



# MINNESOTA NORTH STAR ACADEMY STUDENT/PARENT HANDBOOK

*Preparing students who communicate using American Sign Language (ASL) and English, primarily those who are deaf, deafblind, and hard of hearing to become successful and valued citizens of the world community.*

**2008 - 2009 School Year**

## FOREWORD

The Minnesota North Star Academy (North Star) Student and Parent handbook is provided to parents, students, and staff. The goal of the handbook is to provide all members of the North Star community with a common understanding of the policies and procedures associated with North Star.

Minnesota North Star Academy faculty and staff have high and clear expectations for the code of conduct of all students, staff, faculty, parents, and visitors. These expectations are based on the commitment to treat all persons with respect and dignity in a safe environment.

It is the responsibility of students, parents, and staff to become familiar and aware of the policies and procedures outline in this handbook. Additionally, this handbook is a living document, throughout the year it is possible changes and addendums will be necessary to further the mission of North Star and maintain the safety and security of students, parents and staff.

If there any questions about this handbook, please contact the main school office at 651-771-2000 v or 651-771-2112 tty or contact your student's case manager.

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## INTRODUCTION

### **Mission Statement**

The mission of Minnesota North Star Academy is to prepare students who communicate using American Sign Language (ASL) and English, primarily those who are deaf, deafblind, and hard of hearing to become successful and valued citizens of the world community.

### **The COMET Code**

As a COMET, I will:

- Commit to being a citizen and a scholar;
- Organize myself to balance academics and socializing;
- Make thoughtful decisions;
- Empathize with others;
- Treat others with respects.

### **Communication Guidelines**

North Star is a school that recognizes American Sign Language (ASL) and English as languages of instruction with ASL as the dominant language of most students and many staff. We would like to model this at all times.

North Star wants to foster and encourage growth in ASL among students' hearing families. If English is the parents' first language, we want parents to feel comfortable and safe when visiting the school. Teachers (Deaf or hearing) will use ASL when conversing with parents and encourage parents to practice their skills when in the school setting. The staff is here to help and support parents in this process.

All families will have some type of IEP or another type of meetings with staff during the school year. At these meetings, important and sometimes complex information about students will be discussed. It is the policy of North Star to arrange for an interpreter to attend these meetings to facilitate discussion at all times when there is a mix of hearing, hard of hearing and Deaf attendees.

Interpreters are always available for any meeting. Please the student's case manager know if an interpreter needs to be present at any or all meetings regarding your students.

## Release of Information

The Minnesota Data Privacy Act governs North Star's release of information. In accordance with the Minnesota Data Privacy Act, North Star may release the following information without permission unless the district has been notified that it should NOT be released:

- student's name, address and phone number
- student's sex and date of birth
- dates of attendance and grades completed
- photo (for school approved publication, newspaper or videotape)

Parents who do NOT want this information released must notify the North Star in writing within two (2) weeks of the start of school.

Throughout the year, photographs are taken in classrooms and at school activities. Some of these may be published in local newspapers or in North Star publications. Parents may request that their student's photographs and identifying names not be published. The request must be in writing to North Star's School secretary. (This does not apply to pictures of school events taken by the news media.)

## **RIGHTS AND RESPONSIBILITIES**

### **Student Rights**

Each student has the right to:

- an education and the right to learn;
- express opinions orally or in writing;
- expect that the school will be a safe place for all students to gain an education;
- expect to assist in making decisions concerning his/her own educational goals;
- be represented by an active student government selected by free school elections;
- make up missed work, assignments, and tests after an excused absence from school.

### **Student Responsibilities**

All students have the responsibility:

- for their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- to attend school daily, except when excused, and to be on time to all classes and other school functions;
- to pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- to make necessary arrangements for making up work when absent from school;
- to assist the school staff in maintaining a safe school for all students;
- to assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- to be aware of and comply with federal, state, and local laws;
- to respect and maintain the school's property and the property of others;
- to dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy
- to conduct themselves in an appropriate physical or verbal manners; and
- to recognize and respect the rights of others.

## **ACADEMIC POLICIES AND PROCEDURES**

North Star expects that all students demonstrate initiative in their academic pursuits and that they work productively toward successful completion of assigned work.

Students who need additional assistance from teachers, should schedule a time to meet with them individually.

### **Academic Dishonesty/Plagiarism**

Academic dishonesty includes but is not limited to cheating and plagiarism. Cheating includes copying information from another student's test or assignment, willfully allowing a student to copy from your test or assignment, buying a project or paper from another source, or other acts of lying or dishonesty about academics. Plagiarism is the act of stealing another's words or ideas and passing them off as your own and failing to give credit to the source of the words or idea. This includes information from the Internet, print material, and other persons.

North Star does not tolerate academic dishonesty. If a student commits academic dishonesty, he/she will receive no credit for the assignment. Additional cases of academic dishonesty will result in no credit for assignments and suspension of privileges, as determined by the teacher or director. This policy is not applied to individual classes, it is school-wide policy and taken very seriously.

### **Academic Eligibility**

Students attending North Star need to learn to balance both school work and extracurricular activities. While extracurricular activities are important, they are meant to enhance the high school experience and not be the only student experience. Students are expected to prioritize schoolwork above extracurricular activities. Therefore, students who participate in athletics, clubs, or other extracurricular activities must maintain a GPA of 2.0 and be passing all classes (a passing grade is D+ or higher).

To ensure that all participating students are meeting the criteria, Academic Eligibility Checks occur every other Friday as indicated on the school calendar. If a student is found to be Academically Ineligible (not meeting the criteria listed above), the student is unable to participate in games or competitions related to any activity starting the following Monday for the duration of two weeks.

If a student is failing a class, the student may request a review of their eligibility one (1) week later. During this week, the student can work to complete missing assignments. It is the student's responsibility to ask teachers for information on

missing work. After a mandatory one week suspension of activities, the student's grades will be reviewed. If the student is no longer failing a class and meets the 2.0 GPA criterion, the student may resume extracurricular activities participation.

Student may become Academically Eligible if the criteria are met at the next grade check. If a student does not meet the criteria they will continue to be suspended from activities until the following grade check (two weeks). If a student becomes Academically Eligible, after a suspension, participation can resume on the following Monday.

The Athletic Director or the student's case manager will notify the student and parents, in writing, if there is a change in a student's Academic Eligibility status.

## **Due Process**

*The Education for All Handicapped Students Act (P.L. 94-142) of 1975 and the Individuals with Disabilities Education Act (IDEA) (P. L. 101-476) identified specific categories of disabilities under which students may be eligible for special education and related services. As defined by IDEA, the term "student with a disability" means a student: with mental retardation, hearing impairments (including deafness), speech or language impairments, visual impairments (including blindness), serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities; and who, by reason thereof, needs special education and related services.*

Thus, students must meet two criteria in order to receive special education: (1) the student must have one or more disabilities and (2) he or she must require special education and related services. Not all students who have a disability require special education; many are able to and should attend school without any program modifications.

D/HH and DB students attending North Star have an Individual Educational Plan (IEP), which identifies individual student's learning styles and needs. Goals and objectives are written collaboratively by the IEP team, which includes the student, parent/s, teachers, other service providers and the resident school district. The IEP is based on the student's academic, social/emotional/behavioral and transitional needs as he/she progresses through high school. The IEP is written annually with goals/objectives reviewed every six months.

Every three years, as required under IDEA, a student participates in a re-evaluation assessment with areas determined by the IEP Team; results are shared with the student and the Team, with a new IEP developed, based on the findings. Goals/objectives/accommodations and modifications may be added, deleted or modified.

## Grading Policy

Letter grades will be used on report cards to designate student performance in each class. The following letter percentages will be used to indicate letter grades:

100% - 94%	A
93% - 90%	A-
89% - 87%	B+
86% - 84%	B
83% - 80%	B-
79% - 77%	C+
76% - 74%	C
73% - 70%	C-
69% - 67%	D+
66% - 64%	D
63% - 60%	D-
Under 60%	F

## Homework

Students are held to high academic expectations at North Star. Students are expected to complete homework in the amount of time assigned for the assignment, paper, or project. Students will be penalized for late or incomplete work. It is the responsibility of the student to complete their homework. If homework is not handed in by the due date, students will only have one additional day to hand in the homework. By not handing in homework within the next day past the due date, students will receive no credit for their work. Students will only receive half credit of the homework assignment if he/she hands it in the following day after due date. Teachers and staff believe that school comes first and therefore choosing to participate in athletics or other extracurricular activities are not acceptable excuses for late work.

## Make-Up Work

Work missed because of absence must be made up within three (3) days from the date of the student's return to school. Any work not completed within this period shall result in ~~no~~ credit+for the missed assignment. However, the Director or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or

other extenuating circumstances.

### **Progress Reports/Report Cards**

Evaluation is a daily process and one in which teachers, parents, and students work together cooperatively. There will be two (2) formal reporting periods during the school year. Report cards will be sent home two (2) times a year in January and June. In addition, our teachers are available for conferences at any mutually agreed upon time. Conferences will occur in mid-October and early May.

### **School Supplies**

Students and families will receive written information before the start of each school about appropriate school supplies. Students may be asked for additional supplies as needed throughout the school year.

### **Textbooks**

Students will be assigned textbooks for classes. It is the student's responsibility to take care of the textbooks and return them in the same condition the textbooks were checked out. Excessive damage or a lost textbook may result in a replacement fee assessed to the student. All textbooks are to be returned at the end of the semester for a semester class and at the end of the year for a full-year class. Academic records will be held and not released until all textbooks have been returned or the fees have been paid. All textbooks need to be covered within one (1) week of receiving textbooks.

## **ATTENDANCE POLICY AND PROCEDURES**

Students are expected to be in school when school is in session. Student attendance is vital to being successful in school.

### **Excused Absences**

The following are acceptable reasons for excused absences:

- Illness
- Sickness, illness or death of an immediate family member or of a close friend or relative
- Medical or dental appointments that cannot be otherwise scheduled outside the school day
- Court appearance
- Religious instruction or observation of a religious holiday
- Family vacation/family need with prior notification given to school

Students who are absent for any other reason will be given an unexcused absence for that day.

If your student must be absent, please notify school by calling 651-220-7100 v or 651-220-2112 tty or by sending an email to the secretary before 8:45 a.m. on the first day of the absence. If we do not hear from you and have not received a note prior to the absence, we will call you at work or at home. We want to have contact with you when students are absent to ensure that our students are safe and that your students are where you want them to be.

### **Unexcused Absences**

Here are some examples of unexcused absences:

- Staying home to baby-sit
- Work
- Tired
- Needed at home
- Cold weather
- Missed the bus
- Student is not immunized (unless exempt due to religious beliefs with documentation)

After three (3) unexcused absences per semester, you will be required to attend a meeting with your parents, director, and teachers about the importance of consistent school attendance with a reminder about the procedure required to excuse

an absence. Seven (7) unexcused absences results in the reporting of truancy to the county where the student resides. A letter to this affect will be sent to you and your parents regarding the reporting of your truancy. A county may take action based on their reporting procedures.

Unexcused absences result in no credit for the day/period and work cannot be made up unless extenuating circumstances proved otherwise to be determined through investigation by the director, parent, and student.

Students who display a pattern of excessive excused absence may be required to provide written documentation from a doctor to be excused from school due to illness. Should this be required, the school will send a written note to the parent/guardian.

A bus that is continually late will be reported to the Director. The Director will be responsible to notify the resident district to discuss the on-going problem and to work toward resolution. Students arriving late due to transportation problems are still considered tardy+but also excused.+

## Truancy Information

### Minnesota Law Relating To School Attendance

In the State of Minnesota, it is the law that all students attend school until the age of 18. For students under the age of 12, it is presumed that it is the parents responsibility to ensure the students attendance. For students ages 12 to 18, it is the responsibility of both the student and parent to assure the student attends school and is not truant.

### Definition of Truant:

A student is considered a “**habitual truant**” is she or he is under the age of 16 years and is absent from attendance at school without lawful excuse for **seven school days** or for one or more class period on seven school days. Students ages 16 and 17 will be considered truant if they have not lawfully withdrawn from school with their parents permission. [MN Statutes 260C.007, Subd. 19.]

### Responsibility of the School:

- Provide a program/schedule that meets the student's educational needs.
- Address problems identified as barriers to the student's ability to attend and learn.
- Maintain accurate attendance records and document communication with the students and parents about attendance.
- Refer the student to the County Attorney's Office for court intervention when students have seven (7) unexcused absences.
- Inform the student and parents of the legal requirements for school attendance and possible consequences if fail to meet the requirements.

#### Responsibility of the Parent:

- Send your student to school.
- Ensure your student has completed required schoolwork.
- Monitor your student's attendance and progress in school.
- Inform the school when your student may need to miss school for an acceptable reason.

#### Responsibility of the Student:

- Attend school, every day, every class, and be on time.
- Complete required schoolwork.
- Ask for assistance when needed.

#### Procedures and Consequences for Violation of School Attendance Laws:

- If a student is absent without lawful excuse on 3 or more class periods on 3 school days, they are considered a continuing truant.
- State law requires schools to send a written notice to parents when a student has 3 unexcused absences.
- If the truancy persists, the school shall request a meeting with the parents and student to discuss the truant behavior, work on finding a solution, and complete a truancy contract with the parent, student and school.
- When a student is absent without legal excuse for 1 or more class periods on 7 school days, they are now considered a habitual truant.
- The school is required to report that the student is in violation of the state law on compulsory education to the Social Services department in the student's residing district.

- Social Services will review the truancy report and make a determination if the student should be referred to court.
- If the County Attorney's Office refers the case to court, the student and parent will be required to attend a court hearing in front of Judge. The Judge may order the following consequences:
  - School detention, in-school suspension.
  - Supervision by a County Probation Officer or Social Worker.
  - Community service hours.
  - Participate in individual counseling, or complete a psychological or chemical health evaluation.
  - Participation in a group or in a series of educational programs through your school or community.
  - Parent court ordered to attend school with student.
  - Fined up to \$100 or parent held liable for prosecution for your truancy with a penalty of up to 90 days in county jail and/or up to a \$1,000 fine.
  - Driver's license suspended or delayed until you are 18 years of age.
  - Home detention. (Home detention means that you cannot leave your house without a parent except to go to school or work) If you are put on home detention, someone will be monitoring your whereabouts.
  - Placed in a foster home, shelter or correctional facility. Your parents will be responsible for the costs involved according to their ability to pay.

Tips for improving your student's school attendance:

- Make your student's education a priority.
- Tell your student how important his/her education is to you.
- Insist that your student attend school and do his/her homework.
- Understand your student's school attendance policy.
- Make sure your student obey curfew laws and get plenty of sleep.
- Buy your student an alarm clock.
- Tell your student that you love them and show them that you care on a regular basis.
- Do not enable your student by calling the school to cover illegitimate absences.
- If your student does not want to attend school, find out why. Talk to your student and listen for an answer. If there is a problem, try to solve it together.
- If your student refuses to go to school, do not be afraid to ask for help. Talk to school staff and find out if your student has a problem and what resources are available to you.

## Why should a student attend school every day?

Regular school attendance helps a student to:

- Learn.
- Succeed . in school, and later.
- Establish good habits.
- Be supervised and safe.
- Prepare for the future.
- Make friends.
- Stay on track with classmates.
- Understand classroom discussions.

Irregular school attendance:

- Isolates students.
- Creates a higher risk of unemployment.
- Creates a greater risk of your student being drawn into criminal and other problem behaviors.
- Seriously disrupts continuity of learning.
- Undermines educational progress.
- Leads to underachievement.
- Creates a greater risk of your student being drawn into criminal and other problem behaviors.
- Reduces likelihood of further educational opportunities and training.
- For students 12 and over, parents may have to appear in Your County Juvenile Court because their student is considered truant.

## Give your teen hope for the future

Research says school connectedness is associated with better emotional health, higher academic aspirations and performance, as well as less risk taking behaviors.

- Research also shows that the following are results of poor school attendance:
- Underemployment
- Unemployment
- Criminal Activity/Imprisonment
- A high school graduate can expect to earn \$244,212 more in his or her lifetime than a high school dropout.

- 71% of our nation's prison population never finished high school.
- The correlation between dropping out of school and ending up in prison is higher than there is between smoking and lung cancer.

### Final Thoughts

- Be clear early on that attending school is important - this is a firm non-negotiable rule. It is more important than employment, sports or other extracurricular activities.
- Keep in touch with school . attend parent-teacher conferences, know your teen's class schedules, pay attention to their grades.
- Make homework part of the family routine. Create time, space, and the expectation that homework is completed.
- If you have concerns, contact your teen's teachers.

### Resource

[www.shouldertoshoulderminnesota.org](http://www.shouldertoshoulderminnesota.org)

## **GENERAL POLICIES AND PROCEDURES**

### **Communicating Concerns and Suggestions**

All students' and parents' suggestions and concerns are considered valuable and will be addressed. Ideas and feedback help us make continuous improvements in our education program. We will actively work with you in resolving problems that may arise. Parents should direct their concerns by speaking to, or scheduling a conference with their student's teacher(s). Parents may contact their student's teacher in person, writing, phone or however they choose when needing to discuss concerns.

In order to meet everyone's communication needs, we are implementing the following:

- We will try, at all times, to answer the phones. As with any school or business, should you receive the answering machine, it is because our office personnel are on another line. Messages are checked frequently. You will be called back if you so request in your message.
- For emergencies, immediately call the North Star office personnel.
- As with all schools, the teachers will get back to you as soon as they can. If it is an emergency, the teacher will be notified immediately. All non emergency messages are delivered via inter-school e-mail or by phone.
- Teachers are expected to respond to parents within 24 . 48 hours via e-mail, phone or personal pager but only when they are available to do so. We promise that we will get back to you in a timely manner, but it may not be until the end of the school day or the next day.

### **Dress Code**

- Pants must be worn fastened and at the waist.
- Skirts/dresses/shorts of appropriate length are permitted, and can be no higher than three (3) inches above the knee .
- Midriff must be covered with clothing.
- Transparent or see-through tops such as strapless, spaghetti straps, low-cut clothing or tops and outfits that provide minimum coverage or are of a suggestive nature are prohibited. Halter necks, tank tops, tube tops, muscle shirts or other clothing, which may be distracting, is prohibited.
- Underclothing should not be visible.
- Clothing with rips, tears or holes is considered unacceptable in school.
- All hats, outside coats and jackets are not permitted in the classroom area.
- North Star sports uniforms are not to be worn during the day, unless otherwise specified.

The administration has final say in the interpretation of this policy.

### **Electronic/Communication Devices**

Electronic communication devices (i.e. Sidekick, cell phone, Blackberry, headphones) are prohibited during the school day. If a student is in violation of this policy the device may be taken away and held in the office for the day. Final discretion is to be made by the administration.

### **Emergency Procedures**

North Star staff and students will participate in fire, tornado, and lockdown drills throughout the year. Students are expected to give their full cooperation during these drills and during emergency situations. If students need additional assistance an Individual Emergency Plan will be created for the student. Parents and students are encouraged to contact the school if they feel this plan is necessary.

### **Field Trips**

Field trips are a necessary part of the educational process. Students are expected to follow school code of conduct, including but not limited to dress code, electronic communication devices, and behavior. Due to liability, North Star can only take students on field trips, which have written permission (faxed permission with signature is acceptable). TTY tape or telephone (voice) permission is not acceptable. If there is a fee involved for field trips, you will receive this information in a timely manner via written method. Students remaining behind will have supervision and coursework to supplement the information missed from the field trip experience.

### **Gum and Classroom Food Policies**

Gum is not allowed in school during class time. If a student is seen chewing gum during class, s/he will be directed to dispose of the gum. If it is a recurring problem, parents will be contacted about this matter and if necessary, a meeting arranged to address the problem.

Students are permitted to have bottled water in class. Food is not permitted in the classroom areas.

## **Human Rights/Title 9 Officer**

North Star's Human Rights Officer is Susan Outlaw, who can be reached at (651) 771-2000 (voice), or [soutlaw@mnnorthstaracademy.org](mailto:soutlaw@mnnorthstaracademy.org).

North Star's Title 9 Officer is Kim Kause, who can be reached at (651) 771-2112 (tty), or [kkause@mnnorthstaracademy.org](mailto:kkause@mnnorthstaracademy.org).

## **Inclement Weather Policy**

If inclement weather occurs before a school day begins, the Director will make a decision on whether to close school of the day. Announcements of school closures will be made on WCCO radio and TV by 6:30 a.m.

**Do not put your student on the bus should the bus show up and you know North Star is closed.**

If the resident school district closes or is delayed due to inclement winter weather, the transportation departments is expected to follow the resident schools regardless if North Star is open. This is to ensure the safety of students in transport. It is assumed that if schools are closed in their area of residence, driving is dangerous and not advised.

## **Lockers**

Each student will be provided with a school locker. Students are required to leave all outside wear in their lockers as coats, hats, gloves, etc are not permitted in the classroom. Students should label their personal items, as the school is not responsible for any items that are lost or damaged.

At no time does the school relinquish its exclusive control of lockers provide for the convenience of students. School officials for any reason, may conduct inspection of the interior of lockers 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.

## **Lunch**

Hot lunches must be ordered on a monthly basis using the calendar menu provided. Please send money to cover the cost of lunches. Free and reduced lunches are available for families who qualify. Please see the application for free and reduced lunch with your informational packet. If a hot lunch is not ordered for the day or you choose not to participate in the hot lunch program, please send a bag lunch with your student. Refrigeration is available for bag lunches. Microwaves are available to reheat food. You may purchase milk or juice for a fee. If your student forgets their lunch, one will be provided for them. There will be a charge assessed for the fourth (4th) forgotten lunch since the first three (3) are free.

## **Searches**

North Star has the right to search student belongings, including student backpacks, purses, coats, and duffle bags where school officials have reasonable suspicion to believe that the search will uncover evidence of violation of a school rule or law.

## **Security and Safety**

All parents or persons authorized to pick up students must come to North Star office and sign their student out. These procedures are necessary in order to assure the safety of your student. A student may be released during the school day in three ways:

- The parent may pick up the student.
- The parent may notify the staff that someone other than a parent or those persons listed on the Student Information Form is picking up the student. Parents must notify the staff in writing. North Star staff may ask for a description of the person and ask to see the person's driver's license for verification. A permission form from parents authorizing the student to leave for specified reasons such as attending other school, school-to-work programs, and such.
- The student, with parent permission, may leave after 3:30 pm using his/her own vehicle for transportation.

## **Sports**

Each student will be given one (1) week in which to change sports. After the first week, a student may stay in his or her chosen sport, or withdraw. Students will not be allowed to switch sports after the first week of school.

## Student Cars

The purpose of allowing students to drive their cars to school is to help families with transporting their student to and from school. Students are responsible for their cars driven on school grounds. Any vandalism or accidents involving a student vehicle shall be the responsibility of the student or parent.

Students may drive their personal vehicle to and from school after completion and submission of a signed Personal Vehicle Contract. Student vehicles need to be parked in designated areas as determined by the director. Student vehicles are not to be used to transport other students to/from school to off campus location unless otherwise approved by the administration and adhering to the Safety and Security information stated above. North Star has adopted policy for use of cars. This policy can be obtained by calling the North Star main office at 651-220-7100 v or 651-220-2112 tty.

## Telephone/Video Phone/TTD use

Students are not permitted to use the telephone, videophone, or tty during instructional time. During non-instructional times of the day, students need to ask administration for permission to use the telephone, videophone, or tty. Except in emergency situations, messages will be taken and given to the student between classes, during lunch, or at the end of the day.

## Transportation

***It is the Parents' Responsibility to contact transportation if your child will be absent for A.M. or P.M. Busing. A signed written note and/or fax to the school is necessary for proper boarding on alternate buses for after school activities or a student going home with another student. No phone, TTY tape, text message, verbal or emailed permission will be accepted due to liability. Students will be sent home on their regular bus if they have no signed written note. Please note, not all buses allow non-resident students to ride their bus. Be sure to check with the other parent if this is the arrangement made between the two families.***

*Transportation is a privilege not a right. Students are expected to comply with the rules set forth with the home school district's transportation provider. A continual violation of those rules will result in a student being "written up", reported the school, parent and also the resident district's Director of Transportation. All bus drivers are instructed to talk with parents*

*when there are issues on the bus. If a behavior problem persists and students continue to exhibit problems at school, the Executive Director and your district's Transportation Director may request a meeting to discuss the situation. Repeated abuses will result in suspension of riding privileges for a set amount of time. Should that occur, the parent is responsible to transport to and from school or it will result in an unexcused absence.*

## **Video Phones (VP)**

North Star VPs are accessible only to staff/students of North Star. Non-North Star staff/students are not allowed to use VP for personal calls. Students making a VP call will be supervised.

## **Visitors**

North Star encourages parents to visit the school and become familiar with their student's classes and teachers. North Star understands that parents are an integral part of their student's education.

Parents are encouraged to inform the school and the classroom teachers prior to a visit, if possible. Teachers are not able to meet with parents the same day of the visit, though, due to teaching obligations. Parents are asked to schedule a meeting with the teacher, should they have questions after their visit, at a time agreeable to both the parent and the teacher.

School district personnel with students enrolled at North Star and potential students/families are welcome to visit the school and will be given a tour of classrooms by the Director.

Classes from other schools as well as students not attending North Star are not permitted to tour the facilities or visit classrooms, as it creates unnecessary distractions and loss of academic time.

North Star students may not bring friends or family members (cousins, siblings) to school to visit due to the distractions it may cause.

## **DISCIPLINE POLICIES AND PROCEDURES**

### **Discipline Philosophy**

In conjunction with the mission of North Star, the discipline philosophy and policies also work to create a learning environment where all members feel safe and respected. The procedures and policies are meant to guide student in understanding their role in the learning community by establishing boundaries, engaging all members in active and reflective learning, and helping all member understand consequences of behavior .

If any community member chooses to behave in a manner that detracts from the learning environment process; shows disrespect towards other community members; or places any community member or himself/herself in danger, the follow-up consequences will be used to guide the community member to understand the effect their behavior on himself/herself, other community members, and the learning community as a whole.

### **Discipline Consequences**

The consequences for inappropriate student behavior may involve, but are not limited to the following actions:

*Student/Staff Conference:* The student and staff will meet to discuss the student's behavior and its causes, alternative behaviors, and behavioral expectations.

*Notifying Parents/Guardians:* Parents or guardians of the student may be notified of the student's behavior. This notification may occur in the form of a phone call, e-mail, or letter to the parents/guardians.

*Parent Conference:* A parent/guardian of student who repeatedly demonstrates difficulty complying with the policies and procedures, may be asked to attend a conference with the Director and other staff members to discuss a behavior plan for the student.

*Removal from the area:* Students who cannot behave appropriately may need to be removed from an area to regain control. Designated areas are designed for this purpose and staff will assist the student.

*Community Service:* Students may be asked to give back to the community by performing a limited number of hours of community service.

*Financial Restitution:* Students who damage school property may be asked to pay for the damage.

*Suspended Lunch:* Students who need to reflect on their behavior away from their peers will be asked to eat by themselves in a designated area where they will be supervised by a staff member.

*In-school Suspension:* If the severity or frequency of a student's behavior reach a point of creating excessive disruptions to the learning process or classroom environment, it may be necessary to have the student be removed from the regular daily class schedule, for an entire day or portions of a day. The student will be placed in a designated area and then supervised by a full-time staff member. Parents/guardians will be notified beforehand.

*Out of School Suspension:* A student whose behavior is severe and/or unsafe maybe suspended from school for a predetermined number of days as determined at an administrative conference. A IEP meeting or parent conference may be called to determine a readmission plan. Staff and/or administration will make reasonable efforts to contact parents or guardians of an out of school suspension.

*Expulsion:* Long term suspension or expulsion is a final step when all other attempts have failed to correct continuous disruptions. This requires a hearing before a School Administrator who will recommend the student be returned to school, suspended for a specific period of time that exceeds ten days, or that the student be referred to the Board for expulsion. Should a student be expelled, or be in the process of being expelled, no other public school in the state has to accept that student. However, parents or guardians are still required by law to be providing for their student's education. It is against school policy for students under suspension or expulsion to enter the campus at any time.

*Other disciplinary action:* Students may be asked to do other appropriate tasks deemed necessary by the Director.

**For specific questions about a particular code of conduct policy, please contact the North Star main office and request to see North Star policies.**