



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

Paul Karelis, High School Principal  
Jason Cline, Dean of Students  
Alex White, Activities Director

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

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August 19, 2020

Dear Parents and High School Students:

The beginning of the 2020-21 school year is quickly approaching. Aitkin High School will begin classes at 8:20 am on Tuesday, September 8<sup>th</sup>. Class schedules for students in grades 7-12 are available on the Infinite Campus Parent/Student Portal. To print your schedule, go to “Reports” and choose “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. We would like to have ALL **QUARTER 1** SCHEDULES COMPLETED BEFORE THE 1<sup>st</sup> DAY OF SCHOOL.

**Remote Learners:** Students who have signed up to start the year using the Remote Learning Model will be contacted by your teachers the week of August 31<sup>st</sup> via phone or your school email for more information about remote learning.

**7<sup>th</sup> Grade & New Student Orientation:** There will be a 7<sup>th</sup> Grade & New Student Orientation on Wednesday, August 26<sup>th</sup>. A letter was sent earlier with information. If you are entering 7<sup>th</sup> grade or are in 8<sup>th</sup>-12<sup>th</sup> grade and new to Aitkin High School and have not received a letter inviting you to the orientation, please contact Sheri in the high school office at 927-7121. 7<sup>th</sup> grade students and all students new to Aitkin High School **and their parents** are required to attend the presentation on the MacBook Air computer technology. Students and parents must see this informational session before computers are issued to students. Upon completion of the presentation/meeting 7<sup>th</sup> grade students and all students new to the district will be able to turn in their forms and receive their MacBook Air computer.

**Required Forms:** **The following forms should be filled out each year.** “Annual Health Update and Emergency Forms” (one for each student), “Military/College Release Waiver” (if applicable, one for each student in grades 10-12). Forms can be downloaded from the school website under “Parent Information”, or picked up in the principal’s office.

**MacBook Distribution:** See the information at the end of this document.

**Lockers:** Your locker number will be printed towards the bottom of your schedule. You can also see your locker number on the portal by going to “More” on the index and choosing “Lockers”. 7<sup>th</sup> grade lockers are in the hall on 2<sup>nd</sup> floor. 8<sup>th</sup> grade student lockers are located on 2<sup>nd</sup> floor in the back hall. 9<sup>th</sup> grade students will have blue lockers between the Industrial Arts rooms and some in the hall by the welding room. 10<sup>th</sup> grade lockers are in the hall by the art room. 11<sup>th</sup> grade lockers are in the back hall behind the principal’s office (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). 12<sup>th</sup> grade lockers are by the new gym in the 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 will be cut off by administration if necessary.

**Lunch:** Lunch will be Period 4A, 4B (Grades 9-12) and Period 5A and 5B (Grades 7-8). Your lunch period will be listed on the schedule after your 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, which is now on 2<sup>nd</sup> floor. Aitkin High school has a **closed campus** for lunch for grades 7-12. You may put money in your family lunch account (cash or check only) at the high school or elementary offices, or have your student give money to the cashier in the cafeteria. NEW THIS YEAR: You will also be able to use a credit/debit card on your Infinite Campus Parent Portal to add money to your account.

**Pictures:** School pictures are set to be taken on **Wednesday, September 16<sup>th</sup>**. This is subject to change if we are using the hybrid learning model at that time. We will put information on the school web page if there is a change. There will

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also be a link on the school web page to order pictures. We encourage parents to use this option rather than paper packets. If you are not able to order online, packets will be available from the office the first week of school.

**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 soon be available to pay your lunch account and activity fees online. If you signed up for the portal last year, your account ID and password will be the same. More information is available on the school website and will also be available at the orientation for parents to pick up, fill out and return to the office at either Rippleside or the high school. All of your students in grades PK-12 will be on the same account.

**Canvas LMS access for parents of high school students:** 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 the 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", please visit: <https://aitkin.instructure.com/login/canvas>. Detailed instructions are available on the "For Parents" section of the school website. Fill out the online form with your name and email address, then have your child enter their Canvas username and password. 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/book bags 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.

**Face Masks:** All students and staff will be required to wear face masks while in the building to protect themselves as well as others. For more information about this rule and exemption details, please refer to the "2020-21 School Year Plan" and the "Fall 2020 Frequently Asked Questions" documents on the district's home page at [www.isd1.org](http://www.isd1.org) for more detailed information.

Please call the high school office if you have any questions about the beginning of the school year that are not addressed here or on the website. Call the guidance office after Monday, August 24<sup>th</sup> (218-927-7123) for schedule questions or to schedule an appointment with a guidance counselor.

Sincerely,

A handwritten signature in cursive script that reads "Paul Karelis".

Paul Karelis, Principal

## District Student MacBook Air Distribution

The Aitkin School District is moving into its 5<sup>th</sup> year of utilizing the MacBook Air Computer technology in classrooms. This technology requires a parent/student meeting to discuss the policies and expectations that are related to the use and upkeep of this learning device. Students who had a computer last year have already seen the presentation and do not need to see it again. 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 Insurance Policy” form (one per family)
  - a. With payment/signature if purchasing insurance, **or**
  - b. With signature if declining insurance
3. Pay any outstanding computer fees (*a bill is included with this letter if money is owed*). Until all outstanding bills are paid, students will be expected to house their computers in the media center in lockable storage banks and will not be able to bring the computer home.

**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 before the insurance will go into effect.** Once again, all forms are available at the high school office, at the NW entry, or on the high school page of the district website. To limit the number of people in the halls, please fill out the forms BEFORE you come to the school for distribution. **Students will not have a device issued to them without the necessary form(s) signed by parents and students, and fees paid.**

**NEW STUDENTS who enroll after August 24<sup>th</sup> will be contacted by the school when their MacBook is ready.**

### DISTRIBUTION SCHEDULE:

**GRADE 7 and NEW STUDENTS (enrolled by August 24<sup>th</sup>)**  
August 26<sup>th</sup> - See schedule sent with orientation letter

### **GRADES 8-12:**

August 27<sup>th</sup> 1:00 PM - 5:00 PM  
August 28<sup>th</sup> 1:00 PM - 5:00 PM

**MacBook Air Documents:** If you would like to review the “MacBook Air Acceptable Use, Guidelines and Procedures” document before picking up the MacBook Air Computer, it is available on the school website, [www.isd1.org](http://www.isd1.org) on the High School home page under the Quick Link “MacBook Information” on the left side of the page. If you are unable to view the MacBook documents online and would like a copy of the policy before the student/parent meeting, please stop by the high school principal’s office or request an emailed copy and we will accommodate your request.