ride with them.
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 or train cards. Bus/train 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.

## **STUDENT VISITORS**

Students who intend to bring a student guest with them to school must understand that this is a rare privilege. Under no circumstances will student visitors be accepted unless arrangements have been made through the office (minimum one day in advance) prior to arrival at school. Student visitors will only be considered if the following procedures are followed: 1. The “host” student brings a parent note to the office requesting to have a visitor. 2. The “host” student obtains permission from his or her advisor via signatures on a form. 3. The form, signed by the advisor, is turned in to the office by the end of the day prior to the visit. 4. The host and guest must check in to the office on the morning of the visit so the guest may receive a visitor pass for the day. The faculty and administration reserve the right to refuse the privilege of any guest visitor. The behavior, attendance, and academic performance records of the host student, as well as the potential for disruption of the school learning environment, may be considered when approving or denying a visitor request.

### **ANIMAL VISITORS**

Parents should not bring animals or pets to school or on school grounds when they are dropping off or picking up their child. Animals and pets may not be brought to school for classroom visitations without permission from the student's advisor and the director. Pet visits are not encouraged and should only be for legitimate educational purposes supported by the students advisor. Please speak to your child's advisor and the director if you wish to bring your pet to school. All animal visitors must have completed and submitted the Visiting Pet Form turned into the Director before the day of the visit. Forms available in the director's office.

### **DELIVERIES**

Friends and family of students should not attempt to have flowers or gifts delivered to students in school. Deliveries such as these distract from the educational process and unnecessarily divert office staff from their duties. These deliveries will not be accepted.

### **PUBLIC DISPLAYS OF AFFECTION**

Unnecessary displays of affection between students (hugging, kissing, embracing, inappropriate touching, etc.) have no place in an educational setting. These activities are not permitted at school or school sponsored events. Students who violate this guideline will be directed to stop. Repeat offenders and/or severe offenses are subject to disciplinary consequences.

### **STUDENT DROP OFF AND PICK-UP**

In order to avoid excessive traffic congestion during the end of the school day, parents and guardians are asked to pick up their children in vehicles in the main office lot. Students are not allowed to be in the school prior to 7:30 a.m. At 7:30 a.m. the Barn building will be open for early arrivals. Students are not allowed into the Main Building (Casba) or the back building (ACME) until 7:45 a.m. The only exceptions are students who are preauthorized to be there by a school staff member who will then be responsible for their supervision. When the school day ends, students may not loiter in or around the school. Students who are waiting for bus/van routes should do so in the Barn. Others should exit the school grounds in a timely manner. The school building will be locked at approximately 3:45 p.m.

### **ANNOUNCEMENTS**

Announcements are made each morning in the student's advisory. Students are expected to listen attentively when announcements are read so they are aware of messages and notices of upcoming events. Announcements are also made through student Google accounts, students are expected to check their email accounts at least once per day.

### **SCHOOL CLOSINGS**

Should weather conditions necessitate the closing of school, announcements will be aired on channels 4, 5, 9, & 11 in the morning between 5:30 and 8:00 a.m. Additionally, messages will be posted on the school's FaceBook and website.

## MEDICATIONS

Prescription or over-the-counter medication of any kind will not be administered without proper medication forms on file. Prescription and over-the-counter medication permission forms are available in the office. Students on prescribed drugs that need to be taken during the school day must follow these procedures:

1. A physician must duly prescribe the medications.
2. Medication will be kept in the office (prescription and over-the-counter).
3. Each prescription or medication must be recorded, labeled, and secured.
4. Medications must be in the bottle they came in.
5. For prescriptions, ask your pharmacist to label a second bottle to send part of the medicine to school.
6. A person designated by the principal must observe the ingestion if taken orally.

Asthmatic pupils; possession and use of inhalers while in school, at a school sponsored activity or under the supervision of a school authority, an asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler if all of the following are true: The pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms. The pupil has the written approval of the pupil's physician, and if the pupil is a minor, the written approval of the pupil's parent or guardian. Permission forms are available from the office to complete for those parents whose physicians request that the student carry their inhaler.

## EXPEDITIONS

It is our belief at NWPHS that all students have the opportunity to participate in extended learning experiences we call expeditions. Expeditions serve several purposes among them are the opportunity for students to experience learning from multiple perspectives, the opportunity to learn and grow with other students and staff, as well as, exposing students to different environments, cultures and ways of living. In order to provide students with expeditions prior to graduating it is the commitment of the NWPHS staff and school board to **fully fund all expeditions\***. However, as with most things in life, privileges come with responsibilities. With that in mind the following criteria has been designed to provide all students an opportunity to participate in expeditions and at the same time provide students room to grow, mature and progress. The following levels have been designed to help students map out a progression of expeditions over the course of their time at NWPHS. Students must successfully complete a Level 1 trip to be eligible for a Level 2 trip. To apply for a Level 3 trip students must successfully complete a Level 2 trip. Students who do not successfully complete a trip, or do not possess the necessary skills or maturity to move on to the next level *may* still be eligible for another trip at the same level.

- Level 1:**        1-2 Nights  
                       1-2 hours from school  
                       Examples: Leadership Camp, Service Learning Trip, Short-camping Trip
- Level 2:**        2-3 Nights

+ 2 hours from school

Examples: Summer In-House, Medium Range Camping, Chicago

**Level 3:** + 3 Nights

Examples: Summer Camping Expedition, Extended Wilderness,  
International Trip

\* Families are required to pay for the cost of Passports for international trips, hiking boots for long backpacking trips, spending money for souvenirs and snacks. Occasionally, NWPHS will offer extended international trips outside of the regular expedition schedule that could involve fundraising and parental support.

## **VI. TECHNOLOGY USAGE POLICIES**

### **STUDENT TECHNOLOGY USE**

#### **Technology Philosophy**

At Northwest Passage High School (NWPHS) engaging and relevant technology is used to aid teachers and students in their work and learning. Access to inclusive technology enriches our curriculum and the life of the Northwest Passage community. Teachers use appropriate technology to facilitate learning, manage their grades, and communicate both internally and externally. Students are granted technology privileges to be used as a tool of research, collaboration, creation, presentation, management, composition and communication. The use of the technology at NWPHS is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges.

#### **Technology Use Agreement**

This agreement is between Northwest Passage High School (NWPHS) and NWPHS students. All technology provided by NWPHS is for academic or administrative use by students, faculty and staff. Any user who violates this policy or any applicable local, state, or federal laws, faces the loss of technology privileges, risks school disciplinary action, and may face legal prosecution. This technology policy includes, but is not limited to the telephone system, computers, software, networks, wireless networks, Internet access and other services provided for student use at NWPHS, as well as any other personal electronic devices brought to campus by the student. NWPHS technology resources are provided to the community to promote the education of students. Parents are expected to be stakeholders in the implementation of the Student Technology Use Agreement. The signatures on this document indicate parents have read this agreement and that parents and students understand and support the terms of the agreement.

### **Personal Electronic Devices**

Students are welcome to bring their own electronic devices (laptops, e-readers, tablets) to NWPHS for academic use. When using personal electronic devices at NWPHS, students should be mindful of the following:

- Use of personal electronic devices is subject to the same policies and guidelines as all other NWPHS technology equipment.
- Secure access to the Internet is provided at NWPHS with the intent that it be used for academic purposes and not for personal, non-school related use.
- Students are responsible for the security of their own personal computers. NWPHS accepts no responsibility for theft, vandalism, or intentional destruction of personal electronic devices. For security purposes, student's personal electronic devices must be in their possession at all times or locked in their vehicles.

### **Cell Phones**

The staff and administration at Northwest Passage High School recognizes the usefulness and potential positive benefits of cell phones in our daily lives. There are many positive benefits and potential academic advantages provided by cell phones. However, cell phones can be extremely distracting to your academic success and the school environment. They can also be a mode for harassment, bullying and the escalation of unwanted and unfounded rumors. We the staff at NWPHS want to treat all of you as responsible young adults who are capable of making your own good decisions when it comes to your academic success and the use of cellphones.

However, sometimes students have shown poor judgment with regard to the proper time and place to use cell phones. We want to clarify the cell phone use policy at Northwest Passage High School and remind everyone of the consequences for improper use.

1. Cell phones are only to be used in advisory, workshops, classes, field studies and expeditions with **advisor/teacher permission**. This includes conversations, texting, gaming and other Internet usage.
2. Cell phones can be used before and after school as well as during lunch.
3. When given permission to hold a phone conversation it should happen in the hallway or other area designated by staff, be brief, and be quiet and respectful.
4. When given permission to use cellular devices they should only be used for approved academic endeavors.

For most people this policy will not be difficult to follow, however it is important to clearly define the consequences if this policy is disregarded.

1. Student will be asked to put away cell phone or redirect its usage.

2. If the problem persists, students will need to turn in their phone in the office or leave it at home.
3. If a student refuses to put away their cell phone they will be sent to the Director or other lead staff, and parents will be contacted.

### **NWPHS Technology**

When using technology on the NWPHS campus, either personal electronic devices or technology provided by NWPHS for student use, students should be mindful of the following:

#### **NWPHS Network and Wireless Access**

- Use of the NWPHS networks and wireless network should be for academic purposes having educational value consistent with the objectives of NWPHS.
- All files and communications composed, sent, received or stored on NWPHS networks are and remain the property of the school. They are not confidential, nor the private property of any student, regardless of content, and may be viewed by NWPHS staff at any time. The use of passwords does not guarantee privacy or security.
- Access to certain websites is restricted and NWPHS records Internet browsing history, messages and files accessed on the NWPHS networks. This history can be reviewed at any time.
- NWPHS network administration programs will not be accessed or changed without explicit permission.
- Inappropriate materials accessed or stored on the NWPHS network can and will be removed without prior notification. This includes, but is not limited to: copyrighted material, threatening or obscene material, inappropriate music, images or infected files.
- NWPHS technology should not be used for commercial activities, product advertisement or political lobbying.

### **Student Access and Accounts**

- Individual NWPHS accounts (email, HEADRUSH), and the content created or accessed on those accounts, are the responsibility of the student.
- Students will take reasonable precautions to prevent others from being able to use their NWPHS accounts by keeping passwords confidential.

### **Behavioral Expectations**

- Use of technology on campus should not disrupt the learning environment.
- Teachers retain the right to determine appropriate use of electronic devices while in the classroom or advisory.
- NWPHS technology equipment will be used appropriately; students will not damage or dismantle technology equipment.

- Computer areas and common work areas will be kept clean. Food and beverages are not to be around near school technology.
- Students will not attempt to deliberately spread viruses or disrupt NWPHS wireless or computer networks by any other means.
- Technology resources provided by the school will not be wasted, abused, or monopolized. “Surfing” the Internet, or downloading of files results in congestion on the NWPHS network, which slows it down for other users.

### **Copyrighted Materials**

- Copyrighted materials, trade secrets, proprietary information or other protected and controlled material shall not be stored or transferred using the NWPHS networks. Transmission of any material in violation of any U.S. or state regulation is prohibited.
- Software is protected by copyright, therefore students will not make unauthorized copies of software used or found at NWPHS, students will not give, lend or sell copies of software to others.

### **Cyberbullying and Social Networking**

- Technology may not be used to disturb or harass others in any way inside or outside of school.
- To the greatest extent possible, harassment or unwanted or unsolicited contact by members of the school community is prohibited. Any community member who receives threatening or unwelcome communications should bring them to the attention of a teacher/administrator.
- Students may not create, send, access, or download material that is abusive, hateful, harassing, or sexually explicit.
- The creation of false online identities in order to mislead or cause malice is prohibited.
- When using social networking sites that identify a user as a Northwest Passage student, the student represents the NWPHS community and should not post anything compromising or that would impact the community negatively. Be aware that college admissions officers and employers often look at applicants’ social networking sites.

### **Consequences**

Any violation of this Student Technology Use Agreement should be reported immediately to the Director, the Technology Coordinator, or any member of the Northwest Passage High School staff. Students in violation of the Northwest Passage Student Technology Use Agreement will be subject to any of the following:

- loss of technology privileges and access to the NWPHS networks
- school disciplinary action, including suspension or expulsion
- legal prosecution if in violation of applicable local, state, or federal laws

Additionally, NWPHS reserves the right to seek financial restitution for any loss caused through students' carelessness or negligence.

## **VII. EMERGENCY POLICIES**

### **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.

### **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.

### **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
- \*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 Northwest Passage High School.



I have read the Northwest Passage High School Student Handbook. I understand the Handbook contains Minnesota Statutes and Board Policies. I understand that all students and parents need to read and abide by all policies within. I therefore agree to do my part to implement these policies and thereby aid in the educational process at Northwest Passage High School.

I have read and understand the rules and regulations as stated in this handbook.

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Student Name (Please Print Legibly)

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Student Signature

Date

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Parent Signature

Date

**(To be returned to school for file)**

Pupil NonDiscrimination Northwest Passage High School does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal Law prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap.