



**Aitkin High School**  
306 2<sup>nd</sup> St NW  
Aitkin, MN 56431  
(218) 927-2115  
www.isd1.org

Lisa DeMars, High School Principal  
Jim Henrickson, Dean of Students  
Jason Cline, Activities Director

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*“A community in continuous pursuit of educational excellence for all”*

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August 15, 2022

Dear Parents and High School Students:

The beginning of the 2022-23 school year is quickly approaching. This letter contains important information about the beginning of the school year. Please read it thoroughly and contact the high school if you have any questions, or check the school website, [www.isd1.org](http://www.isd1.org), for more information.

Aitkin High School will begin classes at 8:20 AM on Tuesday, September 6<sup>th</sup>. We will be moving from an 8-period schedule to a 7-period schedule with Homeroom for grades 9-12 during 4<sup>th</sup> hour and for grades 7-8 during the second half of 5<sup>th</sup> hour. The time schedule will also be changing. A copy of that is on the last page of this letter. Classes will end at 3:20 PM each day.

**CLASS SCHEDULES** for students in grades 7-12 will be available on the Infinite Campus Parent/Student Portal on **August 23rd**. If you need assistance with your username/password for Infinite Campus, please send an email to [ssanbeck@isd1.org](mailto:ssanbeck@isd1.org). Once available, you may print your schedule by going to “Reports” and choosing “*Schedule-Full Year*”. If you have an open period for **1<sup>st</sup> quarter**, please call the guidance office at 927-7123 to set up an appointment to meet with a counselor. **QUARTER 1 SCHEDULES MUST BE COMPLETED BEFORE THE 1<sup>st</sup> DAY OF SCHOOL.**

**REQUIRED FORMS:** **The following forms must be filled out each year.** They will be available in the high school office or you can download them from the school website under **“For Parents Section”**:

- \***Annual Health Update and Emergency Forms** (one for each student)
- \***Military/College Release Waiver** (one for each student in grades 10-12)
- \***Student Digital Equity Survey** - Required yearly by the MN Department of Education (one per student in grades K-12).
- \* **Free and Reduced Lunch Application** (optional – the district receives funding for qualified applications to use for support services for students. Whether or not you choose to accept the free or reduced funding if you qualify, the district does receive the additional funding.)

**LUNCH PERIODS/LUNCH ACCOUNTS:**

**IMPORTANT: The federal funding for all students to have free breakfasts and lunches will no longer be available to districts, so our past practice of parents paying full price for meals (unless approved for free/reduced meals) will go back into effect. The 22-23 school year lunch prices will be \$1.80 for breakfast and \$3.00 for lunch.**

Lunch will be Period 4A (Grades 11-12), 4B (Grades 9-10) and Period 5A (Grades 7-8). The student’s lunch period will be listed on the schedule after the 4<sup>th</sup> or 5<sup>th</sup> period class. If you do not have a lunch period scheduled, see Beth Gaulke in the guidance office on 2<sup>nd</sup> floor. Students will continue to use the pin pad for lunch and will not need a lunch card.

Aitkin High School has a **closed campus** for lunch for grades 7-12. **Lunch money may be given to the lunch clerk in the cafeteria, or can be added to the family lunch account online using the Infinite Campus Parent Portal. Instructions are available on the school website ([www.isd1.org](http://www.isd1.org)). Click on **“Lunch Menus”** under the “ISD1 Quicklinks” and then on the red **“Online Food Service Payment Directions”** button.**

OVER

**LOCKERS:** Student locker numbers will be on the bottom of the “Schedule-Full Year” printed from your Infinite Campus portal. You can also see your locker number on the portal by going to “More” on the index.

**Locker Locations:**

<b>7th Grade:</b>	2nd Floor Hall by Guidance Office	<b>10th Grade:</b>	1st Floor-Art/Ag/FACS Hall
<b>8th Grade:</b>	2nd Floor - Back Hall	<b>11th Grade:</b>	1st Floor-Back Hall (behind District Office)
<b>9th Grade:</b>	1st Floor Industrial Arts/Ag Hall (by Room 142)		(Note: the locker number on your schedule will have a "B" in front of it, however, the locker itself will have only the 3 digit number)
		<b>12th Grade:</b>	New Gym Commons Area

Lockers are assigned randomly by our computer system. There are no locks on the student lockers. It is suggested that you bring a padlock (either key or combination) for your locker (and one for your PE locker if you are in PE or sports). Extra keys and combinations may be kept in the high school office. If the student does not provide an extra key or combination to the office, locks may be cut off by administration if necessary.

**7<sup>th</sup> GRADE ORIENTATION:** There will be a 7<sup>th</sup> Grade orientation on Wednesday, August 31<sup>st</sup>. Invitations were mailed with information regarding the schedule for the evening. If you are entering 7<sup>th</sup> grade and have not received an invitation to the orientation, please contact Sheri in the high school office at 927-7121. Upon completion of the presentation, students attending orientation will be able to turn in their completed iPad forms and receive their device.

**NEW STUDENT ORIENTATION (Grades 8-12)** will be on Wednesday, August 31<sup>st</sup> from 6:30-8 pm. (Check in at 6:15) After the presentation in the auditorium, new students will meet with the high school counselors, pick up their schedule if ready, find their lockers, tour the building and turn in all forms needed to pick up their computer.

**PICTURE DAY:** High school pictures will be taken on **Thursday, September 22<sup>nd</sup>**. Packets will be available in the office in mid-September. There will also be a link on the school web page to order pictures online.

**MACBOOK AIR (Grades 9-12) & iPad (Grades 7-8) DISTRIBUTION:**

New this year, Aitkin High School students in grade 7 & 8 will utilize iPads and Grades 9-12 will utilize the MacBook Air computer technology in classrooms. Use of this technology requires parent and student signatures on the permission and insurance forms before the device will be released to the students. Students will be expected to pay any outstanding repair bills or technology fees before they will be allowed to take the devices out of the school. Students who have an outstanding fee will be required to store their MacBook/iPad in the Media Center after school and can pick it up each morning before school. Permission and insurance forms must still be filled out for these students before they will be able to use their device. Forms are available on the school website or in the high school office.

If you would like to review the MacBook Air/iPad Policy before filling out the forms, the policy can be found on the [high school page](#) on the district website, under [MacBook & iPad Information](#). If you are unable to view the MacBook/iPad policy online and would like a copy of the policy, please stop by the high school principal’s office and we will accommodate your request.

*The cost of insurance for the MacBook computer for the 2022-23 school year is \$50.00 per MacBook, or \$25 per computer if the student is eligible for free/reduced meals.*

*The cost of insurance for each iPad computer for the 2022-23 school year is \$20.00 per iPad, or \$10 per iPad if the student is eligible for free/reduced meals.*

In order to pick up your computer you will need to:

1. Sign and turn in the “1:1 Parent Permission and Acknowledgment Form” (one per student)
2. Sign and turn in the “MacBook Air/iPad Insurance Policy” form (one per family).
  - a. With payment if purchasing insurance, **or**
  - b. With signature if declining insurance
3. Pay any outstanding computer fees (Check “Fees” on your Infinite Campus Portal)

**NOTE: If you wish to purchase insurance after the computer has been issued, the computer(s) will be subject to an inspection by our tech staff.** Once again, all forms are available at the high school office, can be found on the high school page of the district website or picked up in the Media Center during one of the distribution times below. **Students will not have a device issued to them without the necessary form(s) signed by parents and students, and repair fees paid.**

*Continued next page*

NEW STUDENTS who enroll after August 26<sup>th</sup> will be contacted by the school when their computer is ready.

**MACBOOK/IPAD DISTRIBUTION SCHEDULE: (Please come ONLY at scheduled times)**

**GRADES 8-12:**

August 30 <sup>th</sup>	9:00 am – 4:00 pm
August 31 <sup>st</sup>	1:00 pm-5:00 pm
September 1 <sup>st</sup> & 2 <sup>nd</sup>	No Computer Distribution

**GRADE 7 & New Students**

August 31<sup>st</sup> - See schedule sent with orientation pamphlet.  
(Siblings of 7<sup>th</sup> grade students are able to pick up their computer during this time.)

Students who do not pick up their device during one of the scheduled times will need to wait until the first day of school. If you do that, remember you **MUST** have your signed forms with you and pay any previous MacBook repair fees **BEFORE** your computer will be issued.

**INFINITE CAMPUS PARENT PORTAL:** The Infinite Campus Parent Portal allows you to set up an account online to see all of your student’s information including grades, schedule, immunizations, lunch account balance, and more, wherever you have internet access. A parent portal account is necessary to get report cards for your student(s) and will be available to pay your lunch account and activity fees online. If you already have a portal account, your account ID and password will be the same. More information is available on the school website under the "[For Parents](#)" section and will also be available at the orientation for parents to pick up, fill out and return to the office at either Rippleside or Aitkin High School. All of your students in grades K-12 will be on the same account.

**CANVAS LMS ACCESS FOR PARENTS:** All students in grades 7-12 will be using the Canvas Learning Management System for classes and assignments. A Canvas LMS parent observer account will allow parents and/or guardians the ability to view status of any current, past or upcoming projects and assignments. If you signed up for a Canvas Parent account last year, your login information will be the same. If you would like to sign up for a “Parent Observer Account”, detailed instructions are available by clicking on: [Canvas Parent Observer Instructions](#) on the “For Parents” section of the school website. The Canvas login page can be found at: <https://aitkin.instructure.com/login/canvas>. Once your account has been created, you will need to verify your registration by following directions on a message sent to the email address used to create your account.

**BACKPACKS/BOOKBAGS:** Students will be able to carry their books to school in backpacks/bookbags but all backpacks, book bags, purses, etc. must be left in the student’s locker throughout the day. This is a safety issue for students and staff.

**Cell Phones:** Cell phone use will not be allowed during class time. Students may use their cell phones before and after school, between classes and during lunch.

Please call the high school office at 218-927-7121 or 218-927-7122 if you have any questions about the beginning of the school year that are not addressed here or on the website. Guidance office staff will be available beginning on Wednesday, August 24<sup>th</sup> if you have schedule questions or need to schedule an appointment with a guidance counselor.

Sincerely,

Lisa DeMars

Lisa DeMars, Principal

*OVER FOR NEW TIME SCHEDULE*

# NEW TIME SCHEDULE FOR 2022-23

## REGULAR SCHEDULE Grades 9-12

<b>Period 1</b>	<b>8:20 - 9:14</b>
<b>Period 2</b>	<b>9:18 - 10:12</b>
<b>Period 3</b>	<b>10:16 - 11:10</b>
<b>Period 4</b>	<b>11:14 - 12:26</b>
<i>Lunch 4A / HR 9-10</i>	<i>11:14 - 11:41</i>
<i>Lunch 4B / HR 11-12</i>	<i>11:41 - 12:08</i>
<i>Homeroom 9-12</i>	<i>12:08 - 12:26</i>
<b>Period 5</b>	<b>12:30 - 1:24</b>
<b>Period 6</b>	<b>1:28 - 2:22</b>
<b>Period 7</b>	<b>2:26 - 3:20</b>

## REGULAR SCHEDULE Grades 7-8

<b>Period 1</b>	<b>8:20 - 9:14</b>
<b>Period 2</b>	<b>9:18 - 10:12</b>
<b>Period 3</b>	<b>10:16 - 11:10</b>
<b>Period 4</b>	<b>11:14 - 12:08</b>
<b>Period 5</b>	<b>12:08 - 1:24</b>
<i>Lunch</i>	<i>12:08 - 12:35</i>
<i>Homeroom/Choir 7/8</i>	<i>12:39 - 1:24</i>
<b>Period 6</b>	<b>1:28 - 2:22</b>
<b>Period 7</b>	<b>2:26 - 3:20</b>