

2024-2025

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

WELCOME TO COON RAPIDS HIGH SCHOOL

2340 Northdale Blvd. NW,
Coon Rapids, MN 55433

Main 763-506-7100

Fax 763-506-7103

www.ahschools.us/crhs

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!

TABLE OF CONTENTS

Staff Members

Administration, Main Office Secretaries,	2
Counselors, Counselor Office Support	3
Building Support Services	4

Communication

Classroom Concerns	3
Student Activity Concerns	4

Attendance

Policy and Procedure, Attendance Policy, Unexcused Attendance Codes, Tardy Policy and Procedure, Loss of Grade - P/F Policy	5
Parent/Guardian Absence Phone Call, Early Dismissal/Late Arrival, Verification of Absences, Make Up Work Guidelines, Requesting Homework.	6

Counseling and Career Center

Progress Reports/Conference Dates, Schedule Change Requests, Grading Options, Graduation Requirements	7
Academic Lettering, Weighted Grade System, After School Quiet Study Time	8

General Information

Announcements, Bus Transportation, Final Exams, Crisis Drills and Procedures, Illness/Injury in School, Lockdown, Lockers	9
Lunchroom/Cafeteria Procedures, PIN Numbers, Student IDs, Cellphones, Video Surveillance	10

Student Expectations

CRHS Dance Information, Student Attire, Electronics, Eligibility Requirements of Royalty, End-of-Year Disruptions (seniors), Parking Lot and Permits	11
Academic Misconduct/Plagiarism, Consequences, Conduct in School and Hallways, Tobacco - Possession and Use	12
Vandalism/Theft, District Policies and Procedures.	13

Student Activities

Student Activities, Activities and Attendance/Suspensions, Music/Athletic Conflicts, Student Choosing to Miss a Game and Attend Concert	13
Attendance - Extracurricular Activities, 3 X 4 Award, Athletic and Event Schedules, Activity Advisors and Coaches List, Eligibility & Physical Forms.	14

Class Schedules 14

Important Dates back cover



Administration



John Peña
Principal
763-506-7101



Jill Alton
Assistant Principal
763-506-7121



Andrew Frosch
Assistant Principal
763-506-7120



Jeff Thompson
Assistant Principal
for Activities
763-506-7125



Quyen Phan
Assistant Principal
9th Grade
763-506-7124



Curt Wallrath
Assistant Principal
10th Grade
763-506-7122



David Schreiner
Assistant Principal
11th Grade
763-506-7122

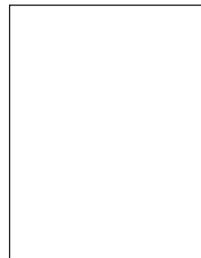


**Cullum
Buetow-Staples**
Assistant Principal
12th Grade
763-506-7118

Main Office Secretaries



Bobbi Adams
Principal's Secretary
763-506-7102



Sara Clark
Due Process
Secretary
763-506-7109



Maria Schinzel
Attendance
9th Grade
763-506-7308



Ana Cuate
Attendance
10th Grade
763-506-7107



Lisa Sprandel
Attendance
11th Grade
763-506-7202



Lana Matthews
Finance Secretary
763-506-7302



Elyse George
Activities
763-506-7307



Linda Lustig
Attendance
12th Grade
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.



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
Grade 9, A-L
763-506-7152



Kim Kesti
Grade 9, M-Z
763-506-7233



Michaela Rick
Grades 10-12, A-B
763-506-7221



Julia Corneil-Smith
Grades 10-12, C-G
763-506-7128



Tori Vlasyuk
Grades 10-12, H-K
763-506-7149



Sasha Wolter
Grades 10-12, L-N
763-506-7129



Michael Ogorek
Grades 10-12, O-S
763-506-7180



Amy Storrick
Grades 10-12, T-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.

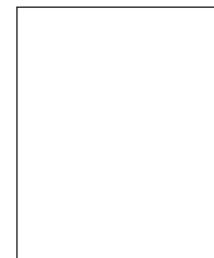
Counseling Office Secretaries/Paras



Marie Beimert
Data Management
763-506-7131



Sara Rutledge
Registrar
763-506-7320



Claire Minor
Testing Secretary
763-506-7332

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

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. Meng Yang
Police Liaison
763-506-7126



Deb Geiger
Library Media
Specialist
763-506-7105



Danielle Callahan
Volunteer
Coordinator
763-506-7130



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



Jackie Oakes
Technology
Coordinator
763-506-7393



Katie DePrez
Social Worker
763-506-7153



Mike Payton
Building
Supervisor
763-506-7110



Jon Young
Achievement
Coach
763-506-7168



To be determined
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.

#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	
CARDINAL TIME	7:10 AM	8:20 AM	
Period 1	8:30 AM	9:17 AM	
Period 2	9:23 AM	10:10 AM	
CORE	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	
CARDINAL TIME	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

#4 ASSEMBLY SCHEDULE (MONDAY)

PERIOD	START TIME	END TIME	
Period 1	7:40 AM	8:38 AM	
Period 2	8:44 AM	9:42 AM	
ASSEMBLY	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



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.

UNE = Unexcused absence

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

TDY = Tardy

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, 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.

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/Google Classroom 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).

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

- registration information for college entrance
- 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.

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: September 9th, 2024
- Trimester 2: December 9th, 2024
- Trimester 3: March 24th, 2025

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, but credit would be lost.
 - Students must meet with their counselors to initiate this process.

GRADUATION REQUIREMENTS

Class of 2024 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.

<u>Required Courses</u>	<u>Credits</u>	<u>Required Courses</u>	<u>Credits</u>
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.

AFTER SCHOOL QUIET STUDY TIME (QST)

Activity buses are available for students on Mondays and Wednesdays only. 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.

ANNOUNCEMENTS

Students who wish to make announcements regarding student activities must have the announcements approved, in writing, by the faculty advisor and/or activities director 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 may wait outside or in the vestibule 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 students receive an "Incomplete (I)" after spring semester, and their absence during finals was excused, students will have an opportunity to take their final exams during the summer in the main office. 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. 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. 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.**

- **Students with Phy Ed lockers may only access them during their Phy Ed time. Students who are not in Phy Ed are not permitted in the Phy Ed locker room for any reason.**

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 In-School Suspension, as assigned by their assistant principal.
- Breakfast will be served each morning until 7:35 a.m.
- 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 both at CRHS and at other schools
- 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)

Expectations for Use

Use of PEDs in the classroom are not allowed without teacher permission. Please reference each teacher's syllabus for specific expectations.

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

- Use before/after school, during passing time, and during lunch
- Approved use in the classroom

Please Note: The use of PEDs should not disrupt the school environment, promote inappropriate behavior, or violate rights to privacy (this applies to both students and staff).

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

- Unapproved use in the classroom
- Recording/taking photos of students or staff without their permission
- Promoting incidents through recording/taking photos
- Posting disruptive or inappropriate videos/photos during the school day
- Listening to music during instruction time (earbuds)

RIGHT TO PRIVACY

Students shall not use cell phones, digital cameras or any other device to photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent. Students shall not email, post to the Internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent. Use of cellular phones, cameras or other personal electronic devices is strictly prohibited in locker rooms and restrooms. For more specific information regarding the District policy on student use of cell phones and other personal electronic devices, visit the: [ANOKA-HENNEPIN SCHOOL DISTRICT 11 Policy and Code of Ethics for Acceptable Use of Electronic Information, Communication, and Technology Resources](#)

VIDEO SURVEILLANCE

See Anoka-Hennepin Schools Policy Handbook.

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 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.
- 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 violations from first trimester of current year to date of coronation.
 - During same time period, no more than 5 consecutive days of suspension.

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 lose their permit privileges.
- Any student may have his/her permit suspended or revoked as a disciplinary consequence for tardies, unexcused absences, 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. Vehicles parking on school property without a valid permit, or parked illegally, are subject to ticketing.
- 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. If either occurs, the incident should be reported immediately to the Police Liaison.

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" or other programs 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.
- Using Artificial Intelligence (AI) to write papers or complete assignments.

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.

2nd offense:

- 1st offense consequences.
- Parent conference is mandatory.
- Student is removed from all elected or appointed leadership positions for one year.

3rd offense:

- All consequences for 1st and 2nd offenses.
- Incident is documented with student's assistant principal and possible suspension may occur.

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 immediate school consequences.

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 VapeEducation, 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.

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. Students/families may be held financially responsible for the destruction of school property.

DISTRICT POLICIES AND PROCEDURES

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

MTAS TIER 1: IS THE BEHAVIOR MAJOR OR MINOR?	
Minor	Major
Minor Incident Teacher Managed	Major Incident Admin Managed
<p>Interventions</p> <ul style="list-style-type: none"> • Redirect Behavior. • Reteach to Desired Behavior. • Problem Solve With Student. • Consult with School Staff. • Contact With Parent/Guardians. • Document Behaviors & Interventions. • Continue to Strengthen Relationship. • Connect with counselor and other teachers • Utilize new strategies that work 	<p>Admin Protocol</p> <ul style="list-style-type: none"> • Problem Solve With Student. • Discuss Behavior and Develop Plan With Student. • Complete Discipline Report. • Determine and Assign Consequences Using Policies. • Restorative Plans • Provide Feedback to Teachers.
<p>Inappropriate Verbal</p> <ul style="list-style-type: none"> • Blurting • Talking during instruction • Disrespectful Language 	<p>Abusive/Inappropriate Language</p> <ul style="list-style-type: none"> • Swearing at Staff • Threatening or Aggressive Language
<p>Minor Physical Contact</p> <ul style="list-style-type: none"> • Minor Rough Housing • Minor Horse Play • Chasing/Tag 	<p>Alcohol/Drug Use/ Possession</p> <ul style="list-style-type: none"> • Use of Drug/Alcohol • Possession of Drug/Alcohol • Distribution or Intent to sell of Drug/Alcohol
<p>Defiance/Non-Compliant</p> <ul style="list-style-type: none"> • Work Refusal • Not Following Directions 	<p>Arson/Threats/False Alarms</p>
<p>Disruption</p> <ul style="list-style-type: none"> • Off Task • Distracting Others • Not Following Directions • Not Following Dress Code 	<p>Defiance/Non-Compliance/Disruption</p> <ul style="list-style-type: none"> • Repeated, Intentionally Not Following Direction • Aggressive Language or Actions • Safety Concerns
<p>Information & Other Electronic Technology Violations</p> <ul style="list-style-type: none"> • Using Devices Inappropriately • Cellphone or Personal Devices Causing Disruption to School Day 	<p>Fighting/Physical Aggression</p>
<p>Property Misuse</p> <ul style="list-style-type: none"> • Damage to Others' or School Property 	<p>Harassment/Bullying</p> <ul style="list-style-type: none"> • Ongoing despite Intervention - racial, religious, or sexual
<p>Theft/Property Damage/Vandalism</p>	<p>Attendance</p> <ul style="list-style-type: none"> • Excessively Tardy • Skipping Class or Regularly Not Attending Class • Leaving School Grounds Without Permission • Bathroom Incidents
<p>Not Being Prepared for Class</p> <ul style="list-style-type: none"> • Repeatedly Late to Class • Unexcused Absences • Device Not Charged • Repeatedly Without Materials 	<p>Use/Possession of Weapons or Unsafe Devices</p>
<p>Lack of Academic Integrity</p> <ul style="list-style-type: none"> • Cheating or Plagiarism 	
Enter Referral in Synergy Enter Violation of: • Attendance • Technology • Disruptive/ Disorderly/ Insubordination • Other	Refer to Student Support Team

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.

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. 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>

The graphic is titled "CRHS LIFE TARGETS" in large white letters on a red background, with a cardinal logo to the left. Below the title is a circular puzzle composed of eight interlocking pieces, each containing a life target. The targets are: "Communicate well with anyone, anywhere, anytime" (top), "Be Safe" (top-right), "Advocate for myself" (right), "Own and learn from my mistakes" (bottom-right), "Respect myself and others" (bottom), "Engage fully with people and tasks" (bottom-left), "Persist, and never give up" (left), and "Treat others with kindness and compassion" (top-left). The center of the puzzle features a photograph of a crowd of people in red clothing celebrating at night. At the bottom of the graphic is a red banner with the white text "EMBRACE. EMPOWER. EXCEL."



2024-25 CALENDAR

GRADES K THROUGH 12

2024-25 Calendar Key Dates - GRADES K-12

- Jul 4.....District closed, holiday
- △ Aug 20 - 22New teacher orientation
- Aug 26 - 28No students, workshops
- Aug 29No students, workshops, Para staff dev
- Sep 2.....District closed, holiday
- Sep 3.....First day of School**
- Oct 4.....No elem students
elem staff dev, K-5 para flex day
- Oct 7.....No elem or middle school students
elem/middle/staff dev, K-5 para staff dev., K-8 para flex day
- Oct 17 - 18..... No school, MEA
- Nov 5 No students, staff dev
- **Nov 22End of trimester one**
- Nov 25 No students, PLC/staff dev
- Nov 26No students, staff planning, grades
- Nov 27No school, conf conversion day
- Nov 28District closed, holiday
- Nov 29District closed, holiday
- Dec 20.....No elem or middle school students
elem/middle/staff dev, K-8 para flex day
- Dec 23..... No school, winter break
- Dec 24.....District closed, holiday
- Dec 25District closed, holiday
- Dec 26-31..... No school, winter break
- Jan 1.....District closed, holiday
- Jan 17.....No elem or middle school students
elem/middle/staff dev, K-8 para flex day
- Jan 20.....District closed, holiday
- Feb 17.....District closed, holiday
- Feb 18.....No students
elem PLC/conf/staff dev, sec staff dev
- **Mar 6 End of trimester two**
- Mar 7.....No students, staff planning, grades
- Mar 10-12.....No School, spring break
- Mar 13-14.....District closed, holiday
- Mar 17..No students, PLC/staff dev/Para staff dev
- April 18..... No students, staff dev
- May 26District closed, holiday
- **Jun 6 End of trimester three**
- Jun 6.....Last day of school**
- Jun 9No students, staff planning, grades
- Jun 19District closed, holiday

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

JULY				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				