

2022-2023

# STUDENT HANDBOOK



# COON RAPIDS HIGH SCHOOL

2340 Northdale Blvd. NW, Coon Rapids, MN 55433

Main 763-506-7100 | Fax 763-506-7103

[www.ahschools.us/crhs](http://www.ahschools.us/crhs)

# WELCOME TO COON RAPIDS HIGH SCHOOL

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Coon Rapids, MN 55433

Main 763-506-7100

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## OUR MISSION

Embrace.

Empower.

Excel.

## OUR VISION

Cardinal Nation: A caring, inclusive community that embraces our diverse identities and empowers all to discover their passions and excel as active members of society.



**YOU'RE IN  
CARDINAL  
COUNTRY!!**

## SCHOOL SONG

Fight on - Let's go Cardinals  
Keep our colors waving high.

Go, Coon Rapids High School,  
We shall win this game tonight,  
rah, rah, rah!

Win, Coon Rapids High School  
For we know we've got the team,  
We must fight, fight, fight for our  
red and white,

Fight, Cardinals, Fight!  
C-A-R-D-I-N-A-L-S, (repeat)

Cardinals, Cardinals,  
Go Cardinals!

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# Staff Members

## Administration



**John Peña**  
Principal  
763-506-7101



**Curt Wallrath**  
Assistant Principal  
for Activities  
763-506-7125



**Jill Alton**  
Assistant Principal  
(A-C)  
763-506-7121



**Jeff Thompson**  
Assistant Principal  
(D-J)  
763-506-7122



**Andrew Frosch**  
Assistant Principal  
(K-N)  
763-506-7120



**Robert Murry**  
Assistant Principal  
(O-S)  
763-506-7124

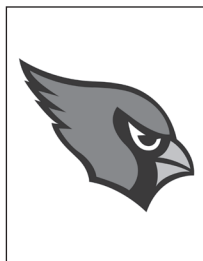


**Josh Belanger**  
Administrative Intern  
(T-Z)  
763-506-7118

## Main Office Secretaries



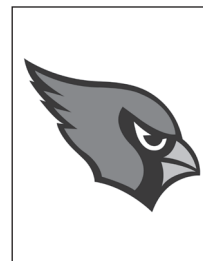
**Bobbi Adams**  
Principal's Secretary  
763-506-7102



**Gail Pavelko**  
Attendance  
(Due Process)  
763-506-7109



**Maria Schinzel**  
Attendance A-G  
763-506-7308



**Ana Cuate**  
Attendance H-O  
763-506-7107



**Maria Roberts**  
Attendance P-Z  
763-506-7202



**Lana Matthews**  
Finance Secretary  
763-506-7302



**Jacque Lacy**  
Activities  
763-506-7307



**Linda Lustig**  
Main Office  
Receptionist  
763-506-7207

## COMMUNICATION

In order to promote direct communication so that problems and concerns can be addressed quickly, efficiently, and effectively between the parties involved, we encourage parents and students to follow this protocol. Coon Rapids High School staff is committed to the success of our students and will listen to the concerns, maintain confidentiality and return calls and emails in a timely manner.

## CLASSROOM CONCERNS

### TEACHER

Students are encouraged to express their concerns directly to the teacher. Parents can contact teachers via telephone or email. Teachers will make every effort to get back to you as quickly as possible, but it may take a day.



### COUNSELOR

If a concern is not resolved, then the student or parent should discuss the matter with the Counselor. Counselors can help with concerns that deal with classroom practice, grade, assignment or if you need a progress report.



### ASSISTANT PRINCIPAL

If a student or parent is dissatisfied with the response from the counselor, please contact the student's Assistant Principal to express your concerns.



### PRINCIPAL

Most concerns will have been resolved by this point. However, if you still need to speak with someone about your situation, please contact Principal, Mr. John Peña at 763-506-7101.



### ASSOCIATE SUPERINTENDENT

If your concern has not been resolved through the Principal's office, please contact Associate Superintendent, Dr. Joshua Delich at 763-506-1005.

## Counselors



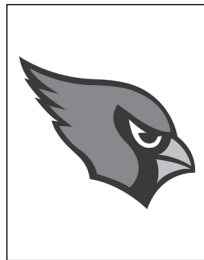
Dan Cox  
(A-Ch)  
763-506-7152



Julia Corneil-Smith  
(Ci-G)  
763-506-7128



GaVae Piner  
(H-K)  
763-506-7221



Sasha Wolter  
(L-O)  
763-506-7129



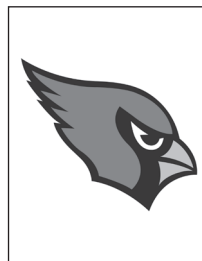
Michael Ogorek  
(P-St)  
763-506-7180



Amy Storrick  
(Su-Z)  
763-506-7127

*Students may schedule appointments by signing up in the Counseling Office before or after school or between classes. Parents may reach their students' counselors or schedule appointments by calling 763-506-7207.*

## Counseling Office Secretaries/Paras



Kate Grimm  
Data Management  
763-506-7131



Sara Rutledge  
Registrar  
763-506-7320



Megan Manzke  
Testing Coordinator  
763-506-7332

All staff phone numbers are located on the CRHS website and can be contacted by email at:

**[www.ahschools.us/crhs](http://www.ahschools.us/crhs)**

## Building Support Services



**Jen Linck-Tollefsbol**  
Child Nutrition  
Supervisor  
763-506-7111



**Renee Snow**  
Student Achievement  
Advocate  
763-506-7367



**Julie Swanson**  
School Nurse  
763-506-7204



**Brenda Mitshulis**  
College and Career  
Specialist  
763-506-7220



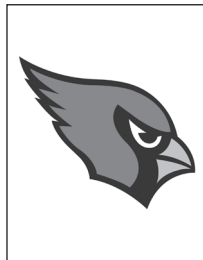
**Rumeal Setts**  
Student Achievement  
Advocate  
763-506-7135



**Det. Geoff  
Newmann**  
Police Liaison  
763-506-7126



**Deb Geiger**  
Library Media  
Specialist  
763-506-7105



**TBD**  
Volunteer  
Coordinator  
763-506-7130



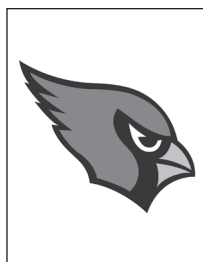
**Brent Munce**  
School Psychologist  
(SPED only)  
763-506-7136



**Jackie Oakes**  
Technology  
Coordinator  
763-506-7393



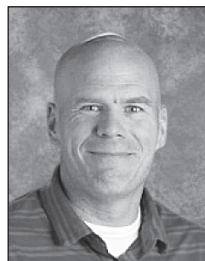
**Kristen Patton**  
Social Worker  
763-506-7133



**Emily Gustafson**  
Social Worker  
763-506-7153



**Mike Payton**  
Building  
Supervisor  
763-506-7110



**Jon Young**  
Achievement  
Coach  
763-506-7168



**Stefanie Nelson**  
Youth Service  
Coordinator  
763-506-7122

## COMMUNICATION

### STUDENT ACTIVITY CONCERNS

#### COACH/ADVISOR/DIRECTOR

Students are encouraged to express their concerns directly with their coach/advisor. Parents can contact the coach/advisor via email or telephone.



#### VARSITY HEAD COACH/ HEAD ADVISOR

If the concern is not resolved, then the student or parent should discuss the matter with the activity's varsity head coach/head advisor. If the head coach/head advisor is the person you contacted previously, please proceed to the next step.



#### ACTIVITIES DIRECTOR

If a student or parent is dissatisfied with the response from the head coach or head advisor, please contact Activities Director, at 763-506-7125.



#### PRINCIPAL

Most concerns will have been resolved by this point. However, if you still have concerns after speaking with the Activities Director, please contact Principal, Mr. John Peña at 763-506-7101.



#### ASSOCIATE SUPERINTENDENT

If your concern has not been resolved through the Principal's office, please contact Associate Superintendent, Dr. Joshua Delich at 763-506-1005.

# Schedules

## #1 REGULAR DAY SCHEDULE

PERIOD	START TIME	END TIME	
Period 1	7:40 AM	8:48 AM	
Period 2	8:54 AM	10:02 AM	
Period 3	10:08 AM	11:16 AM	
Period 4	11:22 AM	1:07 PM	
Period 5	1:13 PM	2:20 PM	
LUNCH SCHEDULE			
LUNCH	LEAVE CLASS	LEAVE LUNCH	BACK TO CLASS
Lunch 1	11:22 AM	11:49 AM	11:52 AM
Lunch 2	11:47 AM	12:14 PM	12:17 PM
Lunch 3	12:12 PM	12:39 PM	12:42 PM
Lunch 4	12:37 PM	1:07 PM	No Return

## #2 CARDINAL TIME/CORE (MONDAY)

PERIOD	START TIME	END TIME	
<b>CARDINAL TIME</b>	7:10 AM	8:20 AM	
Period 1	8:30 AM	9:17 AM	
Period 2	9:23 AM	10:10 AM	
<b>CORE</b>	10:16 AM	10:46 AM	
Period 3	10:52 AM	11:39 AM	
Period 4	11:45 AM	1:27 PM	
Period 5	1:33 PM	2:20 PM	
LUNCH SCHEDULE			
LUNCH	LEAVE CLASS	LEAVE LUNCH	BACK TO CLASS
Lunch 1	11:45 AM	12:11 PM	12:14 PM
Lunch 2	12:10 PM	12:36 PM	12:39 PM
Lunch 3	12:35 PM	1:01 PM	1:04 PM
Lunch 4	12:58 PM	1:27 PM	No Return

## #3 CARDINAL TIME (MONDAY)

PERIOD	START TIME	END TIME	
<b>CARDINAL TIME</b>	7:10 AM	8:20 AM	
Period 1	8:30 AM	9:25 AM	
Period 2	9:31 AM	10:26 AM	
Period 3	10:32 AM	11:27 AM	
Period 4	11:33 AM	1:19 PM	
Period 5	1:25 PM	2:20 PM	
LUNCH SCHEDULE			
LUNCH	LEAVE CLASS	LEAVE LUNCH	BACK TO CLASS
Lunch 1	11:33 AM	11:59 PM	12:02 PM
Lunch 2	11:58 PM	12:24 PM	12:27 PM
Lunch 3	12:23 PM	12:49 PM	12:52 PM
Lunch 4	12:50 PM	1:19 PM	No Return

## #2 CARDINAL TIME/CORE (MONDAY)

PERIOD	START TIME	END TIME	
Period 1	7:40 AM	8:38 AM	
Period 2	8:44 AM	9:42 AM	
<b>ASSEMBLY</b>	9:48 AM	10:34 AM	
Period 3	10:40 AM	11:38 AM	
Period 4	11:44 AM	1:17 PM	
Period 5	1:23 PM	2:20 PM	
LUNCH SCHEDULE			
LUNCH	LEAVE CLASS	LEAVE LUNCH	BACK TO CLASS
Lunch 1	11:44 AM	12:09 PM	12:12 PM
Lunch 2	12:05 PM	12:30 PM	12:33 PM
Lunch 3	12:27 PM	12:52 PM	12:55 PM
Lunch 4	12:50 PM	1:17 PM	No Return



# Attendance

## PURPOSE OF THE ATTENDANCE PROCEDURE

At CRHS, our goal is that each student attends all classes, including CORE Advisory, and each student arrives on time to their classes. This practice is essential to our students' academic success and builds positive habits for their future. Additionally, successful attendance habits are aligned with the CRHS Life Targets:

- Respect for myself and others
- Engage fully with people and tasks

Unexcused absences without parent verification are subject to school and/or Anoka County interventions.

**Coon Rapids High School does not have "open campus" at lunch time. Students cannot leave the building and return during this time. Students who leave will be marked unexcused even if they return to class. Students who are unexcused because they leave campus during lunch are subject to school and/or Anoka County interventions.**

## UNEXCUSED ATTENDANCE CODES

OTH = Not in class. In school, not following assigned schedule for the period.

TDY = Tardy

UNE = Unexcused absence

UNP = Unverified partial absence. Unexcused tardy more than 15 minutes late to class.

## TARDY POLICY

Music playing during passing time indicates that class will start in two minutes. When the music starts, students should move toward (or inside) their classrooms. Students who are late to class including Cardinal CORE and Study Hall will be marked tardy. If arriving late becomes a habit (2-3 occurrences), teachers will meet with the student, contact home and inform the student's assistant principal. Interventions for students repeatedly missing class or arriving late to class include: parent/guardian and student meeting with an administrator, attendance contract, after school detention, being assigned to an alternative learning setting, participating in a restorative circle, or Anoka County interventions.

## PARENT/GUARDIAN PHONE CALL FOR ABSENCE

Please see Anoka-Hennepin Schools Policy Handbook.

## EARLY DISMISSAL/LATE ARRIVAL

Early dismissals are discouraged. Students leaving a few minutes early often miss important last minute instructions and/or reminders. Interrupting classes to call students to the office also distracts other students and interrupts end of the day classroom routines. Early dismissals should occur only in rare circumstances and requests must go through the school office. Please make every effort to schedule appointments outside of school hours.

Students will only be released to persons other than legal parents or guardians if a note is received from the parent/guardian and a valid photo ID is presented - verbal requests and phone calls cannot be honored.

You must check into the office when picking up your child. Parents/Guardians may not go directly to their child's classroom.

Also see "Policy regarding parental contact with students during the school day" in the Anoka-Hennepin Schools policy handbook.

**Please do not contact students by cell phone, (via call or text) during class time to discuss early dismissals. This can be a significant distraction during class. If information needs to be provided to students, please contact the main office.**

## VERIFICATION OF ABSENCES

Verification of all absences must be made by phone contact or by presenting a written excuse before 7:40 a.m. on the day of a student's return. A telephone number must be included with the written note so a parent or guardian can be contacted during the day. All absences must be cleared promptly so students are in class by 7:40 a.m.

**Parents and guardians are required to call in their child's absences even if the student is 18 years of age or older.**

**There is no authorized senior skip day or senior trip. Students who participate will be considered unexcused.**

## MAKE UP WORK GUIDELINES

- School authorized activities
  - Make-up work is required and is due upon the student's return to class or the original assignment due date.
- Suspensions from school
  - Students are responsible for any homework from classes during the suspension period.
  - While suspended, students may come into the school after school hours to talk to teachers or to access computer labs, industrial tech shops, etc. with the permission of the student's assistant principal. Students may also make arrangements with their assistant principal to pick up work from the office or have someone else pick up work for them during the duration of the suspension.
- Other absences
  - Students are given double their time absent to make up their work for excused absences.
  - If students have a prearranged absence (i.e. school activity) work will be due on the original assignment date.
  - If a student is unexcused, they forfeit the right to complete any make-up work/test for full credit.
  - Lab class make-up work timelines will be determined by AP or instructor - Extenuating Circumstances may require administrative discretion.
  - These guidelines are subject to teacher discretion.

## REQUESTING HOMEWORK

- Homework may be requested when a student is experiencing an extended absence of 2 or more days.
- Please contact individual teachers by email or by phone for homework collection. Teacher contact information can be found on the school website in the staff directory. Please note that most teachers utilize the web for homework assignments, so in many cases there will not be physical work to be picked up.
- Teachers will submit work to the main office for pickup. Please call the main office at 763-506-7207 to confirm that homework has been collected before picking it up.
- Exception: It is the student's responsibility to request homework from their teacher ahead of a known absence (e.g. vacations, surgeries, etc).

# Counseling and Career Center

The Career Center has an abundance of occupational and educational information for students. This information includes:

- registration information for college entrance
- Naviance log-in information
- financial aid information
- job and career resources
- visits by college and military representatives

Please refer to the evening dates that the Career Center is open through a link on the school website.

## PROGRESS REPORTS/CONFERENCE DATES

CRHS is going green. Progress reports and report cards will no longer be printed. They will be available through A-H Connect. If you do not have access to a computer or would prefer to have a paper copy mailed to you, please contact CRHS Counseling Office at 763-506-7131.

TRI 1	TRI 2	TRI 3
<b>October 6</b> P/T Conferences 2:50-7:50 pm	<b>January 10</b> Progress Report 1	<b>April 11</b> Progress Report 1
<b>October 7</b> Progress Report 1	<b>January 19</b> P/T Conferences 2:50-7:50 pm	<b>April 13</b> P/T Conferences 2:50-7:50 pm
<b>November 1</b> Progress Report 2	<b>January 31</b> Progress Report 2	<b>May 2</b> Progress Report 2
<b>November 3</b> P/T Conferences 5:00-7:30 pm	<b>February 2</b> P/T Conferences 5:00-7:30 pm	<b>May 16</b> Progress Report 3
<b>November 15</b> Progress Report 3	<b>February 14</b> Progress Report 3	<b>May 18</b> P/T Conferences 5:00-7:10 pm
<b>December 2</b> End of Trimester 1	<b>March 10</b> End of Trimester 2	<b>June 9</b> End of Trimester 3

## SCHEDULE CHANGE REQUESTS

Schedule changes are done through a petition process. To request a schedule change, a student must pick up a petition from the Counseling Office and return it by the deadline for the following trimester. Students must abide by the following deadlines for schedule changes:

Trimester 1: August 31, 2022

Trimester 2: November 22, 2022

Trimester 3: March 1, 2023

Schedule changes are made for the following reasons only:

- A computer error on the schedule.
- The student failed a prerequisite class that makes him/her no longer eligible for the course.
- The student has a significant medical issue verified by a physician that prevents him/her from participating in the class.

**Classes dropped after the first week may receive an "F" with possible exceptions for medical reasons with verification or administrative discretion.**

**Registration for Honors/Advanced Placement/College in the Schools classes is final.**

**If you are struggling in an Honors/Advanced Placement/College in the Schools course, please see your counselor ASAP. Our school counselors can help with topics such as academic organization, course planning, and study skills.**

## GRADING OPTIONS

### Credit Awarded Via Assessment

You may apply to earn credits and meet graduation requirements by demonstrating mastery of a course. This is done through an application process initiated by students who believe they can meet course outcomes without taking the course. Interested students must follow district policy and procedures. If you are interested in applying for this assessment option, talk with your counselor. Students must initiate this process prior to enrolling in the course.

### Pass/Fail Option

Students must complete the pass/fail form within the first 15 days of the trimester. The form is available in the Counseling Office and must be completed each trimester.

This option only applies to courses not required for graduation. After choosing this option, the student will receive a Pass or Fail (P/F) mark designated for this purpose which may have a GPA impact. Please note that colleges often view a "P" as the equivalent of a "D" for the purposes of admissions.

### PSEO Credit Conversion

By state law, four semester college credits equal one high school credit.

### Repeated Course Option

Students who retake a course may be eligible to have their prior grade removed from course history and replaced with a new grade.

- Previously Failed Courses
  - Course must have been successfully completed during day school, night school, summer school, or other credit recovery.
  - Course must meet the same requirement as the failed course.
- Courses with Credit Previously Earned
  - Student has the option to retake a course previously taken for multiple credit and/or to improve their grade.
  - Student could potentially earn a lower grade. If this happens, both grades are reflected on the transcript.
  - Students do have the option to remove the lower grade,



# Counseling and Career Center

but credit would be lost.

- Students must meet with their counselors to initiate this process.

## GRADUATION REQUIREMENTS

*Class of 2023 and Beyond*

Minnesota State Tests required; 27.0 course credits are required for graduation. A diploma will be granted when all of the following requirements have been successfully completed.

Required Courses	Credits	Required Courses	Credits
English 9	1	Mathematics Courses	3.0
English 10	1	Science 9	1.0
English 11	1	Biology	1.0
English 12	1	Chemistry	1.0
Civics/Geography	1	Physical Education I	.5
US History 10	1	Physical Education II	.5
World History	1	Health	.5
Econ/Govt 12	1	Arts Choice	1.0
		Electives	10.5

## ACADEMIC LETTERING

This is calculated using grades through Trimester 3 of the current school year. A recognition ceremony will be held the following fall.

**9th grade** = 3.90 weighted GPA

**10th grade** = 3.85 weighted GPA

**11th grade** = 3.80 weighted GPA

This is calculated using grades through Trimester 3 of the 12th grade school year.

**12th grade** = 3.75 weighted GPA

Night school and/or summer school is available for students for credit make-up.

*\*Important note: Due to the distance learning grading format, the GPA for Trimester 3 of the 2019-20 school year is not included for internal awards or honors purposes.*

## AFTER SCHOOL QUIET STUDY TIME (QST)

Coon Rapids High School staff provide academic support for our students Monday-Thursday after school in the Media Center. Activity buses are available for students. Students who attend should bring work and be respectful of those around them. This is an excellent opportunity to get help with your classwork or simply find a quiet place to study and do work.

## WEIGHTED GRADE SYSTEM

The chart below indicates the value-added weighted system for grades of "C" and above in Honors, Advanced Placement, College In The Schools, and selected PSEO courses as determined by the school district. The grading system is identified as:

Grade	Regular	Honors	Grade	Regular	Honors
A	4.00	4.33	D+	1.33	1.33
A-	3.67	4.00	D	1.00	1.00
B+	3.33	3.67	D-	0.67	0.67
B	3.00	3.33	F, I, NC	0.00	0.00
B-	2.67	3.00	NG, P	No Value Assigned	
C+	2.33	2.67	No Grade (NG) or (P) does not affect GPA.		
C	2.00	2.33			
C-	1.66	1.66			

**Honors Graduation Requirements** - In order to graduate with honors from Anoka-Hennepin, the following criteria must be met. Honors graduation status is determined by the cumulative, weighted GPA at the end of the trimester 2 of the senior year. PSEO students' status will be determined after the fall semester. Rounding will not occur.

**Category I: Honors** – At least 3.3 weighted GPA.

Requirements: There are no requirements concerning honors courses for this category.

**Category II: High Honors** - At least 3.6 weighted GPA

Requirements: Students must earn at least six credits in honors courses during their high school career. At least 1.0 credit must be earned during the senior year.

**Category III: Highest Honors** – At least 3.9 weighted GPA

Requirements: Students must earn at least 10 credits in honors courses from two or more departments during their high school career. At least two credits must be earned during the senior year.

Students taking honors courses will receive honors recognition and a weighted grade if they earn a "C" or higher in the course.

# General Information

## ANNOUNCEMENTS

Students who wish to make announcements regarding student activities must have the announcements approved, in writing, by the faculty advisor and/or assistant principal by 7:30 a.m. Daily announcement forms are available in the mail room.

**PSEO and STEP students are responsible for the information contained in the announcements. They are posted on the website. Announcements are shown to students daily during fourth period classes.**

## BUS TRANSPORTATION

The school district provides bus transportation for all students who qualify. Students are asked to follow all bus safety guidelines and not distract the driver. Students who do not follow bus guidelines may lose their bus transportation.

Bus transportation is provided for vocational programs and STEP. If a student misses this bus and has no other way to get to the vocational program or STEP, the student is to report to the main office. If no transportation is available, the student will be assigned to a supervised alternative learning area in the building.

Students are strongly urged to take bus transportation to the TECH and STEP programs. Parking is at a minimum at TECH and STEP. Once STEP students return to CRHS, they must enter the building and wait in the atrium until the bell rings. Please report to the main office immediately when you have entered the school grounds.

**Items not permitted on the bus include: food from the cafeteria, flowers and balloons as per district policy. Students must ride their assigned bus to and from school. In rare emergency situations, students may receive permission from their Assistant Principal to ride a different bus. Students will not be given permission to ride a different bus home with a friend.**

**For a comprehensive list of bus safety guidelines, please see the District Handbook. Bus safety guidelines will also be reviewed in CORE Advisory.**

## FINAL EXAMINATIONS

If a student is absent on a final test day, the student will receive an "Incomplete" on his/her report card. Only under rare circumstances, will students be able to take their examinations early. Approval must be given by student's Assistant Principal.

If students receive an "Incomplete (I)" after spring trimester, students will have an opportunity to take their final exams during the summer in the main office. All other outstanding work will have to be made up during pre-school workshop. Trimester 3 outstanding "Incompletes" must be made up by the first week of the next school year. A student that has not taken a final exam for trimester 1 or 2 will need to complete the exam within two weeks of the end of the term.

## CRISIS DRILLS & PROCEDURES

Posted in every room is a notice telling the manner of exit

from that room for a fire or a tornado. Follow these directions unless an emergency causes other directions to be given. Move quickly without running. Coon Rapids Middle School and Epiphany Catholic Church are the evacuation sites for Coon Rapids High School.

For lockdown drills, staff and students will follow the policy dictated by the Anoka- Hennepin Crisis Plan. Students will participate in multiple lockdown drills during the school year.

## ILLNESS/INJURY IN SCHOOL

Any student who becomes ill or injured should report to the Health Service Office after receiving a pass from the assigned classroom teacher. Should a student need to go home, permission from someone on the emergency form is required. In the event someone cannot be reached and a student needs immediate medical care, that student may need to be transported by ambulance to the hospital. The ambulance charge is the responsibility of the parent/guardian and/or their insurance company.

It is important to emphasize that if it becomes necessary for a student to leave during the day for any reason, the student may do so ONLY through an assistant principal or the Health Service. Use the health service phone to call parents to go home if you are ill.

**Students are not to text or call their parents/guardians from class to have the parent/guardian call to excuse him or her. Students must go to the nurse's office, and the nurse will contact the parent/guardian.**

## LOCKERS

Student lockers are available upon request. Please see Mrs. Schinzel in the main office if you would like a school locker.

School lockers are the property of the school district and are subject to inspection at any time and without notice, however, the personal possessions of the students within a school locker. The personal possessions of the students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Please see the complete policy in the school district handbook with regards to guidelines and consequences as it relates to search and seizure in school facilities, desks, and workstations.

Students are to only use the locker that is assigned to them. Students may not share lockers or change the locker that is assigned to them unless authorized by a school official.

**Lockers should be locked at all times. Coon Rapids High School does not advise leaving items of significant value in your locker such as cash, cell phones, and other valuables. Any theft from school lockers can be reported to the school police liaison.**

Students should only be in the locker that is assigned to them.

## General Information

At no time are students to share/change the locker that is assigned to them unless authorized by a school official. **There is no more locker sharing permitted. All students will have their own locker. Please see a main office staff member if you need assistance in locating your locker.**

### LUNCHROOM/CAFETERIA PROCEDURES

Lunch and breakfast are served to Coon Rapids High School students in compliance with the State Department of Education regulations. The lunchroom (cafeteria) is open to all CRHS students whether they bring lunches from home or buy them at school.

- **Students may not have food delivered from outside vendors during the school day.**
- Use respectful language and behavior in the cafeteria and return your tray and silverware to the counter and leave your space clean.
- Lunches are to be eaten in the cafeteria except when permission is granted by a staff member.
- Students may only attend their assigned lunch period.
- **CRHS is a closed campus-** students must remain on campus for lunch and visitors are not allowed in the cafeteria during lunch.
- Students may not leave the building during their lunch periods unless they participate in the work program or internship, PSEO, or if they have a pass from the nurse or an assistant principal to leave the building. Students leaving the building during lunch without permission will be marked unexcused for their 4th hour class period. They are also subject to being assigned lunch (or additional time) in the MLC, as assigned by their assistant principal.
- Breakfast will be served each morning until 7:35 a.m. After first hour, students have the opportunity to eat a "second chance breakfast" if they have not had the opportunity to eat breakfast before school.
- Students may go to the school store during lunch if approval is given by staff members in the cafeteria.

### PERSONAL IDENTIFICATION NUMBER (PIN)

See Anoka-Hennepin Schools Policy Handbook.

### STUDENT IDS

Student Identification cards will be issued to all students the first week of school. This I.D. card should be carried with the student at all times during school and school activities.

I.D. cards must be presented at times determined by the administration. Those times may include:

- When asked by a staff member to see it.
- When checking out LMC (Library Media Center)

materials/books

- When seeking admittance to school events/dances
- When asked to see it by cafeteria personnel
- When leaving the building or grounds during the school day
- Attendance purposes – tardy, etc.

**If you lose your I.D. card, it can be replaced for a fee of \$5.00.**

### PERSONAL ELECTRONIC DEVICES)

At CRHS, we aim to inspire a culture of reflection and mindfulness on the use of personal electronic devices (PED). Conscientious use of technology includes fostering a growing sense of awareness as to how the use of PED affects ourselves and others. The use of PED in the classroom is intended to enhance the learning environment for students. Non-school distributed electronic devices (this includes cell phones) may be used in the classroom with teacher approval. We teach the appropriateness of time and place for PED use. We use a three-tier approach to educating students about effective and appropriate technology use. PEDs could include cell phones, headphones, personal speakers, personal iPads, handheld gaming devices, etc.

#### Expectations for Use

It is an expectation of students to follow the classroom protocols related to PEDs. PED use in the classroom, without teacher direction, is not allowed - Please reference each teacher's syllabus for specific expectations.

**Appropriate PED** use looks like, but is not limited to:

- Approved use in the classroom
  - Use before/after school, during passing time, and during lunch
- The use of PEDs should not disrupt the school environment, promote inappropriate behavior, or violate rights to privacy (this includes staff and students).

**Inappropriate PED** use looks like, but is not limited to:

- Unapproved use in the classroom
- Recording/photographing students or staff
- Promotion of incidents through recording/photographing
- Posting of videos/photographs during the school day
- Using for music during instruction time (earbuds)

Interventions for repeated inappropriate use of PEDs include: parent/guardian and student meeting with an administrator, Appropriate Use contract, after school detention, being assigned to an alternative learning setting, participating in a restorative circle. Please note that a student's PED may also be placed in a secure/locked and monitored area in the office with a parent's permission.

### VIDEO SURVEILLANCE

See Anoka-Hennepin Schools Policy Handbook.

# Student Expectations

## CRHS DANCE EXPECTATIONS

- All dance tickets must be purchased in advance. There are no sales at the door.
- Students will not be allowed to purchase tickets and/or attend CRHS dances if they have unpaid fines or fees. Students must complete all of their redemptions before they may purchase a ticket to a CRHS dance. This includes unexcused redemptions.
- Students will not be allowed to attend dances if they have serious discipline issues.
- Students must show school I.D. when purchasing tickets and checking in at the dance.
- Sexually suggestive dancing may result in a student being removed from the dance. Parents will be notified.
- Students who are dressed inappropriately will not be allowed into the dances.
- All non-CRHS students must have a completed "Coon Rapids High School Dance Guest Registration Form" and CRHS students must complete "ticket clearance slip" before buying a ticket.

## STUDENT ATTIRE

See Anoka-Hennepin Schools Policy Handbook.

## ELECTRONICS

See Anoka-Hennepin Schools Policy Handbook.

## ELIGIBILITY REQUIREMENTS FOR SPECIAL EVENTS

Seniors can only be nominated for Royalty one time during their senior year.

- Homecoming
  - No MSHSL violations (Minnesota State High School League) for a calendar year to date of coronation.
  - During same time period, no more than five days of suspension.
- Snowdaze
  - No MSHSL ineligibility from first trimester of current year to date of coronation.
  - During same time period, no more than 5 consecutive days of suspension.
- Tryouts for MCs (Master of Ceremonies)
  - Students will audition before the Student Council advisor and based on selection criteria, two MCs will be chosen.
  - MCs will provide copies of their scripts for coronation to a designated assistant principal the day before the coronation for approval.
- Tryouts for Talent
  - Student Council advisor will conduct tryouts for all talent candidates. Activities Director, along with several other staff members, must review all finalists and determine who will perform.

## END-OF-YEAR DISRUPTIONS (SENIORS)

Seniors causing any type of major disruption at the end of the school year (i.e. food fight, vandalism, etc.) may not be allowed to participate in graduation ceremonies. After seniors' last day, seniors need to attain assistant principal permission before entering Coon Rapids High School during the school day.

## PARKING LOT AND PARKING PERMITS

- A parking permit is required for all automobile parking on school days during the normal school hours. The fee will be \$105 for an annual tag, \$35.00 per trimester. Parking lot fees apply to all students: Part-time, STEP, PSEO, Work Programs, Internship Programs, etc. Students requesting a parking permit must present a valid drivers' license at the time of purchase.
- There will be a limited number of daily parking spaces available for those students that need to drive to school occasionally at the cost of \$2.00 per day.
- Parking fees are subject to change pending possible revisions by the School Board. Students who abuse parking lot rules and regulations may have their cars "booted" and/or lose their permit privileges.
- Any student may have his/her permit suspended or revoked as a disciplinary consequence for tardies, unexcused, and behavior. Permit fees will not be refunded. Vehicles parking on school property without a valid permit or parked illegally will be warned, and then an immobilization boot will be attached to the vehicle and removed at a \$25.00 expense to the owner. If the practice of parking in the school lot continues without a parking permit (or the student continues to park illegally), the student will be notified that the vehicle will be towed at the owner's expense on any violation in the future.
- If your permit is lost or stolen, you will pay an additional \$35 if parking permits are still available. If your original permit is found, we will refund your money.
- Vehicles on school property are subject to search by school officials if a reasonable belief exists that contraband is in, or on, the vehicle. It is a privilege to park on school property, and by parking on school property students provide implied consent.
- The front parking lot, parking lot on the west side of the building, west end of the tennis court lot are all reserved for staff members only. Students are to park in the east student lot at all times where the speed limit is 10mph. **The staff lot is off limits to students from 7:00 a.m. to 3:00 p.m. Specially marked spots are off limits at all times.**
- Applications for parking are available in the Finance Office during published and announced times.
- Coon Rapids High School is not responsible for damaged or stolen property.

# Student Expectations

## ACADEMIC MISCONDUCT/PLAGIARISM

Plagiarism is stealing the work of someone else and taking credit for it as if it were your own. It is taken seriously and may result in significant consequences.

Most students are honest and would not deliberately cheat on their schoolwork, but it is important for all students to know what plagiarism is and the consequences. Students need the courage and skills to avoid this temptation. Teachers will be using "Turn-It-In" to determine whether or not students have created original works.

Academic Misconduct includes, but is not limited to, the following:

- Turning in as original work assignments that were duplicated by hand or photocopied.
- Allowing your work to be copied by another person.
- Writing formulas, codes or phrases on your person or objects used for a test.
- Using hidden notes or reference sheets during an exam when not allowed.
- Using programmed formulas in calculators when prohibited.
- Text messaging information/answers to peers.
- Sharing answers with others on exams and/or assignments when prohibited.
- Stealing an assignment from someone else and turning it in as your own original work.
- Doing someone else's assignment to be turned in as his/her work.
- Taking credit for group work where you made no contribution to the product.
- Not following specific guidelines set up by individual teachers to discourage cheating.
- Unauthorized acquisition, use or distribution of test materials or answer sheets.
- Unauthorized use of teacher materials or grading programs (automatic 3rd offense consequence).
- Using electronics when told they cannot be used during an assessment.
- Taking a picture of any test materials whether it is used for the purposes of cheating or not.
- Receiving and using (or passing on) pictures of any test or test materials.

## CONSEQUENCES

**The following consequences will be taken in regard to students guilty of any of the above actions: These offenses will be documented throughout a student's four years.**

### 1st offense:

- Teacher will telephone parent to explain specific details of incident.
- If requested by either teacher or parent, a parental conference is scheduled that will include the parent(s), teacher, administrator, and counselor.
- The incident is documented with the student's assistant

principal and is placed in his/her discipline file. A conversation can then take place between the teacher and student regarding the possibility of recovering some credit through an alternate assignment or assessment. It is up to the student to initiate this conversation with the teacher. Failure to arrange an alternate assessment or assignment with the teacher or assistant principal may result in no credit being given for the assignment.

- Student may be asked to complete ethics curriculum in the MLC as assigned and scheduled by student's Assistant Principal.

### 2nd offense:

- 1st offense consequences.
- Parent conference is mandatory.
- Student is removed from all elected or appointed leadership positions for one year.
- Student may be asked to complete ethics curriculum in the MLC as assigned and scheduled by student's Assistant Principal.

### 3rd offense:

- All consequences for 1st and 2nd offenses.
- Incident is documented with student's assistant principal and possible suspension may occur.
- Student may be asked to complete ethics curriculum in the MLC as assigned and scheduled by student's Assistant Principal.

## CONDUCT IN SCHOOL & HALLWAYS

Students are expected to use respectful, appropriate language and behavior for a school setting at CRHS. This includes but is not limited to respecting others in the hallways by leaving space to move and travel, arriving to class on time, having a pass if in the hallways during class time, leaving school by the 2:35pm activity bell unless involved in an after school activity/club, and remaining in the area of the organized activity if attending an evening activity or event.

## TOBACCO - POSSESSION AND USE

Anoka-Hennepin is a tobacco-free school district as set by school board policy. There is NO possession or use of tobacco or e-cigarettes by anyone in or near any Anoka-Hennepin school. Also, Minnesota laws state that students are not allowed to use or possess tobacco or e-cigarettes in school, on or near school grounds, or while at a school activity. Violation of the policy will result in suspension.

A student that does not have tobacco or e-cigarettes in his/her possession but is with other students that are in possession may face discipline if the behavior continues.

These are the consequences for violation of the tobacco/e-cigarette use/possession policy:

**1st Offense:** The student will be assigned to an alternative learning setting and may be assigned to complete VapeEducate, an online course to provide education to students about vaping.

**Additional offenses:** The student may receive a multiple day suspension from school followed by a parent conference.

\*If under 18, a citation may be issued by our police liaison.

# Student Expectations

## EXPELLABLE OFFENSES

Coon Rapids High School is committed to creating a positive school community, where all students feel comfortable, safe, and able to learn. We take seriously any actions that interfere with this. Thus, students who are chronically disruptive, possess chemicals, possess weapons, or engage in fights may be referred to the school board for expulsion. Complete information regarding the district's policies can be found in the District Policy Handbook.

## VANDALISM AND THEFT

Consequences for destruction and/or theft of school or personal property will result in disciplinary action. Theft of personal property should be reported to the school police liaison.

## DISTRICT POLICIES AND PROCEDURES

District Policies and Procedures are published in their entirety on the following website: [www.ahschools.us](http://www.ahschools.us). From this website pull down the tab on the left side marked "About A-H". Choose "Policies."

# Student Activities

Coon Rapids High School is a proud member of the Northwest Suburban Conference. The mission of the Northwest Suburban Conference is to provide educational opportunities in competitive and cooperative extra-curricular and co-curricular activities. Through participation in these activities, our conference strives to have our students:

- Develop a healthy lifestyle.
- Exhibit fair play through honorable competitions.
- Develop an appreciation of preparation and its relationship to success.
- Value treating people with dignity and respect.
- Develop personal characteristics of poise, cooperation, leadership, perseverance, and self-discipline.

## ACTIVITIES AND ATTENDANCE/SUSPENSIONS

Students that are suspended from school, or assigned to the DMLC for disciplinary reasons, cannot attend any scheduled practices or activities until the suspension is complete.

Any student who is suspended for 5-10 consecutive days for a violation of any district or school policy will also receive a Minnesota State High School League violation under the Student Code of Conduct, if the student is involved in any school activities.

## MUSIC/ATHLETIC CONFLICTS

Every effort is made to schedule concerts and games so there are no conflicts. There are times in which a conflict cannot be avoided. When this occurs, we want the decision to be made by the student without any outside pressure from teacher and/or coach for that decision.

The following are some guidelines that need to be followed when this occurs:

### Student Choosing To Miss Concert and Attend Game

- Student will inform the Activities Director in a timely manner of their decision and the Activities Director will relay that information to the teacher and coach.
- The absence for the concert will count as an excused absence.

- Student must be offered an alternative assignment worth 100% of the points they would have earned if they attended the concert.
- If a student is late to a practice/concert for an excused tardy, any points missed must be given the opportunity to be made up in full.
- If a student has an unexcused absence/tardy, student is not allowed to make up points missed.

### Student Choosing To Miss Game and Attend Concert

- The student will inform the Activities Director in a timely manner of his/her decision.
- The Activities Director will inform both the Teacher and Coach of the student's decision.
- The student's future playing time should not be used against them if they have decided to attend the concert, nor should their grade be adversely affected if they decide to attend the game.

### Teacher/Coach Role

- Make every effort to not put any pressure on the student for the decision that has been made by them.
- Comments that attendance is mandatory should not be used when talking to the students.

**To ensure that no student is without access to our activities programs due to financial need, the Anoka-Hennepin Foundation - Chance Fund has been established.** Dollars are available to assist struggling families to pay a portion of their child's activity fees. Contact our school's Activities Director for further information.

### Special Note:

A participation fee will be waived/reduced if participant qualifies for Free or Reduced Lunch through the Anoka-Hennepin Child Nutrition Services at 763-506-1240.

Participant must present the Free or Reduced Lunch eligibility letter, received from Child Nutrition Services, when registering for an activity. Reduced lunch participants will pay 50% of the participation fee.

## Student Activities

### ATTENDANCE – EXTRACURRICULAR ACTIVITIES

Students participating in any extracurricular activity must be in attendance by the beginning of 3rd period on the day of the event or practice unless prior approval has been obtained through the principal's office. Unless prior approval has been received, participation will not be permitted that day. This policy applies to students involved in athletics, music, drama, speech, debate and other activities of an extracurricular nature, including any school function (Snowdaze, etc.).

Any student suspended from school may not attend any extracurricular practice, game, event or activity until such time as the student is reinstated into regular classes by his/her assistant principal.

### 3 X 4 AWARD

A senior may be eligible for a 3x4 Award if he or she has successfully participated in and completed 3 Minnesota State High School League sponsored activities for 4 years.

All Activity information for Coon Rapids High School can be found on the Coon Rapids High School Homepage.

- Click on the heading at the top of the page – Activities & Calendars
- Click on Activities & Sports Info

The following options will appear:

#### Athletic & Event Schedules

For athletic games and other event schedules please visit the Northwest Suburban Conference's Calendar at: [www.nwsconference.org](http://www.nwsconference.org). If you do not have home access, Anoka County Libraries provide free Internet access.

#### Activity Advisors & Coaches List

For a list of all head coaches and activities advisors visit the Activities Document Page on the CRHS webpage:

[Coaches & Advisor List for CRHS Activities](#)

#### Eligibility & Physical Forms

To download the Eligibility Form and Physical Form also visit the Activities Document Page: <http://www.ahschools.us/activities>

**CRHS**  
**LIFE TARGETS**

Communicate well with anyone, anywhere, anytime

Be Safe

Advocate for myself

Own and learn from my mistakes

Respect myself and others

Engage fully with people and tasks

Persist, show grit, and never give up

Treat others with kindness and compassion

**EMBRACE. EMPOWER. EXCEL.**

**CR** | **CARDINAL**  
**NATION**



ANOKA-HENNEPIN  
SCHOOLS  
*A future without limit*

# 2022-23 CALENDAR

## GRADES K THROUGH 12

### 2022-23 Calendar Key Dates - GRADES K-12

- Jul 4..... District closed, holiday
- △ Aug 23-25.....New teacher orientation
- Aug 29-31..... No students, workshops
- Sep 1..... No students, workshops
- Sep 5..... District closed, holiday
- **Sep 6.....First day of School**
- Oct 3..... No elem students  
elem PLC/conf/staff dev, K-5 para staff dev
- Oct 20 -21.....No school, MEA
- Nov 8..... No students, staff dev
- Nov 23..... No school, conf conversion day
- Nov 24..... District closed, holiday
- Nov 25..... District closed, holiday
- **Dec 1.....End of trimester one**
- Dec 2..... No students, staff planning, grades
- Dec 5.....No students, PLC/staff dev  
Para staff dev
- Dec 23..... District closed, holiday
- Dec 26..... District closed, holiday
- Dec 27-30.....No school, winter break
- Jan 2..... District closed, holiday
- Jan 16..... District closed, holiday
- Feb 20..... District closed, holiday
- Feb 21..... No students  
elem PLC/conf/staff dev, sec staff dev
- **Mar 9.....End of trimester two**
- Mar 10..... No students, staff planning, grades
- Mar 13-15.....No School, spring break
- Mar 16-17..... District closed, holiday
- Mar 20.....No students, PLC/staff dev
- Apr 7..... No students, staff dev
- May 29..... District closed, holiday
- **Jun 8.....End of trimester three**
- **Jun 8.....Last day of school**
- Jun 9..... No students, staff planning, grades

NOTE: If instructional days are lost due to emergency closings, the district may convert days designated as "staff planning," reduce spring break or extend the school year in order to make up lost days.

JULY				
M	T	W	TH	F
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AUGUST				
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SEPTEMBER				
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OCTOBER				
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31				

NOVEMBER				
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DECEMBER				
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JANUARY				
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30	31			

FEBRUARY				
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MARCH				
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APRIL				
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MAY				
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JUNE				
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