



Student Handbook 2011 -2010

Northland Learning Center
Independent School District #6076
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“Though no one can go back and make a brand new start, anyone can start from now and make a brand-new ending.”

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Principal: Mr. Andrew Bernard ***741-9201 x 123***
Executive Director: Ms. Reggie Engebritson ***741-9201 x 100***

Northland Learning Center Mission Statement

The mission of the Northland Learning Center is to provide students with the life and social skills necessary to be healthy individuals through individualized academic instruction and mental health awareness.

Northland Learning Center Policies/Procedures

It is the position of the staff at the Northland Learning Center that learning can best take place in an orderly environment and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise responsibility within the school setting.

AMENDMENT CLAUSE

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.

EXPECTATIONS

Students are expected to:

- Attend school regularly and be in class on time with the proper materials, prepared to learn.
- Respect the rights and property of others.
- 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.

Parents/Guardians are expected to:

- Notify the NLC of current phone and address.
- Come immediately to the NLC when contacted by a staff member of the NLC for an emergency situation involving their 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 the student.
- Attend school conferences.
- Make school personnel aware of any special situations in which the NLC can assist.
- Leave messages for students at the office, which in turn will be relayed at the appropriate time. (Cell phones are not allowed during instructional time and thus not a reliable source of communicating with your son/daughter. Please contact the office staff.)

Parent/Guardians Contacting Teachers:

Should you need to talk with one of the child's teachers, call the school office at 218-741-9201 and leave a phone number and time you can be reached. The teacher will return your call at his/her earliest availability.

Student/Teacher Concerns:

If a parent/guardian and student have a concern regarding a teacher, it is expected that the parent/guardian will contact the teacher and share the concern with him/her. This will give the teacher the opportunity to respond to your concern and resolve the conflict at the lowest level. After contacting the teacher, if there are still concerns, contact the Principal.

STUDENT/STAFF EFFORT

The Northland Learning Center provides an individualized program where students can succeed. If students choose not to apply themselves, a staffing will be held in attempt to solve the problem. Students with continued problems may be referred to other programs.

STUDENT RESPONSIBILITIES

Students are responsible for the consequences of their behavior. All students are responsible for knowing and obeying the school rules and regulations.

Notwithstanding the provisions of law to the contrary, the conduct of all students under 21 years of age attending a public elementary or secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local Board of Education (Minnesota Statute 120.06, 1974).

STUDENT RIGHTS

Each student has the right to attend school in a safe environment free from fear, 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, disruptions, or distractions, whether inside the classroom or from outside. **Behavior that disrupts the normal functioning of classes is an infringement on the rights of others.**

ATTENDANCE

Attendance Policy *Attendance alone does not earn a student credit!* Every student is expected to attend school and be in his/her assigned class(es) during District #6076 scheduled school days.

The student is 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.

A. ABSENCE PROCEDURES

1. **Parents may request that an absence be excused up to 48 hrs from the date of the absence.** However **the school reserves the right to excuse or unexcuse the absence** according to State guidelines and the Northland Learning Center rules and procedures.
2. In the event of a student absence, **parents are to call the school in the morning (218-741-9201 ext. 101)** to report and explain the reason for the absence.
3. Upon returning to school after an absence or tardiness, the student is to report to the main office immediately and present a note signed by his/her parents indicating the reason for and dates of the absence or tardiness. **This applies to students who return to school at any time during the day.**
4. If a student does not bring a note from a parent, he/she is still to report to the office and will be given a pending absence until a note is brought in. If a pending absence is not cleared within three days, the absence will be changed to unexcused or truant from school.

B. EXCUSED ABSENCES

The following are considered acceptable reasons for being absent from school:

1. Sickness of student.
2. Sickness of the immediate family of student.
3. Danger of imprudent exposure to illness.
4. Medical/Dental treatment (appointment card needed).
5. Death in the immediate family of student.
6. Religious/spiritual days kept sacred by the student, when religious/spiritual services are observed only during school hours.
7. Family vacation provided **prior** approval has been obtained.
8. Court appearances or meeting with probation officer.
9. School sponsored activities that the student is involved in.
10. Other reasons verified by the parent/guardian and mutually acceptable to both the parent/guardian and Principal.

C. EXCESSIVE ABSENCES (EXCUSED OR UNEXCUSED)

When a student's absence becomes excessive, notice will be sent to the parent/guardian about the possibility for loss of credit due to excessive absence. Note: In the event of excessive absences, a conference with an administrator may be called whereby the student must appear with a parent/guardian and provide medical verification of illness or accident to avoid losing credit.

D. TRUANCY

Students are considered truant when they miss school or classes without a valid excuse for 7 or more days. If the child is in elementary school or for one or more class periods on seven school days and they are absent from attendance at school without lawful excuse these children will be referred to the Truancy Review Team (TRT). When a student is truant, a meeting will be set up with the parent, student and administrator, where the student will enter into an attendance contract. If 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 Probations will schedule a truancy meeting with all parties involved.

E. INSTANT ALERT

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 Instant Alert messaging system. A parent may receive up to two messages a day regarding an absence depending on the circumstances. The Instant Alert system is set up with the school secretary. Please let her know of any changes to your contact information.

Up to fifteen consecutive absences automatically result in termination of enrollment from the NLC. Students who have withdrawn or have terminated their enrollment from the NLC and wish to continue MUST reapply.

F. CHECK OUT 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 (See closed campus statement).

Students leaving the building or campus during the school hours for any reason, e.g. medical appointments, illness, court appearances, etc., must check out in the office and have parent permission **prior to leaving**. If he/she does not have a note from a parent, the student may call and get verbal permission as long as the parent talks with office personnel also. **UNDER NO**

CIRCUMSTANCE SHOULD A STUDENT LEAVE THE BUILDING WITHOUT FIRST CHECKING OUT THROUGH THE OFFICE. Disciplinary action will be taken for those violating this 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 Virginia Police Department, a suspension from school, drug/alcohol counseling, and/or expulsion will result from such a violation.

APPEARANCE

Student 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, 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 shoulder-less tops, short skirts/shorts, visible underwear) is not allowed and will be addressed by staff/administration.

BEHAVIOR GUIDELINES

***INFRACTIONS OF BEHAVIOR GUIDELINES WILL REQUIRE THE COMPLETION OF A BEHAVIOR OWNERSHIP FORM, WHICH WILL DEVELOP A PLAN OF POSITIVE BEHAVIOR TO REPLACE THE NEGATIVE BEHAVIOR.**

DISCIPLINARY PHILOSOPHY (posted in each classroom)

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.

CLASSROOM GUIDELINES (posted in each classroom and may be more specific)

- Be safe in all areas of the school.
- Be responsible for yourself and property.
- Be respectful to yourself, others, their property, and their right to learn.

THEFTS

The school encourages all students to leave valuables and electronic devices at home. Such items pose a risk of theft. The NLC staff and administration **WILL NOT** be responsible for stolen property (cell phones, MP3 players, articles of clothing, etc.)

ACCIDENTS

Students involved in an injury of any kind in gym, classrooms, corridors, as well as athletic competition, must report the accident to a staff member immediately. The student will be referred to the nurse's office or the principal's office as soon as possible for disposition.

CHEATING

When a student is caught cheating, he/she will fail on that particular work and may fail the entire quarter at the discretion of the teacher. All confirmed cheating violations and consequences will be reported to the Principal.

FIGHTING

Fighting between students not only causes a disruption, but also physically endangers those involved, others around, and other's property. Violent behavior in resolving differences will not be tolerated. **Students may be suspended out-of-school, may be required to participate in peer mediation, and the case may be referred to the Virginia Police Department for appropriate legal action.**

INSUBORDINATION

One of the most serious infractions in a school setting occurs when a student refuses to obey reasonable directions of someone in authority. This is insubordination and will not be tolerated. Students in violation will be disciplined. All adult staff members have been given the authority to direct students. **If a student feels the request is unfair, they should comply and then bring the matter to the attention of the Principal or the Executive Director.**

LIABILITY FOR PERSONAL MATERIALS

The Northland Learning Center shall not be responsible for the loss of any personal items of students. Should any theft occur, please complete an "Incident Report" in the Principal's office.

CONDUCT

Common sense should provide the guidelines for acceptable behavior at the Northland Learning Center and at activities at home and away, sponsored as part of the school's programs. Unruly behavior at school activities may result in banning students from attendance at activities.

Good judgment should be used in public displays of affection. Kissing, touching, close contact, etc. is inappropriate and will be discouraged.

OFF CAMPUS CONDUCT

Students who engage in illegal off-school conduct, which causes a disruption or poses a threat or danger to the school, its students, or its employees, are subject to disciplinary consequences.

HALLWAYS

Students are to remain in their assigned classes. If a teacher permits students to leave the room during class time, a pass will be issued. Students found in the hallway without a pass may be subject to disciplinary action.

SAFETY

To ensure the safety of all students, cameras have been installed to monitor student behaviors. Tampering or destruction of any camera is subject to disciplinary action and/or referral to the Virginia Police Department.

HAZING

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

BULLYING

The NLC is committed to providing a safe and respectful learning environment for all students. Acts of bullying in any form, by either and individual students or a group of students, is prohibited at the Northland Learning Center.

BUS TRANSPORTATION

Students who receive bus transportation must follow all resident district bus policies. Students cannot enter or leave a bus at any location other than their home, resident district pick up and drop off site, and the Northland Learning Center unless prior approval was received.

CLOSED CAMPUS

The Northland Learning Center is a closed campus. Leaving school grounds is not permitted unless prior permission/arrangements have been made with administration and parent/guardian. Leaving school grounds during regular school hours may result in immediate suspension and appropriate follow-up disciplinary action and subject to search upon returning.

CLASSROOM MATERIALS

Students are responsible for providing paper, pens, and pencils for their own use.

CARS/PARKING

1. Elementary and Middle School students will not be allowed in a student car at any time.
2. Students are to park in the NLC parking lot behind the school.
3. All vehicles on school property are subject to search by NLC administration based on reasonable suspicion that search will uncover evidence of a violation of law or school rules.
4. Drivers must drive in accordance with the *Minnesota Traffic Laws and Ordinances of the City of Virginia*.
5. Students are not allowed to go to their car (without staff approval) during the school day.
6. **Students who drive may not take other students under the age of 18 off campus during the school day.**

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

***Vehicles in violation of student parking policy may be towed at the owner's expense. (If the towing company has already been called and the student moves his/her car before the tow truck arrives, the student will incur any and all costs from the towing company.)**

***The Northland Learning Center School cannot be held responsible if theft, vandalism, or accidental damage occurs. If properly used, the lot will be an uncluttered and safe place for students to drive and park.**

COMPUTER/INTERNET/NETWORK USE

Students utilizing district-provided Internet access must first have the permission of parents, a signed Internet use agreement on file, and must be supervised by staff. Students utilizing school-provided Internet access are responsible for good behavior on-line as outlined in school guidelines, just as they are in classroom or any other area of the school. Also, the same general rules for behavior and communication apply.

The purpose of the district-provided Internet access is to facilitate communication in support of research and education. To remain eligible as users, students' use must be in support of, and consistent with, educational objectives of the Northland Learning Center. Access is a privilege, not a right. It is understood that inappropriate or unauthorized use of the Internet may result in disciplinary action, including the termination of district Internet privileges.

All electronic information resource users are expected to abide by generally accepted rules of etiquette.

- Be polite. School rules regarding harassment apply to electronic information.
- Use appropriate language. Transmitting obscene, abusive, sexually explicit, or threatening communication is not permitted. School rules regarding swearing, vulgarities, and offensive language apply.
- Do not reveal any personal information (including address, phone number, social security number, etc.) of yourself, other students, or staff members over the Internet.
- Student-produced items will not be posted on the Internet without the student's permission. If permission is granted, items will be considered fair use and available to the public.
- Each individual user is responsible for charges incurred when accessing fee-for-service information sources. Parents/guardians will assume liability for any charges incurred by their children.
- Be aware that e-mail is not guaranteed to be private. System administration have access to e-mail and will retrieve it if there is a probable cause. A message relating to (or in support of) illegal activities will be reported to authorities.

Some uses of the school networks/equipment are not permitted. Those include but are not limited to:

- Using the network for Social Networking, financial, commercial, or illegal activities;
- Vandalizing, damaging, disabling, or degrading the electronic or physical property of another individual or organization;
- Attempting to access unauthorized or inappropriate district information;
- Wasting technology resources including; bandwidth, file space, printers, or supplies (paper, toner, etc.);
- Using the network to obtain or transmit ethnic, racial, or religious hate material;
- Accessing, uploading, downloading, or distributing pornographic, obscene sexually explicit, or graphically violent material;
- Accessing another individual's material, information, or files without permission;
- Violating copyright or otherwise using intellectual property of another individual or organization without permission;
- Installing, copying, or removing authorized software from district computer systems or networks;
- Using technology in ways which violates any of the district's policies regarding acceptable use and behavior standards;
- Impersonating any person or organization over the district network.

Inappropriate or unauthorized use of school technology may result in disciplinary action, including the termination of school technology privileges.

Nothing in the student handbook will supersede School District policy concerning use of computer/internet/network use.

CLOSING OF SCHOOL DUE TO WEATHER

In the event of school closing due weather, the Northland Learning Center uses the Instant Alert System to notify parents/students by telephone. (Please notify the office immediately if you have changes in telephone numbers.) All weather related announcements will also be done on radio stations WEVE, and Midwest Radio: WTBX 93.9 FM/USA 99.9/KMFG 102.9 FM/WMFG 106.3 FM/ WMFG 1240 AM/ WNTM 650 AM and local TV stations, KBJR-TV 6, CBS 3, and WDIO-TV 10.

DAILY SCHEDULE (Level IV High School and ALC)

8:15 – 8:30	Breakfast
8:30 – 8:48	Homeroom/Reading
8:50 – 9:36	Period 1
9:38 – 10:24	Period 2
10:26 – 11:12	Period 3
11:12 – 11:42	ALC Lunch
11:14 – 12:00	Period 4 (Level IV)
12:00 – 12:30	Level IV Lunch
11:42 – 12:28	Period 4 (ALC)
12:30 – 1:16	Period 5
1:18 – 2:04	Period 6
2:06 – 2:50	Period 7

FIREDRILLS

Fire drills are held in accordance with state requirements. When the fire alarm is sounded, leave the room quickly, quietly, and in good order. Leave the building by the route indicated on the floor plan for the particular room in which you happen to be. Do not re-enter the building until the signal is given. IF A STUDENT IS FOUND TO GIVE FALSE ALARMS OR HARM FIRE EQUIPMENT, OR DOES NOT COMPLY WITH LEAVING THE BUILDING IMMEDIATELY THEN IMMEDIATE SUSPENSION MAY FOLLOW, AND A REFERRAL WILL BE MADE TO THE VIRGINIA POLICE DEPARTMENT FOR APPROPRIATE LEGAL ACTION.

FIREWORKS

Firecrackers, smoke bombs, etc., are not only dangerous in terms of direct physical injuries, but create disturbances and may cause panic. For these reasons, the possession or explosion of these items in the school or on school grounds may result in immediate suspension, referral to the Virginia Police Department, and appropriate follow-up disciplinary action.

HARRASSMENT - SEXUAL/RACIAL, RELIGIOUS AND VIOLENCE 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 principal 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) 741-5284

HOT LUNCH

Students having hot lunch must sign up in the office or with their teacher by 9:00 a.m. This is the student's responsibility-no lunch can be ordered after this time. Students must pay for lunch before it can be ordered for them. **Do not leave a voice message on the Main Office phone that you want to be signed up for lunch,** this may result in the office personnel not receiving the message in time. If you are going to be late and no one answers the Main Office phone call your homeroom teacher and have them sign you up for lunch. **Absolutely No Charging.**

Elementary and Secondary Students

Breakfast Full Price: \$2.05

Breakfast Reduced Price: \$.0

Lunch Full Price: \$3.05

Secondary Reduced Price: \$.40

LOCKDOWN PROCEDURES

Lockdown procedures are held in accordance with state requirements. When a lockdown is announced, remain in the room, quickly, quietly, and in good order move to the designated safe area within the room. If you are in the hallway, move quickly to the nearest classroom and follow the direction of the adult in charge of the room. Do not leave the room until the signal is given. **IF A STUDENT DOES NOT COMPLY WITH THE LOCKDOWN PROCEDURES IMMEDIATE SUSPENSION MAY FOLLOW.**

PUBLIC DISPLAYS OF AFFECTION (PDA)

Inappropriate public displays of affection are not allowed at the NLC (Kissing, necking, prolonged embraces, inappropriate touching, vulgar language, etc.).

RADIOS, HEADSETS, BEEPERS, CELL PHONES, CAMERAS, ETC.

Students are not allowed to use electronic devices such as cell phones, CD players, or iPods during instructional time unless prior approval is granted. If the student is found to be using these electronic devices, the teacher/principal has the authority to take them away until the end of the school day and may result in the students parents/guardian coming to pick the device up.

Any objects used to cause damage to property or harm others are prohibited. Skateboards, bicycles, four wheelers and snowmobiles are also not allowed. Trading cards or any other collectable card deemed by the teacher to be inappropriate are not allowed.

SEARCH/SEIZURE

Refer to NLC Policy #502 (attached) for more information regarding a search of student locker, desk, personal possession, student's person.

STATEMENT OF DISCRIMINATION

It is the policy of the Northland Learning Center to comply with federal and state law 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, martial 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.

Inquires regarding compliance with Title IX may be directed to the Executive Director (218) 741-5284 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.

TELEPHONE

Staff will be unavailable for phone calls during instruction and phone messages from parents/guardians will be returned as soon as possible.

Students may use the main office phone before or after school or during his/her scheduled lunch. Calls are expected to last less than two (2) minutes and if the student needs to use the phone in the main office during school hours the student must possess a pass from the teacher, otherwise the call will not be allowed.

***School officials reserve the right to disconnect the phone if abusive or disruptive language is used by a student.**

TOBACCO

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 on school property will be dealt with by administration for disciplinary action which could include suspension and referral to Virginia Police.

***Please note student 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.**

VISITORS

All visitors must report to the main office, sign in, and wear a visible name badge while in the building.

1. No person other than a student of the Northland Learning Center, school district employee, or authorized agent of this school district is permitted to be in any classroom in the building.
2. Students will not be allowed to bring a friend or relative to school as a visitor. Parents/guardians are encouraged to visit the school.
3. No former students will be allowed to visit during school hours of 8:30 to 2:50 Monday-Friday.

WEAPONS POLICY

Possession of a weapon on a student’s person or in an area subject to a student’s control, on school property, at a school activity, or on vehicles used to transport students is prohibited. A weapon is defined as any firearm (loaded or unloaded), any device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or death, or any device or instrument that is used to threaten, cause fear or bodily harm/death. Some examples include, but are not limited to the following: guns (including pellet guns, paint ball guns, air soft guns, look alike guns and non-functioning guns that could be used to threaten others), knives (pocket knives included), clubs, metal knuckles, nun chucks, throwing stars, explosives, pepper spray, mace, stun guns, and ammunition.

Violation of the weapons policy may result in immediate administrative intervention, including police referral, and possible expulsion hearing.

Northland Learning Center Student Handbook Signature Page

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

We the parent/guardian and the student, have received, read, and understood 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.