NORTHLAND
LEARNING CENTER

Student Handbook
2026-2027

Northland Learning Center
Independent School District #6076
8580 Enterprise Drive South
Mountain Iron, MN 55768
(218) 741-9201 | https://nalc.northlandsped.org/

Table of Contents

Welcome/Mission Statement	page 3
Programs	page 4
Expectations	page 4
Rights and Responsibilities	page 5
Attendance	page 5
Lunch/Accidents/	page 8
Checkout Procedure	page 9
Behavior Guidelines/Student Discipline	page 9
Progressive Discipline Procedures	page 10
Bullying/Hazing	page 11
Alcohol and Drugs/Fragrance Guideline	page 12
Cell Phones	page 12
Cheating/Off Campus	page 14
Theft/Camera	page 14
Bus/Tobacco	page 15
Weapons	page 15
Discrimination	page 16
Harassment	page 16
Search and Seizure	page 17
Student Driving	page 17
Computer Use/WeatherRelated/Evacuation/	page 18
Fire Drill	page 18
Lock Down Procedure/Visitor	page 19
Student Lockers	page 19
Signature Page	page 21
Online Student Attendance	page 22
Technology Agreement	page 26

Executive Director: Jackie Ward	**218-741-9201**	
Principal: Bryan Carey	**218-471-1043**	
Dean of Students: Kraig Konietzko	**218-741-9201**	**Ext. 8102**
School Counselor: Tricia Fierst	**218-741-9201**	**Ext. 8202**
Behavior Interventionist: Dano Hess	**218-741-9201**	**Ext. 8118**

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

Welcome to the Northland Learning Center!

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

Sincerely,
Jackie Ward, Executive Director

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

Vision Statement

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

Mission Statement

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

District Goals

Student Success

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

Beliefs

Core Values

- Equity
- Evidence-Based Practice
- Special Education Compliance
- Strong Member District Relationships
- Collaborative Teamwork
- Data-Driven Decisions

Programs

Achieve North 7-12 (ALC): Achieve North is a state-approved Alternative Learning Center (ALC) program that helps students who have struggled to succeed in the traditional school setting discover a renewed path forward. We meet students where they are and adapt to their individual needs through small class sizes, small-group work, and personalized Continual Learning Plans.

True North K-12: TrueNorth is a Federal Setting IV program for students in grades K–12 who learn and grow best with a little more support, structure, and understanding. We help students in grades K-12 grow their communication, social, academic, and functional skills and flourish as individuals who are guided by each student's Individualized Education Program (IEP).

Innovation North: Innovation North is a secondary special education transition program within the Northland Learning Center Cooperative serving young adults ages 18-22 across northeastern Minnesota.

Expectations

Students are expected to:

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

Parents/Guardians are expected to:

- Be an active participant in your student's education.
- Notify the NLC of changes in contact information.
- Attend all scheduled meetings.
- In the event of a suspension, a re-entry meeting is required, and you are required to attend.
- Come immediately to the NLC when contacted by a staff member for an emergency situation involving your child. If the parent or guardian is unable or unwilling to come to the NLC, the staff will take necessary steps to ensure the safety of all students at the NLC.
- Messages for students should be left with the main office and will be relayed at an appropriate time. Because students do not have access to their cell phones during the school day, parents/guardians should contact the office when they need to communicate with their child. The main office number is **218-741-9201, ext. 8101**.
- Contact teachers directly when there is a concern. This will give the teacher the opportunity to respond to your concern and resolve the conflict. After contacting the teacher, if there are still concerns, contact administration.

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

Rights and Responsibilities

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

Each student has the right to attend school in a safe environment and gain an education as provided by law. The right to learn also includes the right of classes to meet and carry on studies without interruptions, substantial disruptions, or distractions, whether inside the classroom or from outside. Behavior that disrupts the normal functioning of classes infringes on the rights of others. Students are responsible for the consequences of their behavior. All students are responsible for knowing and obeying the school rules and regulations.

All students attending Northland Learning Center are expected to follow the rules, regulations, and behavioral expectations established by the School Board and administration. These expectations apply to all enrolled students, including students with disabilities who remain eligible for special education services through age 21 and until their 22nd birthday, as provided by Minnesota law. See Minn. Stat. §§ 120A.20, subd. 1, and 125A.03.

Credit Requirements

21.5 credits are needed to meet Minnesota Graduation Requirements.

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

English: 4	Social Studies: 3.5	Math:3
Science: 3	Fine Arts: 1	Physical Education: .5
Health: .5	Personal Finance: .5	Electives: 5.5 credits

Attendance

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

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

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

ABSENCE

A student will be considered “absent” each time he or she fails to meet one of the attendance expectations above. In order to avoid being referred as a

"continuing truant" under Minn. Stat. §260A.02 subd. 3, a student must have each absence excused by the school.

A. A parent, guardian, or other person having control of a student may report to the NLC to have the student excused from attendance. A report may be made by calling the attendance line at 218-471-1043.

B. Excused Absences. A student may be excused for:

1. Illness. Because a student in an online educational environment requires no transportation, cannot spread communicable diseases and can access classes from home, an illness or injury will be excused if it prevents the student from "regular attendance" as defined in this policy. If the school views the student's absences as excessive it may request that a parent or guardian (or the student, if they are 18 years of age or over) provide medical verification of the illness. A note from a licensed medical or mental health professional is a satisfactory excuse. A note is also required for 3 consecutive absences.

2. Extreme Family Emergencies. A student may receive an excused absence if he or she is attending a funeral for a close family member, has an immediate family member who is critically ill or injured, or has another extreme family emergency such as a house fire, flood, etc. The school may request that a parent or guardian provide a written note explaining why the emergency requires an excused absence.

3. Medical Appointments. Because online classes are flexible in terms of attendance, a student may only receive an "excused" absence for a medical, dental or orthodontic appointment if the appointment will significantly interfere with the student's ability to participate in online classes (i.e. a full-day observation, recovery from surgery, physical therapy, intensive psychiatric counseling, etc.). The school may request that a parent or guardian provide a written note explaining why the medical appointment interferes with the student's ability to access and participate in online classes.

4. Active Duty in Any Military Branch of the United States. A student may be excused from attendance if he or she is on active duty in any military branch of the United States.

5. Ongoing Treatment for a Mental Health Diagnosis. A student may be excused from attendance if he or she is receiving ongoing treatment for a mental health diagnosis provided that such treatment interferes with their ability to access and participate in online courses. Medical documentation will be required.

6. Accommodation based on student IEP, Section 504 plan, or individual health plan.

7. A student who missed 3 or more days may be asked for documentation

for absences and/or be required to meet with their team for a student support meeting.

8. Students may be granted 5 vacation days per year. Vacations should be discussed with the team ahead of time to create a plan for the student so they do not fall behind in their course work. The team may not approve a vacation if a student is behind in coursework. Course work is not excused when a student is on vacation.

C. Withdrawing Students. A student who fails to log into school courses and submit at least one assignment for 15 consecutive days (regular or alternate attendance via Probation Plan) during the regular school year shall be dropped from the roll and classified as withdrawn.

D. Other Consequences/Interventions. A student who fails to consistently meet the NLC's attendance expectation may have consequences put in place to ensure the student is meeting all requirements of this attendance policy. Failure to comply may result in escalated consequences and/or interventions. Consequences/interventions may include but are not limited to:

1. A Student who accumulates absences may be required to participate in a student support plan.
2. A Student who accumulates absences may be required to sign an attendance contract with the school.
3. A Student who does not comply with the student support plan or attendance contract might be referred for Academic Probation. Academic Probation may include, but is not limited to:
    a. Alternative attendance
        i. Daily required attendance
        ii. Communication check-ins
        iii. Mandatory live lesson attendance
        iv. Required time spent
        v. Other interventions approved by the team

4. A Student may have their enrollment terminated. Open enrolled students who have disciplinary issues are disciplined in the same manner as resident students; enrollment is not revoked. (Minn. Stat. §§ 121A.41-121A.575.) A district may terminate the enrollment of a nonresident student enrolled under Minnesota Statutes, section 124D.03 or section 124D.08 at the end of a year if the student meets the definition of a habitual truant under section 260C.007, subdivision 19, the student has been provided appropriate services under chapter 260A, and the student's case has been referred to juvenile court. A district may also terminate the enrollment of a nonresident student over the age of 17 enrolled under Minnesota Statutes, section 124D.03 if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under section 120A.22, subdivision 8. Minn. Stat. § 124D.03, subd. 12 Please note the student's case must be referred to the county

attorney before a district may terminate enrollment. For students with disabilities, the student's IEP team should consider whether the truancy is a behavior that impedes the student's learning and if so, address the student's behavior via the IEP team process. 34 C.F.R. § 300.324(a)(2)(i)

TRUANCY/EDUCATIONAL NEGLECT

Students are considered truant when they miss school or classes without a valid excuse for **3** or more days. Also, if a student misses one or more class periods on seven school days, they will be considered to be truant.
In either case, referral to the property authorities will be made. ***Students under the age of 12*** may be referred to St. Louis County Social Services for Educational Neglect. ***Students over the age of 12*** may be referred to the Truancy Review Team (TRT). When a referral to the TRT is made, a meeting will be set up with the parent, student, and administrator, where the student will enter into an attendance contract. If a student is unable to fulfill the attendance contract, he/she will be referred to the County Attorney's office for the Truancy Review Team, and St. Louis County Probation will schedule a truancy meeting with all parties involved.

ABSENCE NOTIFICATION

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

Minnesota State Statute Sec. 120A.37 Subdivision 9 states that a student absent for 15 consecutive school days must be dropped from the roll and classified as withdrawn.

Students (ALC) who have been withdrawn from the NLC and wish to continue MUST reapply.

Lunch

Students who have a hot lunch must sign up in the office or with their teacher by 9:00 a.m. This is the student's responsibility.

Northland Learning Center has a closed campus lunch. Students are expected to remain on school grounds during the lunch period unless they have prior administrative approval to leave. Food delivery services, including DoorDash and similar services, will not be accepted; deliveries from a parent or guardian are permitted.

Accidents

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

Checkout Procedures

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

Exterior doors must remain closed and secured at all times and may not be propped open. Students and visitors may not be let into the building through secured doors; all visitors must enter through the main entrance (Door 1) and follow established check-in procedures.

Under no circumstance should a student leave the building without first checking out through the office and parent approval.

Disciplinary action may be taken for those violating this policy.

Skateboards, Scooters, Bicycles, Etc.

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

Behavior Guidelines/School Rules

Behavior Expectations

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

School Rules

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

Student Discipline

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

- LOSS OF PRIVILEGE
    - Take away a privilege that has been abused.

- COMPLETION OF BEHAVIOR OWNERSHIP FORM
    - Students will complete a Behavior Ownership Form to develop a plan to avoid repeated infractions.

- RESTORATIVE ACTIONS
    - The student must somehow, with words or actions, set things right.

  (For example: A student who writes on a wall would be expected to clean the wall.)

- SUSPENSION FOR MAJOR INFRACTIONS
    - A major infraction includes but is not limited to: destruction of property; physical injury to another; possession of drugs or weapons; bullying; or verbal threat/assault.
    - At the discretion of administration, infractions may be referred to the St. Louis County Sheriff's Office.
    - A major infraction may lead to expulsion.

Progressive Discipline Procedures

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

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

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

Insubordination is the willful refusal to follow a reasonable directive or instruction given by a staff member or administrator. It may also include repeated defiance, refusal to comply with school rules, or behavior that challenges the authority of school staff.

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

Bullying and Hazing

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

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

According to the State of Minnesota:

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

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

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

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

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

Alcohol and Illegal Drugs

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

Notification of the SLC Sheriff's Office, a suspension from school, drug/alcohol counseling, alternative placement and/or expulsion may result from such a violation.

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

Fragrance Guidelines

Students are expected to use fragrances, including perfume, cologne, body spray, and scented products, in moderation out of consideration for others who may have sensitivities or allergies.

Dress and Appearance

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

Students wearing clothing which is inappropriate for school will be offered a change of clothing, may turn a shirt inside out, or may call home for a change of clothes. Refusal to comply may result in being sent home as an unexcused absence.

Cell Phone and Personal Electronics

CELL PHONE AND PERSONAL ELECTRONIC DEVICE POLICY

The Northland Learning Center is committed to maintaining a learning environment that minimizes distractions, supports student engagement, and protects the safety and privacy of students and staff. Cell phones, AirPods, headphones, and other communication or listening devices are subject to the following guidelines:

- Cell phones are not allowed for students in any grade during the school day.
- Cell phones and personal electronic devices must be stored in the student's locker or in the designated hallway cell phone lock box.
- Cell phones, AirPods, headphones, and other personal listening devices are not permitted during class, study hall or in-school suspension (ISS).
- Medical exceptions, including devices used for glucose or heart monitoring, may be approved when appropriate written medical documentation is provided.
- If a student uses a cell phone or personal device during non-approved times, they will be in violation of school rules and may face disciplinary action. If a staff member asks a student to hand over a device due to inappropriate use, the student must comply. Failure to do so will be considered disrespectful or defiant behavior and may result in additional consequences.
- Taking photographs or recordings is strictly prohibited at all times without explicit teacher or administrative permission.

Cell Phone Violation Consequences

1. **First Violation:** The teacher will collect the device and hold it until the end of the class period.
2. **Second Violation:** The device will be collected and turned into the office, where it will remain until the end of the school day.
3. **Third Violation:** The device will be held in the office, and a parent/guardian conference will be required.

Violations are cumulative and are counted by incident, not by individual teacher or classroom.

Students who record physical altercations or other inappropriate behavior may have their device confiscated, may be subject to suspension or other disciplinary action, and may be required to have a parent/guardian retrieve the device.

Parent/Guardian Procedures for Communicating With Students

The Northland Learning Center recognizes that there may be limited circumstances when a parent or guardian needs to communicate with a student during the school day.

1. Parents/guardians may call the school office and ask to speak with their child. School staff will locate the student and have the student report to the office to speak with the parent/guardian by telephone.
2. Parents/guardians may come to the main office and ask staff to have their child report to the office.
3. Students will not be permitted to make or receive personal calls on their own cell phones during the school day. Parents/guardians should contact the school office when communication with their child is necessary.

Liability

Students who bring personal electronic devices to school do so at their own risk. The Northland Learning Center is not responsible for lost, stolen, or damaged devices.

Cheating

Cheating, plagiarism, unauthorized use of technology or artificial intelligence, copying another student's work, or allowing another student to copy work is not permitted. A confirmed violation may result in loss of credit for the assignment or assessment and additional consequences as determined by the teacher and administration.

All confirmed incidents of academic dishonesty and the consequences assigned will be reported to administration.

Public Displays of Affection

Students are expected to use appropriate judgment regarding public displays of affection at school and during school & sponsored activities. Kissing, inappropriate touching, prolonged physical contact, or other behavior that are disruptive or not appropriate for the school setting is not permitted.

Off Campus Conduct

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

Hallways

Students are expected to remain in their assigned classes during instructional time. Students in the hallways must have staff permission or an approved pass and may be subject to disciplinary action if they are out of class without authorization.

Thefts

Students are encouraged to leave valuables and unnecessary personal electronic (gaming) devices at home. Northland Learning Center is not responsible for lost, stolen, or damaged personal property, including cell phones, electronic devices, clothing, or other personal items.

Camera Monitors

To ensure the safety of all students, cameras have been installed to monitor student behavior. Tampering with or destruction of any camera is subject to disciplinary action and/or referral to the SLC Sheriff's Office.

Bus Transportation

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

Possession/Use of Tobacco/Vapes

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

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

Maximum Consequence: Suspension of up to 5 days

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

Smoking/Vaping on school property will be dealt with by administration for disciplinary action which could include suspension and referral to the SLC Sheriff’s Department.

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

Weapons Policy

Possession of a weapon is prohibited on school property, at school-sponsored activities, on school transportation, or in any area under a student’s control.

For purposes of this handbook, a weapon includes any firearm, whether loaded or unloaded; any device designed as a weapon and capable of causing death or great bodily harm; or any other device or instrument used or intended to be used in a manner that could cause death or great bodily harm. This definition is consistent with Minn. Stat. § 609.02, subd. 6.

Examples may include firearms, BB or pellet guns, replica or look-alike firearms, knives, clubs, metal knuckles, explosives, stun guns, ammunition, and other items used as weapons.

Violations may result in immediate administrative action, referral to law enforcement, suspension, and possible expulsion proceedings consistent with district policy and applicable law. Minnesota law separately requires at least a one-year expulsion for a student who brings a firearm to school, subject to case-by-case modification by the school board.

Discrimination Policy

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

Inquiries regarding compliance with Title IX may be directed to the Executive Director (218) 741-5201 or the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington D.C. of the Commission of Human Rights, 200 Capitol Square Building, St. Paul Minnesota 55101.

Harassment Policy

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

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

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

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

The designated School District Human Rights Officer to whom the report will be referred to the Executive Director (218) 741-5201

Search and Seizure Policy

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

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

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

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

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

Student Driving and Parking

Students are permitted to park at the school as a matter of privilege, not of right. School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of students' motor vehicles. Student parking is in the front of the school.

- Students are not allowed to drive or sit in a car during school hours.
- Only with the parent's and administration's permission will any student be allowed to drive to a designated appointment during school hours.
- No student will be permitted to enter or ride in another student's vehicle without parent/guardian permission.
- Drivers must drive in accordance with the *Minnesota Traffic Laws* and *Ordinances of the City of Mt. Iron*.
- Students are not allowed to go to their car (without administrative approval) during the school day.
- Students who drive may not take other students under the age of 18 off campus during the school day without parent/guardian written consent.

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

Vehicles in violation of student parking policy may be towed at the owner's expense.

The Northland Learning Center School is not responsible if theft, vandalism, or accidental damage occurs.

Computer/Internet/Network Use

Students may use district-provided Internet access for educational purposes with parent/guardian permission and staff supervision. Students are expected to follow school rules and use technology appropriately and responsibly.

Inappropriate or unauthorized use may result in disciplinary action and loss of Internet or technology privileges.

Weather-Related Closings

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

Evacuation Plan

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

City of Mountain Iron Community Center
8586 Enterprise Dr S
Mountain Iron, MN 55768

Fire & Tornado Drills

Fire and tornado drills will be conducted in accordance with state requirements. When an alarm or drill is announced, students must immediately follow staff directions and use the designated safety procedures for their location.

During a **fire drill**, students must exit the building using the designated evacuation route and remain outside until given permission to return. During a **tornado drill**, students must move to the designated shelter area and remain there until the all-clear is given.

Tampering with safety equipment, activating a false alarm, or refusing to follow emergency procedures may result in disciplinary action, including suspension, and may be referred to law enforcement.

Lock Down Procedures

Lockdown procedures will be conducted in accordance with school safety requirements. When a lockdown is announced, students must remain quiet, move to the designated safe area, and follow all staff directions. Students in the hallway should immediately enter the nearest supervised classroom or designated safe area.

Students must remain in place until given further direction. Failure to follow lockdown procedures may result in disciplinary action, including suspension.

Visitor Policy

All visitors must report to the main office (Door 1), sign in, and state reason for visit.

- No person other than a student of the Northland Learning Center, a school district employee, or authorized agent of this school district is permitted to be in any classroom in the building.
- Students are not allowed to bring a friend or relative to school as a visitor.
- No former students will be allowed to visit during the hours of 8:00 AM to 3:30PM Monday- Friday.

Student Lockers

All student lockers are the property of Northland Learning Center and remain under the control of the school.

Students must use only the locker assigned to them and may not store belongings in another student's locker or allow others to use their assigned locker. Lockers are intended for school supplies and personal items needed during the school day. Prohibited items, items that interfere with school operations, and food left overnight are not allowed. Students are encouraged not to store money or other valuables in lockers.

Northland Learning Center will provide locks for student lockers. Personal locks may not be used without prior administrative approval.

Administration or a designee may inspect lockers and their contents at any time, without prior notice or student/parent consent, when necessary to enforce school rules, maintain school property, or protect the health and safety of students and staff. Searches may also occur when there are concerns such as prohibited items, unusual odors, leaking substances, or other safety issues.

Northland Learning Center Student Handbook Signature Page

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

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

_____
Parent/Guardian Printed Name

_____ _____
Parent/Guardian Signature Date

_____
Student Printed Name

_____ _____
Student Signature Date

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

Appendix A

Northland Learning Center
ONLINE ATTENDANCE POLICY

I. PURPOSE

The purpose of this policy is to provide the definition of "hours of instruction" and "attendance" for the purposes of compliance with state laws and to provide notice to students and families regarding Northland Learning Center's attendance policy.

II. POLICY STATEMENT

It is the policy of Northland Learning Center to comply with Minn. Stat. §124E.03 subd. 6 and Minn. Stat. §120A.41 regarding the number of instructional hours that students are to receive over the course of an academic year. It is also the policy of Northland Learning Center to ensure compliance with the compulsory instruction requirements of Minn. Stat. §120A.22.

III. POLICY TERMS

A. Hours of Instruction. Northland Learning Center shall provide no less than the online equivalent of 1,020 hours of instruction each academic year for full time students in grades 9 - 12.

B. Regular Attendance Requirements. Students are required to be in regular attendance for their online courses. "Regular attendance" includes continuous, active engagement with the learning process as indicated by the following:

1. Attendance is measured by completed assignments submitted during the course of the school day.

2. Students meeting minimum attendance will not guarantee that students stay on pace in their courses. Students need to follow individual course pace schedules to ensure that courses will be completed on time.

3. For purposes of this policy, "week" is defined as 12:00 am Sunday through 11:59 pm Saturday.

C. Course Participation. Each student must actively participate in the course activities outlined for each course in which they are enrolled. This could include, but is not limited to, participating in threaded discussions, responding to teacher inquiries, posting papers or engaging in other required learning activities that earn points. Course participation may be used as a means for alternate attendance expectations.

D. Ongoing Communication. Each student must maintain regular and responsive communication with teachers and staff. This includes responding to email and text messages and/or returning calls from school faculty and staff or as indicated on student support plans or probation plans. Ongoing communications may be used as a means for alternate attendance expectations.

E. Live Lessons (if applicable). Students are required to attend live lessons including class, small group, and individual live lessons as scheduled by NLC teachers and support staff. They may be excused for one of the reasons listed in the attendance policy or if deemed by the teacher, IEP or 504. If a student is going to miss a live lesson the student or parent/guardian should report the absence to: the teacher responsible for the class.

IV. TIME SPENT

9-12th grade students should spend, on average, 6-7 hours of well-focused time each day, and/or consistently submit assignments that show effort, are of the student's own creation, and receive points sufficient to earn a passing score. Submitting assignments that show low effort may result in an alternative attendance expectation via an academic probation plan.

V. ABSENCE

A student will be considered "absent" each time he or she fails to meet one of the attendance expectations above. In order to avoid being referred as a "continuing truant" under Minn. Stat. §260A.02 subd. 3, a student must have each absence excused by the school.

A. A parent, guardian, or other person having control of a student may report to the NLC to have the student excused from attendance. A report may be made by calling the attendance line at 218-471-1043.

B. Excused Absences. A student may be excused for:

1. Illness. Because a student in an online educational environment requires no transportation, cannot spread communicable diseases and can access classes from home, an illness or injury will be

excused if it prevents the student from “regular attendance” as defined in this policy. If the school views the student’s absences as excessive it may request that a parent or guardian (or the student, if they are 18 years of age or over) to provide medical verification of the illness. A note from a licensed medical or mental health professional is a satisfactory excuse. A note is also required for 3 consecutive absences.

2. Extreme Family Emergencies. A student may receive an excused absence if he or she is attending a funeral for a close family member, have an immediate familymember who is critically ill or injured or has another extreme family emergency such as a house fire, flood, etc. The school may request that a parent or guardian provide a written note explaining why the emergency requires an excused absence.

3. Medical Appointments. Because online classes are flexible in terms of attendance, a student may only receive an “excused” absence for a medical, dental or orthodontic appointment if the appointment will significantly interfere with the student’s ability to participate in online classes (i.e. a full-day observation, recovery from surgery, physical therapy, intensive psychiatric counseling, etc.). The school may request that a parent or guardian provide a written note explaining why the medical appointment interferes with the student’s ability to access and participate in online classes.

4. Active Duty in Any Military Branch of the United States. A student may be excused from attendance if he or she is on active duty in any military branch of the United States.

5. Ongoing Treatment for a Mental Health Diagnosis. A student may be excused from attendance if he or she is receiving ongoing treatment for a mental health diagnosis provided that such treatment interferes with their ability to access and participate in online courses. Medical documentation will be required.

6. Accommodation based on student IEP, Section 504 plan, or individual health plan.

7. A student who missed 3 or more days may be asked for documentation for absences and/or be required to meet with their team for a student support meeting.

8. Students may be granted 5 vacation days per year. Vacations should be discussed with the team ahead of time to create a plan for the student so they do not fall behind in their course work. The team may not approve a vacation if a student is behind in coursework. Course

work is not excused when a student is on vacation.

C. Withdrawing Students. A student who fails to log into school courses and submit at least one assignment for 15 consecutive days (regular or alternate attendance via Probation Plan) during the regular school year shall be dropped from the roll and classified as withdrawn.

D. Other Consequences/Interventions. A student who fails to consistently meet the NLC's attendance expectation may have consequences put in place to ensure the student is meeting all requirements of this attendance policy. Failure to comply may result in escalated consequences and/or interventions. Consequences/interventions may include but are not limited to:

1. A Student who accumulates absences may be required to participate in a student support plan.
2. A Student who accumulates absences may be required to sign an attendance contract with the school.
3. A Student who does not comply with the student support plan or attendance contract might be referred for Academic Probation. Academic Probation may include, but is not limited to:
    a. Alternative attendance
        i. Daily required attendance
        ii. Communication check-ins
        iii. Mandatory live lesson attendance
        iv. Required time spent
        v. Other interventions approved by the team
4. A Student may have their enrollment terminated. Open enrolled students who have disciplinary issues are disciplined in the same manner as resident students; enrollment is not revoked. (Minn. Stat. §§ 121A.41-121A.575.) A district may terminate the enrollment of a nonresident student enrolled under Minnesota Statutes, section 124D.03 or section 124D.08 at the end of a year if the student meets the definition of a habitual truant under section 260C.007, subdivision 19, the student has been provided appropriate services under chapter 260A, and the student's case has been referred to juvenile court. A district may also terminate the enrollment of a nonresident student over the age of 17 enrolled under Minnesota Statutes, section 124D.03 if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under section 120A.22, subdivision 8. Minn. Stat. § 124D.03, subd. 12 Please note the student's case must be referred to the county attorney before a district may terminate enrollment. For students with disabilities, the student's IEP team should consider whether the truancy is a behavior that impedes the student's learning and if so, address the student's behavior via the IEP team process. 34 C.F.R. § 300.324(a)(2)(i)

Northland Learning Centers Acceptable Use Agreement for Internet and Technology

Northland Learning Center provides students with access to technology depending on their grade level and educational needs, students may be provided access to school-issued **Chromebooks, iPads, the Internet, online applications, and other technology**.

Technology is provided as a privilege and is intended primarily for educational purposes. Students are expected to use technology responsibly, respectfully, safely, and in accordance with school rules and this Acceptable Use Agreement, whether the technology is being used at school, or in another location when using a school-issued device or school account.

Student Responsibilities

Students are responsible for taking care of school technology and using it appropriately.

- Use school technology primarily for educational purposes authorized by school staff.
- Follow all school rules, classroom expectations, and staff directions when using technology.
- Treat school-issued Chromebooks, iPads, chargers, and other equipment with care.
- Immediately report lost, stolen, damaged, or malfunctioning equipment to a teacher or other school staff member.
- Keep passwords and usernames private, and log out of accounts when finished.
- Follow copyright, licensing, and intellectual property laws and school policies.
- Use appropriate language and communicate respectfully when using email, messaging or other digital tools, and immediately report if they encounter inappropriate content from others.

Acceptable Use

Students may use Northland Learning Center technology for activities that support their education and have been approved or assigned by school staff.Examples of acceptable use include:

- Completing classroom assignments and projects and conducting research for schoolwork.
- Accessing educational websites, applications, and digital resources approved by the school.
- Creating documents, presentations, videos, artwork, or other educational projects.
- Communicating with teachers, staff, and other students for appropriate educational purposes.
- Participating in online learning activities and using approved educational games and activities.
- Using assistive technology or accessibility tools as directed or permitted by school staff.
- Using approved artificial intelligence (AI) tools when authorized by a teacher and in accordance with the teacher's instructions.

Unacceptable Use

Students may not use Northland Learning Center technology in ways that are illegal, unsafe, disruptive, inappropriate, or inconsistent with the school's educational mission. Unacceptable use includes, but is not limited to:

- Access, create, download, or share explicit, violent, hateful, or inappropriate material.
- Use technology to promote or participate in bullying, harassment, or discrimination.
- Send, post, or share content that is threatening, abusive, or harmful to another person.
- Attempt to access another student's or staff member's account.
- Use another person's username, password, or account.
- Share their own passwords or account credentials with other students.
- Change device settings, attempt to bypass or disable school security settings or install unauthorized software, applications, extensions, or other programs.
- Use school technology to cheat or plagiarize their own work including using AI.
- Engage in unauthorized gaming, streaming, social media, shopping, gambling, or other non-school activities when such use is prohibited by school staff.
- Use technology to participate in activities that interfere with the learning environment.

Chromebook and iPad Care

Students are expected to protect school-issued devices from damage, loss, or misuse.

- Handle devices carefully and use protective cases when provided.
- Never leave a school-issued device unattended in an unsafe or unsecured location.
- Return the device and all school-issued accessories when requested or when the student leaves Northland Learning Center.
- Students and parents/guardians should promptly notify the school if a device is lost, stolen, damaged, or not functioning properly.

Northland Learning Center provides technology and Internet access for educational purposes. Students should **not expect privacy** when using school-owned devices, school accounts, school networks, or school-provided technology services.Failure to follow this Acceptable Use Agreement may result in consequences appropriate to the student's age, circumstances, and the seriousness of the violation.

I agree to follow this agreement, school rules, and the directions of school staff when using school technology.

Student Name (print): _____

Grade: _____

Student Signature: _____

Parent/Guardian Signature: _____

Acknowledgment

This agreement is intended to promote safe, responsible, respectful, and educational use of technology at Northland Learning Center. Northland Learning Center reserves the right to update this agreement as technology, educational practices, school policies, or applicable laws change.