

INDEPENDENT SCHOOL DISTRICT NO. 308
NEVIS PUBLIC SCHOOLS

STUDENT AND PARENT
HANDBOOK

210 Pleasant Street
PO Box 138
Nevis, Minnesota 56467
218-652-3500
www.nevis.k12.mn.us

2018 - 2019



Learning together...
Achieving quality together.

SCHOOL BOARD

Chairperson:	Mr. Larry Smith
Vice Chairperson:	Mr. Justin Isaacson
Treasurer:	Mr. Andrew Lindow
Clerk:	Mr. Gary Stennes
Director:	Mrs. Jeannette Dudley
Director:	Mrs. Maggie Stacey

DISCLAIMER -- In the event that the information in this booklet differs from the District Policy Manual, the District Policy Manual will be assumed to be correct.

Nevis School District does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), sex, disability, marital status, sexual orientation, or military status, in any of its activities or operations.

CONTACTS	
<p><i>Nevis Public School</i> 210 Pleasant Street PO Box 138 Nevis, MN 56467 Phone: 218-652-3500</p>	<ul style="list-style-type: none">• Title IX<ul style="list-style-type: none">○ supt308@nevis308.org○ activity308@nevis.k12.mn.us • Section 504<ul style="list-style-type: none">○ 504-308@nevis.k12.mn.us○ prin308@nevis308.org

Your Rights Under Section 504

You have the right to be informed by the school district of your rights under Section 504. This is a notice of you and your child’s rights under Section 504 and the rights you have if you disagree with the school district’s decisions.

WHAT IS SECTION 504?

Section 504 of the Rehabilitation Act of 1973, commonly called “Section 504,” is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activity.

YOUR CHILD’S EDUCATION

Your child has the right to:

- Receive a free and appropriate public education.
- Participate in and benefit from the district’s educational programs without discrimination.
- Be provided an equal opportunity to participate in the district’s nonacademic and extracurricular activities.
- Be educated with students who do not have disabilities to the maximum extent appropriate.
- Be educated in facilities and receive services that are comparable to those provided to students without disabilities.
- Receive accommodations and/or related aids and services to allow your child an equal opportunity to participate in school activities.
- Receive educational and related aids and services without cost, except for those fees imposed on the parents of children without disabilities.
- Receive special education services if needed.

YOUR CHILD'S EDUCATIONAL RECORDS

You have the right to:

- Review your child's educational records and to receive copies at a reasonable cost. You will not be charged if the cost would keep you from reviewing the records.
- Ask the district to change your child's education records if you believe that they are wrong, misleading, or are otherwise in violation of your child's privacy rights. If the district refuses this request, you have the right to challenge the refusal by requesting an impartial hearing.
- A response to your reasonable requests for explanations and interpretations of your child's education records.

THE SECTION 504 PROCESS

Your child has the right to an evaluation before the school determines if he or she is eligible under Section 504. You have the right to:

- Receive notice before the district takes any action regarding the identification, evaluation, and placement of your child.
- Have evaluation and placement decisions made by a group of persons, often called a "504 team", including persons who know your child, the meaning of the evaluation information, and the placement options available.
- Have evaluation decisions based on a variety of sources, such as aptitude and achievement tests, teacher recommendations, physical conditions, medical records, and parental observations.
- Refuse consent for the initial evaluation and initial placement of your child.

If your child is eligible under Section 504, your child has a right to periodic re-evaluations, including re-evaluations before any significant change is made in your child's placement.

IF YOU DISAGREE WITH THE DISTRICT'S DECISION

If you disagree with the district's decisions regarding your child's identification, evaluation, educational program, or placement under Section 504, you may request mediation or an impartial due process hearing. You and your child have the right to take part in the hearing and have an attorney represent you. Hearing requests and other concerns can be made to your district's Section 504 Coordinator:

Mrs. Heidi Wormley – High School
Ms. Krista Platz – Elementary School
PO Box 138
Nevis, MN 56467
218-652-3500/hwormley@nevis308.org
218-652-3500/kplatz@nevis308.org

You have the right to file a complaint of discrimination with the U.S. Department of Education's Office for Civil Rights (OCR), or to file a complaint in federal court. Generally, an OCR complaint may be filed within 180 calendar days of the act that you believe was discriminatory. The regional office is located at:

Office for Civil Rights, Chicago Office

U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544
312-730-1560; OCR.Chicago@ed.gov

TABLE OF CONTENTS

All School

Academic Policies	15
Access Rights-Custodial/Non-Custodial Parent’s Policies	15
.....	4
Accidents and Illness	5
Aids	5
Alcohol, Tobacco and Drugs	11
Announcements	5
Appeal Process	5
Assemblies.....	5
Attachment 1.....	53
Attendance	5
Band Fees	13
Beverages	7
Bicycle Rack	7
Bomb/Terroristic Threat.....	12
Breakfast.....	7
Bulletin Boards	8
Bullying	8
Bus Pass	8
Bus Transportation	8
Cell Phones	9
Citizenship	3
Closed Campus	10
Conclusion	20
Custodial Area	10
Data Privacy.....	10
Directory Information.....	11
Distribution of Materials	11
DNR-DNI	11
Doctor’s Release	16
Dress Code.....	10
E-Day	11
Electronic Devices.....	9, 12
Emergency Drills	12
Equal Educational Opportunity	12
Fan Bus	12
Fees	13
Fire Drills.....	12
Fitness Center.....	13
Health	14
Illness.....	14
Immunizations	14
Internet.....	14
Leave the Building Permits	14
Length of School Day	14
Lock Down Drills	12
Locker Damage	17
Locker Search	15
Lockers	15
Lost and Found.....	15
Lunch.....	7
Mandated Reporting.....	15
Media Center	15
Middle School	15
Mid-Term Progress Reports.....	4
Movies	16
Parent-Teacher Conferences	4
Personal Computers (Tablets).....	16
Pets	16
Physical Education	16
Pledge of Allegiance.....	3
Police Interrogation	16
Principal Discretion	16
Problems Regarding School	17
Progress Reports.....	4
Project Fees.....	13
Property and Equipment.....	17
Regulated Behavior Intervention Rule.....	17
Religious Activities	17
Report Cards	4
School Closing	17
School Colors	3
School Mascot.....	3
School Pictures.....	18
School Song.....	3
School Sponsored Publications	18
Section 504	18
Sportsmanship Code	3
Staff.....	1
Star Spangled Banner.....	3
Student Records.....	10
Supplies.....	18
Surveillance Cameras.....	18
Survey Policy	18
Tennesen Warning.....	18
Testing.....	18
Textbook Loss or Damage.....	13
Ticket Prices	18
Tobacco-Free Campus and Vehicles	19
Tornado Drills.....	12
Trespassing	19
Trips	19
Truancy	7, 19
Valuables.....	20
Vision Statement.....	3
Visitors	20
Welcome.....	2

District

Bullying Policy.....	44
Harassment Policy.....	48
Hazing/Initiation Policy.....	51
Inhaler Use.....	51
Medication Policy.....	51
Pest Control Materials.....	52
Prescription.....	51
Tylenol/Ibuprofen.....	51
Weapons Policy.....	52

Elementary

After School Activities.....	23
Athletics.....	23
Birthdays.....	23
Curriculum.....	23
Discipline Policy.....	23
Fan Bus.....	23
Field Trips.....	23
Honor Roll.....	24
Kindergarten.....	24
Leave the Building Permits.....	24
Length of School Day.....	24
Recess.....	24
Retention.....	24
Snacks.....	24
Social Skills Development and Student Management Program.....	24
Tardy.....	7, 24
Title I.....	25

High School

Academic Policies.....	25
After School Activities.....	26
Area Learning Exploration Program.....	27
Athletic and Competitive Activities.....	27
Athletic and Competitive Activities Rules.....	27
Athletic Attendance.....	31
Career Advisor.....	25
Cheating.....	33
Class Advisors.....	33
Class Meetings and Fundraising.....	33
Class Rank.....	25
Class Schedule Changes.....	33
Closed Noon Hour.....	33
College Visits.....	25
Computer.....	33
Dances.....	26
Detection Canines.....	34
Detention.....	34
Discipline Policies.....	34
Driver's Education.....	40
Eligibility.....	28
Extra Curricular & Co-Curricular.....	28

Foreign Exchange Students.....	40
GPA.....	25
Grading.....	40
Graduation.....	41
Graduation Requirements.....	25
Homecoming/Snow Days Royalty.....	41
Honor Roll.....	26
Honor Students.....	26
Internet Use.....	33
Juvenile Center Credits.....	26
Lettering.....	29
MSHSL Violations.....	30
National Honor Society.....	41
Online Courses.....	25
Online Learning.....	41
Parking.....	41
Passes.....	41
Physical Education.....	41
Post Secondary Education Options (PSEO).....	42
Pregnancy.....	42
Print Quota.....	33
Prom.....	42
Retention.....	26
Rules Meeting.....	28
Seniors.....	43
Spectator Conduct.....	32
Suspensions/Expulsions.....	43
Tardy.....	7
Three Sport Athlete.....	32
Triple A Award.....	32
Work Program.....	43

Pre-K/School Readiness

Attendance.....	20
Bathroom.....	20
Birthdays.....	20
Breakfast.....	20
Bus Transportation.....	21
Calendar.....	21
Dress.....	21
Field Trips.....	22
Grievances.....	22
Length of School Day.....	22
Lunch.....	20
Program Goals.....	20
Recess.....	22
Registration Forms.....	22
Rest Time.....	22
School Closing.....	22
Snacks.....	23
Toys.....	23
Visitors.....	23

NEVIS PUBLIC SCHOOL STAFF

DISTRICT ADMINISTRATION

Mr. Gregg Parks Superintendent
 Mr. Brian Michaelson Principal
 Mr. Bryan Wormley Activities Director/
 High School Dean of Students
 Mr. Shawn Klimek Elementary Dean of
 Students

OFFICE STAFF

Ms. Jill Cochran High School Office
 Mrs. Kathy Edwards District Office
 Ms. Lynne Gustafson High School Office
 Mrs. Linda Hanson Elementary Office
 Mrs. Theresa McBrady District Office

FACULTY

Mrs. Angela Ahrendt 2nd Grade
 Mr. Tom Ahrendt Mathematics
 Mrs. Julie Anderson Elementary DCD/EBD/LD
 Ms. Kristena Benson 3rd Grade
 Mrs. Tiffany Besonen Art
 Mrs. Crystal Bessler Physical Education
 Mrs. Katrina Carrier Language Arts/ALP
 Mrs. Michelle Chase 2nd Grade
 Mrs. Melinda Crimmins Language Arts
 Mr. Andrew Dahlby Science
 Ms. Terae DeMarais 1st Grade
 Mr. Bill Dent 4th Grade
 Mr. Jason Durham Kindergarten
 Mrs. Lori FitzGerald 3rd Grade
 Mrs. Emily Franck High School EBD/LD
 Mr. Larry Franck Science
 Mrs. Janet Golden-Landquist
 Health/Physical Education
 Ms. Beth Grafenstein Vocal Music
 Mrs. Sharon Gunkel Media Specialist
 Mr. Calvin Gunn 4th Grade
 Mrs. Sharon Hadrava Title I
 Mrs. Michelle Haldeman 5th Grade
 Mr. Ian Johnson Middle Level EBD/LD
 Mrs. Donna Hoffman Mathematics
 Mr. Richard Johnson Social Studies
 Mrs. Sally Kading Early Childhood –
 Parent Educator
 Mrs. Amy Klimek 5th Grade
 Mr. Shawn Klimek Reading Interventionist
 Mr. Scott Kramer 6th Grade
 Mrs. Wendy McGillivray-Bjorklund
 Kindergarten
 Mrs. Abigail McMorrow-Henry
 Early Childhood -
 Coordinator/Pre-K Teacher
 Ms. Marie Meyer Early Childhood –
 School Readiness Teacher

FACULTY Continued

Mrs. Lisa Moses Instrumental Music
 Ms. LouAnn Muhm Language Arts
 Mrs. Kay Netteberg Early Childhood DD
 Mr. Olaf Netteberg Industrial Arts
 Ms. Aubrey O’Connell Social Studies
 Mrs. Tammy Ott 6rd Grade
 Ms. Krista Platz Elementary Social Worker
 Mrs. Amy Powers Speech Language Pathologist
 Mrs. Leslie Sagen High School ASD/DCD/EBD/LD/
 Special Ed Coordinator
 Mrs. Jodi Sandmeyer Mathematics/Science
 Ms. Kaylie Schell 1st Grade
 Mrs. Amy Schroeder Career Education/Business
 Mr. Paul Schroeder Title I
 Mr. Alex White Physical Education
 Mr. Michael Weerts Elementary EBD/SLD
 Mr. Bryan Wormley Physical Education
 Mrs. Heidi Wormley High School Social Worker

COACHIES/ADVISORS

Mr. Tom Ahrendt Junior High Football/
 Junior High Boys Basketball
 Mrs. Tiffany Besonen Visual Arts
 Mr. Jimmy Sanchez Park Rapids Gymnastics
 Mrs. Crystal Bessler Junior High Girls Basketball/
 Junior High Softball
 Mrs. Melinda Crimmins FCCLA/Prom
 Mr. Andrew Dahlby Envirothon/Robotics/
 Science Fair
 Ms. Terae DeMarais Assistant Girls Basketball
 Mr. Bill Dent Baseball
 Mr. Brian DeWitt Junior High Boys Basketball
 Mr. Mike DeWulf Assistant Football
 Ms. Karly Drury Assistant Volleyball
 Ms. Taylor Drury 9th Grade Volleyball
 Mrs. Stacy Feder Assistant Track/
 Junior High Volleyball
 Mr. Larry Franck Envirothon/Science Fair
 Mrs. Jennifer Geraedts One Act Play
 Ms. Lynne Gustafson Student Council/Yearbook
 Ms. Beth Grafenstein Musical/Vocal Music
 Mr. Chris Haar Junior High Football
 Mrs. Donna Hoffman Math League
 Mr. Shawn Klimek Football/Junior High Baseball
 Mr. Scott Kramer Boys Basketball
 Mr. Mike Lien Assistant Boys Basketball
 Mr. Colby Marich W-H-A Wrestling
 Mrs. Jennifer McNamee Track
 Mrs. Lisa Moses Instrumental Music
 Ms. LouAnn Muhm Knowledge Bowl
 Mrs. Kay Netteberg Robotics
 Mr. Olaf Netteberg Golf/Robotics
 Mr. Bradley Neyens Girls Basketball

COACHES/ADVISORS continued

Mr. Michael O'Rourke	Softball
Ms. Alexis Poncelet	Assistant Softball
Mrs. Leslie Sagen	Special Olympics
Mrs. Jodi Sandmeyer	Math League/National Honor Society/Science Fair/Special Olympics/Student Council
Mr. Tom Stambaugh	Cross Country/Assistant Track
Mr. Rusty Uscola	Robotics
Mr. Michael Weerts	Junior High Girls Basketball/Assistant Golf
Mr. Alex White	Assistant Baseball/Junior High Volleyball
Mrs. Heidi Wormley	Volleyball/Target
Mr. Dustin Wroolie	Robotics

**ACADEMIC ADVISOR/
DISTRICT ASSESSMENT COORDINATOR**

Mrs. Jodi Sandmeyer

ADVIS INTERVENTION STAFF (DYSLEXIA)

Ms. Jamie Caughey – Tutor
Mr. Shawn Klimek – Coordinator

BUS MECHANIC

Mr. Bruce Babler

BUS DRIVERS

Mr. Chad Habedank
Mr. Loren Kramer Mr. Dennis Kriens
Mr. Dave Lien Mr. Dacle Schmid
Mr. Larry Schoon Mr. Dan Stacey

COMMUNITY EDUCATION

Mr. Alex White Coordinator

CUSTODIAL STAFF

Mr. Dustin McGee Mr. Fred Hensel
Mrs. Rhonda McGee Mrs. Laura Stack

EDUCATIONAL ASSISTANTS

Mrs. Cheryl Carlson	Mr. Brian DeWitt
Mrs. Rebecca Goodsell	Mrs. Stephanie Houchin
Mrs. Richelle Kowalke	Mrs. Lisa Kriens
Mrs. Rosanne Lueck	Mrs. Jennifer Meyer
Mrs. Jody Peabody	Mrs. Donna Rehkamp
Mrs. Melinda Spry	Mrs. Brandy Vredenburg
Mrs. Stephanie York	

FACILITIES MANAGER

Mr. Randy Jansen

HEAD COOK

Ms. Patricia Havnes

HEALTH SERVICES

Mrs. Renee Becker

KITCHEN STAFF

Mrs. Peggy Geimer	Mr. Jim Hamilton
Ms. Valeri Peppel	Mrs. Tammie Zallar

**PAWN (PARK RAPIDS, AKELEY, WALKER, NEVIS)
SPECIAL EDUCATION STAFF**

Mrs. Eva Pohl	Director
Mrs. Nancy Bade	Developmental Adaptive Physical Education
Ms. Laura Baum-Parr	School Psychologist
Ms. Cindy Cronemiller	Deaf and Hard of Hearing
Ms. Ann Johnson	Occupational Therapist
Mrs. Karrie Kapsner	Testing
Ms. Michelle Kraemer-Paulson	Blind/Visually Impaired
Ms. Lynn Moen	Autism/Physical Impairment
Mrs. Kara Williams	Birth – Two ECSE Coordinator

TECHNOLOGY COORDINATOR

Mr. Bud Kading

TRANSPORTATION SUPERVISOR

Mr. Dan Stacey

WELCOME: STUDENTS/PARENTS/GUARDIANS

Welcome to the 2018-2019 school year at Nevis School.

The Student/Parent booklet is a consolidation of various procedures and policies which are followed at our school and which encourages promptness, good attendance, and positive behavior of all students.

We strive to maintain an attitude at our school, which encourages each student and staff member to perform to the highest level of their ability. In order to achieve that level of success a person is expected to be responsible.

The policies and procedures in this handbook apply to all students and have been approved by the Nevis Board of Education. It is essential that you read this handbook completely and become familiar with its contents.

Parents are encouraged to contact your children's teachers and administration to discuss items regarding your children's education.

For consistency, further reference to parent/guardian will state just parent.

VISION STATEMENT

The Nevis Schools will be an educational system that promotes independent learning as a lifelong process, develops confident & critical thinkers, and helps students to maximize their potential to be productive members of their vocation, community, and family.

SCHOOL COLORS: Green and Gold

SCHOOL MASCOT: Tigers

SCHOOL SONG

Stand up and cheer for old Nevis High
 We never lose 'cause we always try
 We're the Nevis Tigers
 We do our best we want success
 Stand up and fight for our Nevis High
 We will succeed in all that we try
 We're the Nevis Tigers
 Hats off to Victory

SPORTSMANSHIP CODE

As students of Nevis School District, we take great pride in a sportsmanship code:

- A. We will always show loyalty to our school in all of its activities
- B. We will strive to respect our opponents at all times
- C. We will be loyal to our team at all times—win or lose
- D. We will observe the time to be quiet and the time to cheer at games
- E. We will endeavor to respect the decisions of the officials
- F. We will try to accept the penalties graciously
- G. We will try to put forth our best effort
- H. We believe there are times when we should give credit to an individual's play—even an excellent job done by opponents
- I. We do believe in playing according to the accepted rules of the game
- J. We honestly believe that to have a successful team we must also have a desire to win.

THE STAR SPANGLED BANNER

Francis Scott Key, 1894

O say, can you see, by the dawn's early light,
 What so proudly we hail'd at the twilights last gleaming?
 Whose broad stripes and bright stars, thro' the perilous fight
 O're the ramparts we watch'd, were so gallantly streaming?
 And the rockets' red glare, the bombs bursting in air,
 Gave proof thro' the night that our flag was still there.
 O say, does that star-spangled banner yet wave
 O're the land of the free and the home of the brave!

THE PLEDGE OF ALLEGIANCE TO THE FLAG

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

Elementary students will recite the Pledge daily and the High School students will recite the Pledge once each week. Those students not wishing to participate will be asked to remain silent while the pledge is recited by the other students.

CITIZENSHIP

It is important that you conduct yourself so that you will be a credit to your family, to yourself, and to your school. Your enrollment in Nevis School has increased your responsibilities. You will be expected to be a good citizen both in and out of the classroom and at school activities. This will mean that you will have to cooperate with school employees, the adult community, and your fellow students in a way that will be most representative for you and your school. When you use the own businesses and facilities, be a good citizen and a good representative of Nevis School. Use common sense and courtesy at all times.

NEVIS PUBLIC SCHOOL – SCHOOL WIDE INFORMATION

ACADEMIC POLICIES

Grades (Grades 4 – 12)

All quarter, semester and final grades in Nevis Public School are based on the following scale:

93 – 100	A	73 – 76	C
90 – 92	A-	70 – 72	C-
87 – 89	B+	67 – 69	D+
83 – 86	B	63 – 66	D
80 – 82	B-	60 – 62	D-
77 – 79	C+	< 60	F

Parent-Teacher Conferences

- A. Teachers are available before school starts and after school is out for parent-teacher meetings, parental concerns, and student concerns.
- B. Fall and spring conferences will be scheduled. Parents are asked to come if at all possible. At this time, the teacher will be prepared to give the parents a report of the student's progress and will discuss any problems the child may have.
- C. Additional conferences may be arranged if necessary.

Progress Reports

For those who need special attention or for parents who request, progress reports may be sent to parents any time between marking periods. These reports do not necessarily mean that students are failing but that a deficiency may be noted which needs correction.

Parents of students in grades 4-12 may log on to a secure website and check their child's progress at any time. Contact the high school office to obtain password and username.

Mid-term progress reports will be sent home with students at the middle of each term when requested. Parents who have access to their students' grades through the secure website will not receive copies in the mail unless requested.

Report Cards

Grades are a teacher's academic evaluation of student's work and become a part of their permanent record. Students make the record, the school records it. Report cards are processed four times a year, at the end of each nine week term. Parents who receive their students' grades through the secure website will not receive copies in the mail unless requested. Year-end report cards will be mailed for all students. Parents are encouraged to review the report cards with their children and consult with their teachers. Students will not receive any Incompletes. All classes will be graded according to what the student has done.

ACCESS RIGHTS-CUSTODIAL/NON-CUSTODIAL PARENT'S POLICIES

By statute, a non-custodial parent, just as a custodial parent, has the right to access and receive copies of school records and information, to attend parent-teacher conferences and to be informed about their child's welfare, progress and status. This includes, but is not limited to, access to school records, notification of school events, attendance at parent-teacher conferences, attendance at individual education program meetings, etc. The only exception to this rule is where access by the non-custodial parent is specifically limited or prohibited by a court order.

The law generally allows access by both the custodial and non-custodial parent. The school district cannot restrict the rights of the non-custodial parent without notice of a court order providing otherwise. The custodial parent is responsible for advising the school district when a court has issued an order limiting or restricting access by the non-custodial parent and provide a copy of the order to the school district. The parent is also responsible for providing a copy of any revised orders that affect custody or visitation. If presented with such an order, the principal and all other administrators, teachers or other persons who have supervision of the child or the child's records should be made aware of the order.

Any parent with legal/custodial rights will be permitted to pick up his/her children from school, unless a current restraining order is on file in the school.

ACCIDENTS AND ILLNESS AT SCHOOL

All accidents, no matter how minor, must be reported to the teacher in charge or to the principal. If a student becomes ill, the student should report to the nurse, call home at the nurse's recommendation, get a "permit to leave the building" pass, and have parents come and get him/her, or parental permission for the student to leave. The school is not responsible for student accident insurance.

AIDS AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS AMONG STUDENTS AND EMPLOYEES

Nevis School District has in effect a state-recommended policy regarding students and employees with AIDS and certain other communicable diseases and infectious conditions. A copy is available in the principal's or superintendent's office.

ANNOUNCEMENTS

Notice of school activities:

- A. The High School office must receive announcements by 8:30 a.m. They should be brief and the class/club advisor must sign them.
- B. The daily bulletin will be sent to teachers via the computer to read during 2nd period.
- C. The High School hallway and the Media Center will have written announcements posted. They are also posted on the school web site.
- D. It is the student's responsibility to know what is in the bulletin.

APPEALS

Students/parents who are concerned about a specific disciplinary action or student conduct violation should consult with their parents, teachers, and/or student support services staff (counselors, etc.) to informally resolve the concern. If the concern cannot be resolved using these informal channels, parents may appeal their concerns through the channels listed in the appeals process shown below.

Appeals Process

- A. Principal
- B. Superintendent or Designee
- C. Board of Education

ASSEMBLIES

During the year there are school programs. Please follow these guidelines:

- A. The PA system or the teacher will announce when students should report for the program.
- B. Teachers will chaperone their respective classes.
- C. Common courtesy is the rule at all times.
- D. Students are to remain in the assembly for the duration of the program.
- E. If students cannot behave, chaperones will ask them to leave. These students may not attend future programs.
- F. The principal will use his/her discretion when assigning seating sections.

ATTENDANCE POLICIES

Regular and consistent school attendance is one of the factors contributing to success in school. The State of Minnesota requires schools to keep track of student attendance and requires that the school stay in communication with the parents about their child's attendance. Some of the rules about attendance are listed here. A copy of the full policy can be obtained in the superintendent's or principal's office.

If your child is going to be absent please call us at 218-652-3500. This is very important. It helps us so we do not worry about your child and also helps us in planning the day's events.

If a student is seen at medical facility and brings a note back from the facility stating the time that he/she was seen, this absence will be an excused absence. If doctor/dentist recommends that the student may not attend school, this must be stated on the note that is returned to the office. Court, college visits and driver's test will be excused absences if a note is returned from the facility to the school stating when the student was there.

A. Absence:

1. Excused absences:

- Illness,
- Death of a family member / funeral,
- Serious illness of an immediate family member,
- Medical, dental, counseling and legal appointments,
- Driver's education permit tests and driver's license road tests,
- Court appearances,
- Suspension,
- School sponsored field trips or activities,
- Pre-excused and verified college visits,
- Pre-excused and verified senior pictures and
- Active military duty.

2. Unexcused absences:

Calling the school about absences does not make them excused. An excused absence must be for legitimate reasons as listed above.

- Unverified absences – (absences that have not been verified by parents after 2 days),
- 3 unexcused tardies will equal 1 unexcused absence,
- Truancy,
- Over slept, missed the school bus / car wouldn't start,
- Babysitting,
- Work – except as arranged by the school for school credit,
- Errands
- Shopping, haircuts and other personal errands,
- 'Walking out' of class without permission,
- Vacations – unless adequate arrangements have been made with the principal prior to the vacation (3 day notice is required),
 - Students are required to obtain all assignments prior to leaving on vacation.
 - All assignments must be turned in immediately upon returning from vacation.
 - Notification by the parent of the intended vacation without obtaining assignments does not amount to an adequate arrangement.
- Unverified college visits.

3. The principal, not the parent or student, will determine the validity of the excuse.

B. Attendance at After School Events

Students in grades 6-12 may attend events without parent supervision, while students in Pre K - 5 must be accompanied by a parent.

C. Attendance Statutes

Rules that govern attendance:

1. MN Statute 120A.22 Subd. 5 -- Minnesota Compulsory Attendance Law—Children between the ages of 7 and 17 must attend a public or private school each year during the entire time the public schools or the district in which the child resides are in session.
2. MN Statute 120A.34 -- Any person who shall fail or refuse to send a child to school as required by law shall be guilty of a misdemeanor.
3. MN Statute 260A.03 -- Upon the child's initial classification as continuing truant, the school shall notify the parent or legal guardian. The parent/guardian is obligated to compel the attendance of the child at school and parents/guardians who fail to meet this obligation may be subject to prosecution.

Excessive Absences

1. Students who have excessive absences, **three or more** will be dealt with on an individual basis by the principal, with help from the teacher, parent and student. The school social worker may also be asked to help. Recommendations to the county attorney for legal intervention will be made on an individual basis.

D. Athletics

1. Participants will be in school all day on the day of an event in order to participate, and
2. Students will be in school all day the day after practice, contest or event in order to be eligible to participate in the next event.
 - If a bus is late (after 1:00 a.m.):
 - The student's parent must call the school by 8:30 a.m. for an excused tardy, and

- The student must be in school by 10:00 a.m. in order to maintain eligibility.
- Skipping a class will result in an automatic 1 game/event ineligibility.
- Extenuating circumstances exceptions may be granted by the administration.

3. Illness: Students who miss school due to illness during the day will not participate that night.
 - Medical appointments will be excused at the principal's discretion and must be pre-excused before 8:30 a.m. and must have slip from the medical office.

E. Participation Grade

1. Students at Nevis High School receive participation grades from each class as part of a term grade. Participation grade reductions for excused absences can be made up by completing the required assignment given a reasonable deadline set by the teacher (one make-up day per day of excused absence.) Unexcused student absences may be given a zero for participation, causing a reduction in the student's grade. When participating in a school-sponsored event, students will have an opportunity to make up the participation points by being excused or completing an assignment given by the teacher.
2. Attendance hours are a part of State requirements for graduation. After 14 unexcused, unverified or truant absences per semester, credit can be withheld. (This is subject to the principal's discretion).

F. Tardies

Elementary:

1. Tardy is after 8:30 a.m. and after 12:00 p.m.

High School:

1. Tardy is up to 5 minutes late to class, or late to class without an office pass excusing the lateness.
2. Lateness of more than 5 minutes will be considered an unexcused absence.
3. If the student is tardy, the student must secure a "Tardy" slip from the high school office.
4. 3 unexcused tardies is equal to 1 unexcused absence.

G. Truancy

In the **elementary**, a pupil is "continuing truant" if absent three days without valid excuse in a school year. If a student is truant a letter will be sent to parents notifying, pursuant to MN Statute 260A.03, that the child is truant and a letter may be sent to the county attorney. Parents are obligated pursuant to MN Statute 120A.34 to compel the attendance of their child/children to school. Open enrollment status may be revoked according to statute.

In the **high school**, a pupil is "continuing truant" if absent on three or more class periods without valid excuse in a school semester. If a student is truant a letter will be sent to parents notifying, pursuant to MN Statute 260A.03, that the child is truant and a letter may be sent to the county attorney. Parents are obligated pursuant to MN Statute 120A.34 to compel the attendance of their child/children to school. Open enrollment status may be revoked according to statute.

H. Principal Discretion

Exceptions to this policy will be made on an individual basis to prevent discrimination against students with disabilities.

BEVERAGES

Beverages allowed at teacher discretion. Bottled water will be allowed in the classrooms, water should be in a see through plastic container. All other bottled or purchased drinks (soft drinks, juices, coffees etc.); including water in a non-clear container will not be allowed. Students will not be permitted to store any liquids in cans, bottles or packages, in their lockers (example: 12 packs of pop). Monster and/or energy drinks are not allowed at school. These will be confiscated when found. Students are not allowed to re-sell anything to other students (example: pop, candy, etc.)

BICYCLE RACK

If students ride a bike to school, park it in the rack provided in the front of the school between the elementary and high school doors. Bikes are to remain there all day. All bikes should be locked. The school is not responsible for stolen or damaged bikes that are brought to school.

BREAKFAST AND LUNCH PROGRAM

- A. Breakfast is available to all students. The cost of breakfast is \$1.25. Reduced and free breakfasts are available. Breakfast will be served between 8:00 a.m. - 8:25 a.m.

- B. A hot lunch program is available to students. Payment should be made to the district office before school, at noon, or after school. The cost of lunch for grades 7-12 is \$2.55 and grades PreK-6 is \$2.30.
- C. Ala carte is served only at lunch time and is pay as you order and for students in grades 6-12 only.
- D. All food and beverages must be consumed in the cafeteria. Students are to eat in a quiet manner and to keep the cafeteria neat and clean. Students abusing lunchroom privileges will be required to eat under direct supervision.
- E. Milk tickets are available for \$.25 in the district office. Students can use the milk tickets for snack time in the elementary.
- F. Throwing food will result in school disciplinary action.

BULLETIN BOARDS

Bulletin board space is provided in the hallway for information for students. No announcements or posters will be posted unless they are cleared with the principal.

BULLYING

Nevis Public School is committed to providing a safe learning environment for all students. Bullying is expressly prohibited, and any student engaging in bullying will be subject to the school's progressive discipline policy. Bullying is defined as any behavior that:

- A. Bullying is done on purpose,
- B. Bullying is repetitive, and
- C. There is a difference in power (either real or imagined) between the victim and the bully.

Cyber bullying is a school issue and off campus cyber bullying can and will be investigated by school personnel.

Bullying might be physical, emotional, written, cyber or any other means of creating fear or harm in or to another student. Bullying does not have to occur only in school. If a student's school success is affected, then the school can take action, no matter where the bullying occurred.

A complete copy of the District's bullying policy is attached to this policy handbook.

BUS TRANSPORTATION

- A. Bus Pass: Students are not to switch buses or ride home with friends without permission from their parents and the elementary or high school office. Bus passes must be obtained from either office to ride the bus to any stop other than the regular authorized bus stop. **Bus passes will not be issued after 2:00 p.m.** Unexpected situations do arise and will be taken into consideration.
- B. Picking up students: If an elementary child will not be riding the bus home on any given day, the school must have a note signed by a parent indicating the change. Students not having a note will be placed on the bus. Elementary students will not be allowed to go home with other parents unless the student has a note from their parents, this includes birthday parties, sleepovers, etc. If the bus driver determines that a young student is left in an obviously dangerous situation when the student is being delivered to their bus stop, the driver may return an elementary student to the school and the student will be placed in After School Age Care and the parent will be billed.
- C. Riding the bus is a privilege, not a right. Students who violate bus rules or jeopardize the safety of bus riders may forfeit their bus riding privileges.
- D. For safety reasons elementary students will sit in the front of the bus, middle level students will sit in the middle of the bus and high school students will sit in the back of the bus as determined by the bus driver.
- E. Bus Rules
 - 1. Violation of bus rules may result in temporary or permanent loss of bus riding privileges.
 - 2. Be on time for the bus. Load and unload from bus at authorized location only.
 - 3. Approach bus stop by always walking on the left side toward oncoming traffic and by watching at all times where moving vehicles are going and how fast they are traveling.
 - 4. When crossing a roadway to enter or after exiting a bus, be sure you walk only when bus lights are flashing red and the stop arm is out. Stay clear of the bus.
 - 5. Sit in assigned seat if the driver directs you to do so. Keep the aisles clear and avoid all behaviors which may divert the driver's attention from their important job of driving safely. Respect for the driver and other students will be expected at all times.
 - 6. Do not wear clothing or other accessories, which might get caught on the bus when entering or exiting.
 - 7. Obey the driver and all rules of the handbook. Discipline policies will be enforced.

8. Do not stand up on the bus.
 9. Refrain from loud shouting.
 10. Keep your head, arms, and hands inside the bus at all times.
 11. Be courteous.
 12. Come directly into the building from the bus and go directly to the bus when dismissed. No student will be allowed to leave school grounds once they have arrived at school.
 13. Keep the bus neat and clean.
 14. All school rules and penalties for misbehavior apply to students while on the bus as it does for regular school hours.
 15. Nevis' School closed campus policy will be in effect from the time a school bus unloads at school, or when a student parks in the school student lot.
- F. Bus Consequences
1. Verbal warning
 2. Assigned seat
 3. Conduct report sent home
 4. Suspension of bus riding privileges
- G. Bus Safety Training will be given to all students in grades Pre-K through 10.

CELL PHONES, DIGITAL IMAGING DEVICES AND OTHER PERSONAL ELECTRONIC DEVICES

The use of School owned tablets is governed by the Electronics Device Policy that is distributed separately to all students. These tablets are school property and are subject to school rules at all times. Please refer to the Electronic Device Implementation Handbook that is distributed to all Nevis Public School students and is available in the principal's office.

Nevis Public School holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies, such as cellular phones, and/or camera phones, personal digital assistants (PDAs), iPods, Mp3s, pagers, computer tablets, and digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images. Students who possess and/or use such devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

Standards for Responsible Use at School, on Buses or at School Activities

This policy will refer to all electronic gadgets, including items such as Google Glass, Google Watch or any other wearable electronic device not yet in the public realm.

A. Respect for the Educational Environment

1. Cellular phones and other personal electronic devices shall be silenced/muted and put away.
2. Refusal to follow a teacher's request to turn off or give up an electronic device, will result in further school discipline.
3. Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.
4. Use of cellular phones or other personal electronic devices is prohibited in classrooms during the school day, in the media center and testing centers, during evacuation drills, and during fine arts performances unless prior approval from the principal has been obtained.
5. Students will not be allowed to leave class in response to any electronic devices.
6. Cellular phones and other personal electronic devices may be used appropriately and respectfully before and after classes, in common areas – such as near lockers or the cafeteria – or outside on school grounds.
7. With prior approval of the school principal, teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives.
8. In cases of medical necessity or emergency, a student shall be permitted to possess or use a cell phone or other personal electronic device provided the student receives authorization from the school principal.

B. Respect for Privacy Rights

1. Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances. The use of any type of camera or videotaping device is permanently banned in locker rooms and restrooms.

2. Students shall not email, post to the Internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.
 3. Use of cellular phones or other personal electronic devices is prohibited in locker rooms and restrooms.
 4. Posting of videos to the Internet of fights or other disciplinary situations whether purposefully staged or not will result in school suspension.
- C. **Assuring Academic Integrity**
Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy. Possession of electronic devices is prohibited during State testing. Possession of an electronic device during these tests will invalidate the student's score.
- D. **Compliance With Other District Policies**
Use of cellular phones or other personal electronic devices must not violate any other District policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use, or harassment. If a violation occurs involving more than one District policy, consequences for each policy will apply.

Violations of this Policy

- A. Staff has the right to request devices be turned off or relinquished for the balance of the class period or day. Student refusal to do so will be considered a significant infraction and could result in suspension from school.
- B. **Repeated or Severe Infraction**
Any violation of this policy may also, at the principal's discretion, result in additional disciplinary action.

CLOSED CAMPUS

No student K – 12 may leave the Nevis School grounds during lunch or be in their cars at any time during the school day.

CLOTHING & DRESS CODE

- A. Wearing clothing of extreme appearance which may affect the general welfare and/or safety of the school and students is not permitted.
- B. Shorts, skirts, and skorts should reach the end of your fingers when standing.
- C. Tops must have material over each shoulder equal to 3 finger widths on both the front and back of the garment. Tops with deep cut arm holes will not be allowed.
- D. A student's midriff may not be exposed at any time during school hours. This rule applies to both females and males.
- E. Head gear will not be worn while indoors between 8:00 a.m. and 3:45 p.m. Appropriate exceptions will be allowed by the principal for such things as school approved activities, sickness or any other valid reason.
- F. Appropriate hats will also be allowed during approved activities and at dances.
- G. Excessively baggy pants, pajamas, slippers or coats will not be worn by any student during school hours except when approved by administration.
- H. Clothing which displays or promotes products illegal for general student use or sexual innuendos, guns or any form of violence are not acceptable.
- I. No dangling chains of any kind.
- J. Clothing that permits undergarments to show is not acceptable.
- K. Book bags/bags and briefcases are not allowed in class.
- L. Gang attire will not be allowed.

CUSTODIAL ROOMS/CLOSETS/MAINTENANCE

Students are not to be in any space reserved for custodians at any time.

DATA PRIVACY – STUDENT RECORDS

Confidential student data is stored in files located in the office area. The school has on file student grades, attendance, standardized test scores, and discipline records that have resulted from student's work since enrolling in school. If students have attended several different schools, these records have all followed the student to this school and are on file here. The student and/or parent maintain the right, according to State Data Privacy Regulations, to request a review of his/her data on file. The student or parent may have copies of the school record, as described and limited by the Student Data Privacy Act, at a cost to the student or parent of 25 cents per sheet; but the student or parent is not permitted to take the original record out of the office. If certain information is found to be in question, the student and/or parent has the right to file, in

writing, a complaint as to the accuracy of the data and request an informal hearing to address the concern. Federal law states, that all records be transferred within 10 days when requested by another school.

DIRECTORY INFORMATION

Some data is not considered harmful or an invasion of privacy if disclosed. This includes but is not limited to: student's name, grade level, participation in officially recognized activities and sports, height and weight of members of the athletic teams, and honors and awards received. Parents may request in writing to have their child's information removed from the list.

DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY

Anyone wishing to post items on the high school or elementary bulletin boards or have non-school related items distributed must bring items to the principal's office. Posters must be dated and shall be removed after the event. The items to be distributed will be left in the high school and elementary offices for students to pick up. Only school related materials, this includes community education, will be distributed directly to students. The full policy can be viewed in the superintendent's office or the principal's office.

DNR-DNI POLICY

A. Purpose

Nevis School District recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff in these situations.

B. General Statement of Policy

1. The primary mission of the school district is education. DNR-DNI orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
2. School district staff will provide reasonable emergency aid/assistance during school or school activities.
3. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
4. The parent will be notified of the emergency as soon as possible.
5. Notwithstanding this school district policy, IEP and 504 teams must do individualized medical emergency care plans for students when indicated in keeping with State and Federal law.
6. Parents who request that emergency care be withheld for their child or who present DNR/DNI orders, shall be advised of and shall be given a copy of this policy.

DRUGS AND ALCOHOL

Nevis Public School supports and enforces all laws regarding the use, possession and/or sale of any illegal drug or alcohol on campus, or any school property including buses and any venue where Nevis students are participating in 'away' events. Examples of these products include any alcohol, tobacco product or alternative tobacco product, illegal drugs (examples: inhalants, meth, cocaine, marijuana, etc.), and prescription drugs for any non-prescribed use.

School consequences including suspension and possible expulsion will be levied. The information will be forwarded to the Hubbard County Sheriff's Department.

Students who are distributing or caught in possession of drug paraphernalia, using, distributing or under the influence of tobacco products, including chewing tobacco, e-cigarettes, alcohol and/or illegal drugs, or prescription drugs on school property or at a school-sponsored event are subject to the school's discipline policy. Minnesota State High School League penalties will apply to students who participate in activities. This policy includes student vehicles parked on school property, while riding in school buses and while participating in any event, whether at home or away.

E-DAY

The Nevis Public School District utilizes Electronic Learning Days (E-Day) to make up to four days that may be missed due to inclement weather during the school year. Students and staff will collaborate electronically to conduct a school day from home when they cannot make it to school due to poor weather conditions. Classroom teachers have created a digital

opportunity to interact with their students on days when they cannot make it to school. Throughout the first quarter of school, teachers will communicate their individual E-Day plan to their students and share the process with parents.

ELECTRONIC DEVICES (1 TO 1 INITIATIVE)

See the Electronic Device Policy distributed to all students.

EMERGENCY DRILLS

A. Bomb/Terroristic Threat

It is up to the school to promote safe and secure learning environments. All bomb or terroristic threats must be reported to the principal's office immediately. State and Federal laws require suspension, referral to police, and optional recommendation for expulsion. A copy of the policy is available in the superintendent's or the principal's offices.

B. Fire Drills

State law requires Nevis School to hold five fire drills during the year. Posted in each classroom are rules governing fire drills. Each student must know the procedure to follow. At the sound of the fire alarm:

1. Leave the classroom and walk quietly to the assigned exit
2. Do not talk, run, or push
3. Do not stop at lockers or water fountains
4. Clear all exits
5. High School students: If the alarm sounds during passing time, group with the previous class; if the alarm sounds during lunch, group with 4th hour class; and if the alarm sounds before school, group with 1st hour class. Get completely away from the building and group together by class.
6. Follow teacher's directions
7. Remember occasionally exits may be blocked. Be ready to take an alternative exit.

C. Lock Down

1. By law, Nevis School must hold five lock down drills during the year. The drill procedures are posted in each classroom. Students are to learn and obey the rules governing lock down drills.
2. One of these drills will involve a practice evacuation.

D. Tornado Drills

State law requires one tornado drill during the year. Posted in each classroom are rules governing tornado drills. Each student must know the procedure to follow. At the sound of the tornado alarm:

1. Walk quietly to the assigned place and sit
2. Do not talk, run, or push
3. Do not stop at lockers or water fountains
4. Stay clear of all windows or glass doors
5. Follow your teacher's directions.

EQUAL EDUCATIONAL OPPORTUNITY

Nevis School District has in effect a state-recommended policy regarding Inclusive Education. A copy is available in the principal's or superintendent's office.

Nevis School District adheres to Federal and MN Statutes regarding discrimination of race, color, national origin, creed, religion, sex, marital status, and age, status with regard to public assistance, sexual orientation, or disability. No one will be excluded from any education program or activity, or employment, or recruitment, consideration, or selection, whether full time or part time, under an education program or activity for which the school is responsible.

FAN BUS

- A. Transportation to away athletic events may be provided.
- B. A fee will be charged for fans.
- C. When a fan bus is provided for away games, students must ride the bus to and from the event.
- D. If students choose to ride home with their parents from an event, the parent must sign a note and give it to their student's supervisor.
- E. If students wish to ride home from an event with someone other than their parents, they must give their parent's note to the principal during the day, which will be approved/disapproved and given to the coach/supervisor. There will be no exceptions.

- F. Only students of Nevis School District may ride the fan bus unless there is extra room on the bus for others, and
- G. These students or adults are pre-approved by the principal and have paid the correct fee.
- H. 6th to 12th grade students may ride fan buses. Students 5th grade and younger may ride fan buses only if accompanied on the bus by their parents.

FEES AND FINANCIAL OBLIGATIONS

A. Project Fees

Public education in Minnesota is free to all students; however, some projects require fees. Projects made in class and taken home or consumed in class usually have a fee. Fees will be assigned to students who have equipment or material breakage, musical instrument rentals or are taking driver's education. A deposit fee or charge for projects, etc., must be paid before project work can be taken from the school.

B. Band Fees

High School students using a school owned musical instrument will be charged a fee of \$40.00. Families can apply for a scholarship on an individual basis to help pay these fees.

C. Textbook Loss or Damage

Nevis School will abide by MN Statute 120.101 that provides that schools may charge for lost or destroyed textbooks, workbooks or library books.

1. For damage to materials 1-5 years old (other than normal wear) the student's fine is a percentage of the item's new value. Items that are lost or not returned are fined at full price. A minor charge will be made for materials over 5 years old, which are lost or damaged. Teachers will record the book's condition upon distribution to students so proper assessments are made at the end of the year.
2. The law provides that unpaid fees may be collected in a small claims court or by other appropriate means.

FITNESS CENTER

General Rules:

- A. Students will be supervised from 3:30 p.m. - 5:00 p.m. Monday through Thursday, to use the equipment.
- B. Any person wishing to use the Fitness Center is advised to obtain medical clearance prior to starting a fitness program.
- C. Eating or drinking (except for water) in the workout area is prohibited.
- D. Patrons must be 18 years of age. Access cards are not transferrable, nor may multiple people use a single card for access.
- E. Membership is required and you must scan your key card every time you enter. You must not let other people come in on your key card. Sixteen and 17 year olds with memberships must leave the Fitness Center by 7:30 p.m., however they may stay longer if accompanied by their member parent.
- F. Members must wear appropriate attire at all times. Proper clothing is considered apparel that covers the upper torso, legs and feet, and is free of offensive words or graphics. School regulations regarding student clothing will be enforced.
- G. Shoes must be worn during workout. No open toed shoes, i.e., sandals. Shoes must be clean, dry, and free of sand. Athletic shoes only are allowed - no boots or street shoes.
- H. Profanity is not allowed.
- I. Disrupting or interfering with the workout of another person is not allowed.
- J. Replace free weights to proper storage areas and reset aerobic devices as required.
- K. Appropriate use of free weights includes the following:
 1. The use of free weights can be a dangerous activity. Proper technique and the use of spotters is mandatory.
 2. Collars are to be used at all times to secure weights on bars.
 3. Barbells, plates, bars and hand weights are only to be used in the designated free weight area.
 4. Weight plates are not to be placed directly on the floor or leaned against equipment.
 5. After utilizing equipment, strip bars and return plates and dumbbells to proper storage area.
 6. Members must use safety bars when using the power racks for bench press, incline press, military press, decline press, squats, or any other exercise an instructor deems necessary. Set the safety bars about 1 inch lower than your lowest movement with the bar.
 7. Dumbbells cannot be dropped on floor for any reason.
- L. Valuables should not be brought in the Fitness Center.
- M. Report all equipment malfunctions, personal injuries and specific concerns immediately to the supervisor in charge or the district office.

HEALTH

- A. Nevis School has a full time nurse on duty during school hours.
- B. Students in grades PreK-12 have a vision screening yearly. Hearing screening is conducted for students in grades K, 1, 3, 5, 8, 11, and 12 during the year.
- C. A scoliosis check is done yearly for students in grades 5, 7, and 9.
- D. The elementary physical education teacher measures the height and weight of students in grades K-6 twice each year.
- E. A health and fitness evaluation is done by the physical education department.
- F. The school has speech service for PreK-12 students who have speech problems.

ILLNESS POLICY

Any child who becomes ill while at school will be brought to the nurse's office. Parents will be notified and the child will stay with the school nurse until the parent picks up the child. For the health and safety of all children, parents are requested to come within 45 minutes to pick up a child who has become ill. This is an important time to have assistance by a back-up person if you are unable to leave work immediately.

A child should not come to school if the following conditions exist:

- A. A reportable illness or condition that the Commissioner of Health determines to be contagious
- B. Chicken Pox until the lesions are crusted over
- C. Has vomited one or more times within the last 24 hours
- D. Has one or more loose stools within the last 24 hours
- E. Has contagious conjunctivitis or pus draining from the eye
- F. Has a bacterial infection such as strep throat
- G. Has unexplainable lethargy
- H. Has lice, ringworm, or scabies
- I. Has a temperature of 100 degrees (oral) or higher in the last 12 hours
- J. Has an undiagnosed rash
- K. Has profuse nasal discharge
- L. Is unable to participate in the classroom activities with reasonable comfort, and
- M. Requires more care than the staff can provide while compromising the health and safety of other children.

Students who are absent for periods longer than 3 days must supply a medical certificate in order for these absences to be excused.

IMMUNIZATIONS

All students must meet the state requirements which include: Polio, DTP or DT/Td, MMR, Hepatitis B, and Varicella.

INTERNET

Please refer to the District Internet Use Policy for all rules pertaining to student computer and internet use.

LEAVE THE BUILDING PERMITS

- A. Students are to remain on the school grounds from the time they arrive (when the buses arrive at school) until 3:16 p.m. (when school is dismissed) whether they ride the bus, drive, or walk to school.
- B. A "Permit to Leave the Building" pass must be secured from the high school or elementary office before leaving the building.
- C. Students must sign in and out in the high school or elementary office.
- D. Students may use a vehicle to go uptown only with the written approval of their parent and principal.
- E. Students are not allowed to leave the building to transport other students to appointments or to run errands. Example fixing cars, taking other students to medical appointments, etc.

LENGTH OF SCHOOL DAY

- A. School doors open at 8:00 a.m.
- B. Breakfast will be served starting at 8:00 a.m.
- C. Buses will arrive before 8:15 a.m.
- D. Classes begin at 8:30 a.m.

- E. School is dismissed at 3:16 p.m.
- F. Buses leave at approximately 3:21 p.m.

LOCKERS

The locker assigned to each student is the property of the school. The locker is for school supplies and outdoor garments. The principal will inspect lockers at her/his discretion.

- A. Unacceptable posters will be removed.
- B. Lockers are assigned. Students may have to share lockers, do not switch lockers unless done through the high school office.
- C. Stay out of other students' lockers.
- D. Valuables left in lockers are at your own risk.
- E. If there is mechanical trouble with a locker, notify the high school office.
- F. Clean out lockers regularly and at the end of the school year.
- G. No uncapped beverages in lockers at any time. All beverages, etc. may be subject to testing.
- H. Damage to lockers will be assessed and charged to the student. Students will be held financially responsible for the actual cost of repair to damaged lockers. The fines include custodial time costs. These fines will be presented to the student. Until such fines are paid, final grade reports and transcripts can be withheld until all obligations are met.

Take care of the locker; do not put stickers on any surfaces or use masking tape to stick things to the inside of the locker. Do not, without permission, stick anything to or write on the exterior surface of the locker. Report any locker damage to the high school office immediately.

LOCKER SEARCH

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

LOST AND FOUND

If a student finds something that does not belong to them, they should turn it in to the high school or elementary office or put it in the elementary lost and found box. If a student loses something, check with the high school or elementary office or the custodial staff. Students may put an announcement in the bulletin regarding the lost item. Items will periodically be displayed to be claimed.

Please make every effort to mark your child's belongings with his/her full name. This will help us return items that are misplaced.

MANDATED REPORTING

Pursuant to the laws, all school staff are mandated reporters of neglect, maltreatment, sexual abuse, threatened injury, physical injury, and emotional injury. All reports will be made to social services and/or the Hubbard County Sheriff's Department.

MEDIA CENTER

A media center for pupil and teacher use is very important to a school. The student is given the opportunity to check out books during the school year and is instructed in the use of the media center. Library books should be treated with as much care as textbooks. Lost or damaged media center items must be paid for by the student who checked out the item.

MIDDLE SCHOOL

In order to facilitate the education of the 11- to 13-year-old student, Nevis Public School has organized a 'school within a school' concept. The mission of the Nevis middle school community is to understand that middle school students are in a period of transition. Our goal is to prepare students for a lifelong learning process and cultivate the academic, social, emotional and physical growth of all students.

MOVIES

Teachers must preview movies before they are shown to the class. Movie showing will be limited.

- A. G-rated movies are allowed to be shown for students in grades K-6.
- B. G and PG movies can be shown to students in grades 7-12. Parents of high school children are asked to indicate on the emergency form if their child does not have permission to watch movies that are rated PG-13 and their elementary students to watch PG movies.
- C. Special permission from the principal and parents must be obtained for high school teachers to show an R-rated movie.

PERSONAL COMPUTERS (CELL PHONES, TABLETS)

Students will be permitted to use their personal computers or tablets for working on school assignments, and taking class notes. These devices may be connected to the school's internet service, subject to school rules and regulations. The school assumes no responsibility for their upkeep or maintenance. The school will assume no responsibility for their theft or loss by any means.

PET POLICY

In general, pets are not allowed in school.

- A. Before bringing a pet to school, students must obtain permission from the principal.
- B. Pets must have up-to-date rabies shots and other necessary shots.
- C. Animals that exhibit aggressive behavior will not be allowed on campus.
- D. Appropriate control of pets must be maintained at all times during the school visit.

PHYSICAL EDUCATION

- A. Doctor's Release from Activities

If a student is under doctor supervision and the doctor prescribes no physical education activities for the student, the student must provide:

1. Doctor's slip explaining the limitations
 2. Doctor's slip allowing re-entry to the physical education program
- B. Students need to be aware that if the student does not participate in physical education during school hours the student will be ineligible to participate in sports related activities.
 - C. Tennis Shoes: To protect the health and safety of all students, clean tennis shoes must be worn on the gym floor and in the Fitness Center.

POLICE INTERROGATION OF STUDENTS

Students who have been accused of a criminal act on school district property or any criminal act, which may have occurred outside the district property but was carried over, by any means, onto school property, will be subject to law enforcement involvement.

- A. Nevis School administration will pursue full legal prosecution and district prescribed consequences of individuals involved in unlawful activity or activities in violation of school rules and regulations.
- B. When law enforcement officials are notified of any suspected student involvement in unlawful activities and a police or legal authority interrogation becomes necessary, the parent or legal guardian of the involved student will be notified and offered the opportunity to be present during the interrogation.
- C. An exception to the above occurs if a county child protection team uses the school as a place of investigation, or if the authorities can produce a legal document, which would waive a parent's right to be present.
- D. If a parent is unavailable and cannot be contacted, law enforcement officials will be asked to wait with the interrogation until a parent can be reached or until the child is dismissed from school for the day. If the law enforcement officials proceed with their business in spite of the school's request, the responsibility will be of the outside agency.
- E. The district will not be responsible for police intervention with students on school property outside of regular instructional time, nor will the district be responsible for police interaction with students when there is no reasonable opportunity for administrative personnel to be aware of this interaction.

PRINCIPAL DISCRETION

All rules and policies described in this handbook are subject to constant review and depending on circumstances may be modified as required by the school administration.

PROBLEMS REGARDING SCHOOL

Parents having any problems or questions regarding school policies should contact the principal or teacher. If you wish a conference with any teacher, contact the principal or either the high school or elementary office so arrangements can be made. School problems should be discussed first with the teacher involved.

PROFANITY

Students swearing in any classroom or hallway are subject to the school's disciplinary code. Obscene gestures with hand or fingers, profane notes and/or photos, videos and digital messages via any electronic means will also be subject to school discipline.

PROPERTY AND EQUIPMENT

When school property is defaced or destroyed, every attempt will be made to find the reason behind the action. Leeway is given in regard to accidents resulting in damage.

Students are not allowed to be on school property or use equipment without authorization and proper supervision during school time or after school hours. The school will not be liable for students/children who are not properly supervised.

PROPERTY DAMAGE

Any damage to the school and/or district property will be repaired or replaced as necessary by the district and the full cost of repairs/replacement will be assessed to the student(s) involved.

REGULATED BEHAVIOR INTERVENTION RULE

It is the policy of Independent School District #308 that disciplinary procedures as outlined in the District's Student/Parent Handbooks and approved by the Board of Education, be applied to students with an identified disability on an individual basis according to their individual needs as determined by the Individual Education Program (IEP) and consistent with MN Statutes 120.17, MR 3525.2925 and the Total Special Education System (TSES) and/or 504 Plan for the District. A copy of this policy is available in the superintendent's or principal's office.

RELIGIOUS ACTIVITIES

Nevis School will support the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.

During the months October through April, no school events shall be scheduled on Wednesday nights after 6 p.m. During September and May, students may be excused from after school activity participation with a written request from parents.

Release Time will be offered every Wednesday, October through April for elementary students grades 1-6.

SCHOOL CLOSING

In case of school closing, "School Reach", an instant parent contact message will be sent to all households, and an official announcement will be broadcast over:

- A. Park Rapids radio stations KPRM (870 AM) and KDKK (97.5)
- B. Bemidji radio stations KKBj (103), KB101, WBJI (98.3), KBUN (1450 AM), KZY (95.5), Z99 (99.1)
- C. WCCO (830 AM) radio station
- D. Television stations WCCO Channels 12 & 4, KCCW, KSTP Channel 5, KSAX TV, KMSP 9, WFTC 29, KARE 11, KVLY/KXJV - Fargo
- E. The school website at www.nevis.k12.mn.us

Listen to these stations. Parents may call the school at 218-652-3500 and press 5 to get weather related announcements.

The Nevis Public School District utilizes Electronic Learning Days (E-Day) to make up to four days that may be missed due to inclement weather during the school year. Students and staff will collaborate electronically to conduct a school day from home when they cannot make it to school due to poor weather conditions. Classroom teachers have created a digital opportunity to interact with their students on days when they cannot make it to school. Throughout the first quarter of school, teachers will communicate their individual E-Day plan to their students and share the process with parents.

SCHOOL PICTURES

School pictures are taken in September of each year for all students in grades K-12 for the yearbook. Class pictures are also taken at that time. Parents are given an opportunity to order these pictures. Pre-Kindergarten (4-year-olds) school pictures are also taken in September.

School Readiness (3-year-olds) students do not have their pictures taken on picture day. You are welcome on the day of pictures to bring your child to school and get their picture taken.

SCHOOL SPONSORED PUBLICATIONS

"Official school publications" means school newspapers, web site, yearbooks, material produced in communication, journalism, or other writing classes as a part of the curriculum. All publications shall be supervised and edited. The full policy can be viewed in the superintendent's office or the principal's office.

SECTION 504 OF THE REHABILITATION ACT

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Please see Page 2 in this guide for a full description of your rights under Section 504.

Minnesota State High School League penalties would still apply to students who participate in activities.

SMALL GYM

Except for classes, no student traffic will be permitted in the small gym.

SUPPLIES

Supplies such as pencils, pens, crayons, markers, erasers, headphones, earbuds, and notebook paper are not supplied by the school. When needed by the student, they must buy these items.

SURVEILLANCE CAMERAS

Students are to be aware that school buses, the Fitness Center, main building, parking lot and other areas of school property are under camera surveillance.

SURVEY POLICY

Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.

TENNESSEN WARNING

Students may be questioned by staff during the school year. The information obtained will be used by the school personnel for educational purposes and any discipline proceedings that may occur. Students are not required to provide the requested information. For additional information, please see the Minnesota Government Data Practices Act.

TESTING

The testing program administered at Nevis School includes STAR Reading for students in grades K-6, NWEA for students in grades K-8, MCA reading for students in grades 3-8 and 10, MCA math for students in grades 3-8 and 11, and MCA science for students in grades 5, 8, and 10. Students will be offered the opportunity to participate in the ACT in grade 11 or 12.

See Attachment 1 for additional testing information.

TICKET PRICES

General Admission (per regular season game)	
Students (grades K-12)	\$4.00
College students with current College ID	\$4.00
Adults	\$6.00
Children (under 5)	FREE
Senior Citizens (65 & over)	FREE

Fall Season Pass - Volleyball/Football (up to 12 regular season games)	
Students	\$15.00
Adults	\$37.00
Family	\$52.00
Winter Season Pass - Basketball (up to 26 regular season games)	
Students	\$23.00
Adults	\$48.00
Family	\$71.00
All Season Pass (up to 38 regular season games)	
Students	\$28.00
Adults	\$64.00
Family	\$89.00
Softball/Baseball	FREE

Playoff games for all sports are not included in these prices.

Family is defined as up to two adults and all children and students in grades K-12 living in the household.

TOBACCO-FREE CAMPUS AND VEHICLES

The District 308 school board is concerned about the health of its employees and students. It also recognizes the importance of adult role modeling for students during the formative years. Therefore, to provide a healthier environment, the use of tobacco is prohibited in all District 308 school buildings, vehicles and any property belonging to District 308. This policy includes e-cigarettes and all other tobacco alternatives.

TRESPASSING

Unauthorized individuals found in the building or on school property are subject to trespassing charges. This includes students on suspension who have no prearranged authorization to be on school property, and any other person who has been notified by Registered Mail that they are restricted from school property at home or away events. Trespassers may be arrested.

TRIPS

A. Field Trips

A field trip is class related and is mandatory for students to attend. The Nevis School District is responsible for student conduct and liability involved with all field trips. Participation in such teacher-organized activities will require a permission slip from a parent. Nevis School asks that forms be signed at the beginning of each school year, however, a student may be barred from a field trip because of discipline issues and an alternative assessment will be used.

B. Supplementary Trips (examples – Guthrie Theater, Festival of Nations, and Art)

To be eligible to sign up, students must be academically eligible. Any money collected will not be refunded after payments for tickets/admission are made. Students may be barred because of discipline issues. To participate in these supplementary trips, students must sign up and pay any required fees by the deadline set by the advisor. To be eligible to attend, all bills must be paid, student must be academically eligible and any assigned discipline time must have been served.

C. Extended Trips

Extended trips are those trips that involve one or more overnight stays. Specific participation agreements for each trip must be signed.

D. Out of State Trips

With the exception of Fargo and Grand Forks, Nevis School District does not provide financial assistance for out of state trips. When school sponsored, out of state trips are subject to all rules for supplemental or extended trips.

TRUANCY

A pupil is “continuing truant” if absent for three or more class periods for three days without a valid excuse in a school semester. If a student is truant, a letter will be sent to parents notifying, pursuant to MN Statute 260A.03, that the child is truant and a letter will be sent to the county attorney. Parents are obligated, pursuant to MN Statute 120A.34, to compel the attendance of their child/children to school. Open enrollment status may be revoked according to statute.

VALUABLES

Students should not bring valuable items to school. The school is NOT responsible for lost or stolen items. If students must bring something of value, leave it in the principal's office. If a student wants to keep valuables in his/her locker, do not give out the combination. If something of value is missing, report it to the principal's office immediately. Nevis School will not pay for lost or stolen or damaged items.

VISITORS

There will be no student visitors at school while school is in session. All adult visitors must report to the office to sign in. They will receive a visitor sticker. Visitors will not be admitted to classrooms without a visitor sticker. If you want to visit your child's classroom or teacher, you must make an appointment one to two days prior. Conferencing with your child's teacher may occur before or after school, or during the teacher's prep time. While visiting, visitors must not interfere with regular classroom instruction.

CONCLUSION

Representing Nevis School is considered an honor. All students, regardless of the sport or activity, shall exhibit good sportsmanship and behavior and shall abide by all rules and regulations of the MSHSL and the school board. High standards are expected of Nevis students, whether involved in activities or not; however, those students who are in leadership positions should demonstrate their good character by avoiding use of chemicals, violations of law and/or other social problems. Coaches, advisors, teachers and administrators may confer at any time to determine the eligibility status of a student in a leadership position. Any questions should be directed to the activities director, coach, principal, and/or superintendent. For questions, please call the school at 218-652-3500 or fax 218-652-3505.

**SCHOOL READINESS CLASSES (3-YEAR-OLD PRESCHOOL)
PRE-KINDERGARTEN CLASSES (4-YEAR-OLD PRESCHOOL)****PROGRAM GOALS**

- A. To help each child develop a concept of himself as a worthy individual, good friend, and eager learner, and a willing participant in activities
- B. To develop language and literacy skills through listening, speaking, reading and writing
- C. To help children develop scientific thinking by observing, investigating, questioning, and predicting
- D. Develop artistic appreciation through expression and representation
- E. To learn about social studies through human differences and similarities, human independence, rights and responsibilities, and about people and where they live
- F. To develop an approach to mathematical thinking through patterns and relationships, number concepts and operations, geometry and special relationships, and measurement
- G. To develop physically through gross motor activities, fine motor activities, and by learning personal health and safety

ATTENDANCE

If your child is going to be absent, please call 218-652-3500 and press 2 for the elementary office.

BATHROOM

All children must be potty trained. Please send a separate set of clothes to keep in your child's classroom throughout the year. Children this age can and do have accidents. Please have all clothes labeled. If your child does have an accident they must be able to change into their extra set of clothes by themselves. Sweat pants and sweat shirts are easy clothes for children to slip on and off.

BIRTHDAYS

We plan to make your child's birthday a very special time for him/her. Treats are welcome as long as they are bought from a store. Sending a treat is not necessary; your child will still have a special day!!

BREAKFAST/LUNCH**Pre-Kindergarten**

Children in the 4-year-old program receive free breakfast due to a grant. Children eating school breakfast will be served by 8:15 a.m. Lunch time is approximately 10:45 a.m. Your child may purchase hot lunch (set up an account with the

District office) or may bring a cold lunch from home. If your child brings a cold lunch to school you may purchase milk tickets and your child may have a milk to drink with their cold lunch. Milk is included with the hot lunch.

BREAKFAST PRICES: \$1.25

LUNCH PRICES: \$2.30

MILK TICKET: \$.25

School Readiness

Children in the School Readiness program do participate in the breakfast program and are not eligible for free breakfast unless qualifying for free/reduced meals. A meal account can be set up with the District office. This age group does not participate in the lunch program.

BUS TRANSPORTATION

Pre-Kindergarten

Children are eligible to ride the bus to and from school. Parents may call the school bus transportation supervisor at the bus garage at 218-652-3526 to arrange for bus transportation. Students are dropped off at the main school building and met by an educational assistant in the morning. After school your child will be escorted to the bus to ensure that they depart safely. If your child will be taking a different bus or not riding the bus home you must send written notification or else your child will be sent home on the bus that the district has designated to him/her. All phone calls regarding transportation changes must be made to the elementary office at 218-652-3500 by noon.

If you are dropping your child off at school in the morning we do ask that you please walk your child into the building and walk your child into the classroom.

School Readiness

Nevis School does provide transportation to school for the School Readiness (3-year-old) children. If not riding the bus, parents will be dropping children off. All children will be picked up after school by parent.

CALENDAR

School starts on September 10th and the last week of classes will be the week of May 13th. Please follow the Early Childhood calendar for our school events as it is different from the K-12 school calendar.

DRESS

Please dress your child for mess. We love to do crafts and messy projects. Please do not send your child to school in their best clothing because they will come home with paint, play dough, and glue on them. Please dress your children appropriately for the weather. Also, please do not forget socks, boots, hats, mittens, snow pants and winter jackets in the winter. We go outside every day to play unless it is below zero. **IMPORTANT - LABEL ALL OF YOUR CHILD’S CLOTHING!**

ENROLLMENT AGE

All students enrolling in School Readiness must be 3 years old on September 1. All students enrolling in Pre-Kindergarten must be 4 years old on September 1.

FEES

School Readiness

Per MN Statute 124D.15 Subdivision 12, Nevis Public School must establish and implement both a sliding fee scale and a fee waiver provision for all Preschool program participants. Nevis Early Childhood’s sliding fee scale is as follows:

<u>Family Annual Income</u>	<u>School Readiness Annual Fee</u>
\$0-24,999	\$170
\$25,000-\$54,999	\$230
\$55,000-\$84,999	\$290
\$85,000+	\$350

We offer various payment options:

- Full payment
- Monthly
- Semester (2) payments

PLEASE NOTE: WE DO WAIVE FEES IF A FAMILY IS UNABLE TO PAY!

FIELD TRIPS

We may plan various field trips throughout the year. Transportation will be provided by a school vehicle. You will be required to sign a permission slip for your child to attend the field trip. If a permission slip is not returned to the teacher, the child cannot participate in the field trip. We also love to have volunteers during field trips, let us know if you can help. Volunteers are required to have a background check in order to chaperone field trips.

GRIEVANCES

We encourage parents with questions and concerns to discuss them with the teachers in their child's classroom. If concerns cannot be resolved with the teacher please contact the coordinator, Abbie Henry, 218-652-3500, ext 303. If unsuccessfully resolved with the coordinator, contact the Principal at 218-652-3500, ext. 104.

LENGTH OF SCHOOL DAY

Pre-Kindergarten

Children may be registered for either Monday/Wednesday or Tuesday/Thursday classes. The hours are from 8:30 a.m.- 3:16 p.m. If you will be dropping your child off please have your child to school on time. It is hard for children to enter a setting when class has already started. If you will be picking your child up, please pick them up on time. If you are not here by 3:30 your child will be brought to School Age Care and you will be charged the drop in rates.

School Readiness

Children may be registered for Monday/Wednesday or Tuesday/Thursday classes. The hours are from 8:30-11:30 a.m. If you will be dropping your child off, please have your child to school on time. If you will be picking you child up, please pick them up on time. This is very important because we have other classes and activities going on in the classroom after our class is over and the staff needs to be preparing for the next activity. Children will only be released to parents or guardians that are listed on the emergency forms. If you want to have your child picked up by someone else, you will need to put it in writing as to who will be picking up your child. Persons other than parents and guardians will be required to show an ID.

RECESS

All children are required to play outside. If your child is too sick to play outside, please keep him/her home.

REGISTRATION FORMS

Your child is not officially enrolled in preschool and may not start attending, until all the following forms are turned in:

- A. Preschool Registration/Emergency Form
- B. Preschool Payment Form
- C. Health History Form
- D. Home Language Questionnaire
- E. Open Enrollment Form (if applicable)
- F. A copy of the child's birth certificate,
- H. Up-to-date immunization record
- I. Preschool screening forms from another school district (if child has been screened)

PLEASE REMEMBER IF YOU HAVE A CHANGE IN HOME PHONE NUMBER, WORK NUMBER, ADDRESS, OR EMERGENCY CONTACTS PLEASE NOTIFY US IMMEDIATELY SO WE CAN UPDATE YOUR FORMS!

REST TIME

Pre-Kindergarten children will have rest time. Children do not have to sleep during rest time. Children are asked to lie quietly on their mat. Your child may bring a special blanket to keep here for rest time. We wash all blankets every Friday. It is essential for a child's growth and development to have rest periods during the day.

SCHOOL CLOSING

If Nevis School is closed due to weather, Pre-Kindergarten and School Readiness will also be closed. If school is running late, Pre-Kindergarten is also running two hours late and School Readiness will be canceled. If school closes early due to weather, Pre-Kindergarten will also close early and children are sent home on the busses that the district has assigned for them. School closing information is listed in the "school wide information" portion of this handbook.

SNACKS

Every child should bring a snack that can be shared with the class (approximately 18 students) about one time per month. Good ideas are fruit, pudding cups, crackers, cheese, and cookies. Snacks must be store bought. We will provide the milk. Children love choosing a snack at the store and getting to share with their friends. If your child is allergic to anything please let us know immediately.

TOYS

Please do not bring toys from home. It is hard to keep separate children's toys from home and our classroom toys. There is also a risk of losing toys that children bring from home. So we ask that children keep toys at home.

VISITORS

If you or other family members would like to come and visit the classroom feel free to do so. If you can give us a call or send us a note and let us know when you would be attending class with your child, we would appreciate that. Parent involvement in their children's school is the number one determining factor in children's educational success. We encourage parent participation. Please go to the elementary office to check in. Any time you would like to volunteer we would love to have you here. However, state law and district policy requires all volunteers to have a background check on file in the district office.

ELEMENTARY GRADES K - 6

AFTER SCHOOL ACTIVITIES

Students in grades five and under must be accompanied by a parent or guardian to all after school activities.

ATHLETIC PROGRAMS

6th grade students may participate in baseball, basketball, golf, softball, track and volleyball when the programs are offered. For complete rules and guidelines, please see Athletic and Competitive Activities Rules in the High School Section of this handbook. 6th grade students will follow the High School Eligibility Policy.

BIRTHDAYS

Treats are welcome as long as they are bought at a store. Just let us know in advance so we will be expecting it. Sending a treat is not necessary; your child will still have a special day!!

CURRICULUM

The elementary teacher is qualified to teach all subjects in the elementary curriculum. However, specialists assist in some areas. Assistance is received in music, physical education, media skills, technology, Accelerated Reader, Accelerated Math. We also have special help for students in reading and math through the Title I program. Park Rapids, Akeley, Walker, Nevis (PAWN) Special Education Cooperative provides our school with special education services. Speech services are provided as needed.

DISCIPLINE POLICY

The Nevis School has a fair and basic disciplinary policy: All discipline in grades K-6 will be dealt with by the Dean of Students and/or the Principal.

FAN BUS

Students in grade 6 may ride the fan bus without a parent. Any students in grades K-5 must have a parent accompanying them on the bus.

FIELD TRIPS

Field trips are a special privilege to compliment the educational experience. Parents will be notified of field trips. Parental permission slips must be signed by parents and kept on file in the principal's office or with the classroom teacher. A field trip is class related and is mandatory for students to attend, however, a student may be asked not to attend a field trip because of discipline issues and an alternative activity or assignment will be used. There will be no swimming on field trips unless there is a certified life guard on duty. Field trips involving bike rides do require helmets to be worn during the biking. No energy drinks will be allowed on field trips.

HONOR ROLL

Students in grades 4 – 6 are eligible for the Honor Roll. The honor roll will be determined as follows:

“A” Honor Roll must have a GPA of 3.6667 to 4.0 for the current term

“B” Honor Roll must have a GPA of 3.0 - 3.6666 for the current term

Students must be enrolled full time to be included on the Honor Roll.

KINDERGARTEN

Children must be five years old by September 1 to enroll in kindergarten. Early admission into kindergarten may be requested by parents/guardians. The request must be submitted to the superintendent prior to April 1 of the preceding school year. No child whose birthday is after November 1 will be considered for early admission.

LEAVE THE BUILDING PERMITS

Parents wishing to take their child out of school or have the child leave during school hours for any reason must notify the elementary office before the child will be excused. When picking up students, parents must sign them out in the elementary office. If parents wish to have their children leave the school during the day without picking them up, send a written request to the elementary office for the dismissal. If someone other than a parent is picking the student up, the elementary office must be notified as to who this will be. Please add people who will be picking up students often to your emergency form.

Students are to remain at the school from the time they arrive until school is dismissed. Students are not allowed to go uptown after arriving at school without written permission from the parent.

LENGTH OF SCHOOL DAY

The school building will be open and breakfast served at 8:00 a.m. Students may go to their classrooms at 8:10 a.m. School starts at 8:30 a.m. and is dismissed at 3:16 p.m. with buses leaving at 3:21 p.m. Teachers are available before school starts and after school is out for parent-teacher meetings, IEP meetings, parental concerns, and student concerns.

Parents must wait until 3:16 to go down the elementary hallway.

RECESS

- A. Recess in the elementary school will be supervised by assigned personnel. A daily 30-minute recess will be held outside unless weather conditions are too severe and may endanger the safety of students. When the weather makes an outdoor recess unacceptable, games and activities will be provided indoors. A note is required describing the health related reason of any students who are to stay in from recess.
- B. Manner of dress for outside activities (see also "Discipline-Unacceptable Behavior")
Because of recess, field trips, etc., the elementary student is very often outside during the school day. It is necessary that parents dress their child in appropriate clothing to be comfortable for outdoor activities on any school day. Boots should be worn when we have snow. Outdoor clothing will not be worn in the classroom during the day.

RETENTION

If a student is being recommended to repeat a grade, discussions will begin between the parent and teacher throughout the spring semester.

SNACKS

Students have a milk/snack break daily. Students may purchase milk tickets for \$.25 in the district office to drink milk at this time. Milk for kindergarten students is free. Students are encouraged to bring a snack from home to eat at this time.

SOCIAL SKILLS DEVELOPMENT AND STUDENT MANAGEMENT PROGRAM

- A. Students need to behave appropriately in different social situations.
- B. Students will respect self, others, and property in order to provide a safe and caring learning environment for all children at Nevis School.
- C. Students will learn appropriate social skills while attending Nevis School. All staff will be involved in implementing the program by making students accountable for inappropriate behavior, as well as being praised for appropriate behavior.

TARDY

Tardy is after 8:30 for the a.m. and after 12:00 for the p.m.

TITLE I QUALIFICATIONS

Students grade K-6 who are not performing at grade level standards as determined by MCA reading and math tests, STAR reading tests, NWEA tests and/or teacher observations are eligible for Title I services.

TOYS

Toys are not allowed at school.

HIGH SCHOOL GRADES 7 - 12

ACADEMIC POLICIES

A. Class Rank

Class rank will only be used when a college/university specifically requires it.

B. Career Advisor

1. The purpose of the career advisor program is to aid the student in the areas of education, personal, and post-secondary concerns.
2. The career advisor has bulletins for technical colleges, private colleges, community colleges and state universities.
3. Feel free to contact the advisor for information and assistance.

C. Online College in the High School

1. Online College in the High School is available to eligible students. Students interested in any college programs should see the career advisor. Juniors and seniors with at least 3.0 GPA (juniors) and 2.80 (seniors) may enroll for college credit. Any late enrollment charges will be passed on to the student.
2. Sophomores, juniors and seniors may register for vocational courses.
3. Required college textbooks will be provided to the student by Nevis School. Optional materials, workbooks and study guides are the responsibility of the student.

D. College Visits

Students will be allowed three (3) college visits during their junior and senior year. These days must be approved in advance by the career advisor or the principal.

E. GPA

Grades will earn the following GPA values:

LETTER GRADE	POINTS	LETTER GRADE	POINTS
A (93-100%)	4.0000	C (73-76%)	2.0000
A- (90-92%)	3.6667	C- (70-72%)	1.6667
B+ (87-89%)	3.3333	D+ (67-69%)	1.3333
B (83-86%)	3.0000	D (63-66%)	1.0000
B- (80-82%)	2.6667	D- (60-62%)	.6667
C+ (77-79%)	2.3333	F (less than 60%)	0

P will indicate a passing grade that has no effect on GPA.

F. Graduation Requirements

Twenty-two (22) total credits (mandatory and elective) are required to graduate. See the principal for further information.

English	4 credits	English 9, English 10, English 11 and English 12
Math	3 credits	Geometry, Algebra II and Trigonometry OR Concepts of Algebra, Concepts of Geometry and Concepts of Algebra II
Science	3 credits	Physical Science 9, Biology 10 and choice of Physics or Chemistry
Social Studies	3 credits	Civics (½ credit), Geography (½ credit), World History (1 credit), U.S. History (1 credit)
Economics	½ credit	
Business	½ credit	Career 10
Physical Education	1 credit	PE 9

Fine Arts	1 credit	Art, Band or Choir
Health	½ credit	Health 10
Industrial Technology	½ credit	Know Your Home
Electives	5 credits	

G. Honor Roll

At the end of each term, the honor roll is determined:

1. To be on the Straight A Honor Roll the student must have straight A's, a (GPA) of 4.0 for the current term.
2. To be on the A Average Honor Roll a student must have a GPA between 3.6667 - 3.9999 and not have any F's on his/her report card for the current term.
3. To be on the B Honor Roll a student must have a GPA between 3.000 - 3.6666 and not have any F's on his/her report card for the current term.
4. Students must be enrolled full time to be included on the Honor Roll.
5. Year End Honor Roll is calculated from grades received at Nevis for terms 1, 2 and 3.

H. Graduating Honor Students*

Senior honor students will have the following cumulative grade point averages from grades 9-12 upon completion of the 1st semester of a student's senior year and have at least 3 quarters of attendance at Nevis High School:

1. GPA of 3.7500 and above Exemplary Honor Students
2. GPA of 3.6667 up to 3.7499 Honors with Distinction
3. GPA of 3.3333 up to 3.6666 Honor Students

* Graduating Honor Students will have NO Fs or incompletes on their transcript.

I. Juvenile Center Credits

Credits earned from a Juvenile Center will be transferred to the Nevis transcript as follows:

1. 120 - 149 hours = 1 credit,
2. 90-119 hours = .75 credits
3. 60-89 hours = .5 credits
4. 30-59 hours = .25 credits
5. 15-29 credits = .125 credits

J. Retention

1. Students may be required to repeat 7th or 8th grade entirely if they have received no credit in 2 or more classes on an annual basis.
2. Any student with an "In Progress" (IP) at the end of any grading period will have two weeks to make up missing assignments for credit.

K. Summer School / Summer Classes

Credits earned by students who enroll in classes after the last school day of that school year will be recorded on the transcript for the next school year as per the requirements of the district's student data reporting system (SYNERGY).

AFTER SCHOOL ACTIVITIES

The school schedules a number of after school activities. Some of these activities are for the public. Other activities are for Nevis High School students only (e.g., practices, dances, etc.). Unless students are under the direct supervision of an authorized adult, they must be out of the building by 3:30 p.m. A student is required to be in attendance at school during the day to attend after school activities.

Dances:

Dances will be held for 6-8th grade and 9-12th grade students. Please follow these guidelines for dances and parties:

- A. Approval must be secured at least one week prior to the dance or party. Preliminary approval will come from the group advisor and final approval from the principal. Before final approval the principal must have a list of the cleanup committee.
- B. Time: Dances shall start no later than 9:00 p.m. and shall end no later than 11:30 p.m. Exceptions may be made for any special dance.
- C. Chaperones: Faculty members and parents may chaperone. Each dance will have an adequate number of chaperones. The advisor and the principal must approve of the chaperones at least one week prior to the dance. Chaperones must receive written instructions from the advisor.
- D. Guests: The administration will clear a guest list prior to the activity. Students may sponsor a maximum of 1 student to a dance. Guest registration forms are available in the high school office.

- E. Doors: The doors close one-half hour after the start of the dance or party. Once a student or guest leaves the dance they may not return. If a student leaves an activity early their parents may be notified. Students leaving the dance early will be reported to the supervisor. When students leave an activity they must leave the school grounds.
- F. Behavioral Rules: Students and guests will follow all rules while attending the dance. The supervisor has the authority to require students and/or guests to leave the dance if school rules are violated.
 - 1. Unacceptable behavior by students or guests will not be tolerated.
 - 2. Students or guests under the influence of alcohol or other drugs will be removed from the dance. They will be turned over to law enforcement officers for handling and school discipline consequences will be enforced.
- G. Dress codes are in effect at dances.
- H. Personal Display of Affection (PDA) rules will be enforced.
- I. *Lights*: Advisors and chaperones will control the lighting.
- J. The school reserves the right to shut the dance down.

AREA LEARNING EXPLORATION PROGRAM

Students enrolling in ALP must meet the following criteria:

- A. Minimum of 9th grade, performs substantially below the performance level for pupils of the same age in a locally determined achievement test
- B. Is at least one year behind in satisfactorily completing coursework or obtaining credits for graduation
- C. Is pregnant or is a parent
- D. Has been assessed as chemically dependent, has been excluded or expelled from school
- E. Is a victim of physical or sexual abuse
- F. Has experienced mental health problems
- G. Has experienced homelessness sometime within last six months
- H. Speaks English as a second language or is an English Language Learner (ELL)
- I. Has withdrawn from school or has been chronically truant

ATHLETIC AND COMPETITIVE ACTIVITIES

Nevis High School is a member of the following activity conferences and sections:

- A. Baseball - Northland Conference - Section 5, Class A
- B. Basketball (Boys) - Northland Conference and Longbow Conference - Section 5, Class A
- C. Basketball (Girls) - Northwoods Conference - Section 5, Class A
- D. Clay Target - Conference 5, Class 2A
- E. Cross Country – Section 8, Class A
- F. Football – 9-West District North - Section 6, Class 9-Man
- G. Golf (Boys) - Northern Pines Conference - Section 6, Class A
- H. Golf (Girls) - Northern Pines Conference - Section 6, Class A
- I. Gymnastics - Section 8, Class A
- J. Hockey (Boys) - Section 8, Class A
- K. Hockey (Girls) - Section 8, Class A
- L. Music - Section 8, Class A
- M. One Act Play - Section 6, Class A
- N. Softball - Upper Mississippi Conference – Section 5, Class A
- O. Track (Boys) - Northland Conference - Section 8, Class A
- P. Track (Girls) - Northwoods Six Conference - Section 8, Class A
- Q. Visual Arts - Section 8, Class A
- R. Volleyball - Northwoods Conference - Section 5, Class A
- S. Wrestling - North Star Conference - Section 8, Class A

ATHLETIC AND COMPETITIVE ACTIVITIES RULES

Students must know and understand the policies governing inter-scholastic athletics. Nevis High School adheres to the constitution and rules of the Minnesota State High School League (MSHSL). Complete rules may be obtained from the activities director.

Category I activities include: baseball, basketball, cross country, football, golf, gymnastics, hockey, softball, track, volleyball, wrestling, and Special Olympics. Others may be added by agreement of the director, administration, and the approval of the school board.

Category II activities include: FCCLA, , knowledge bowl, math league, music activities, musical, National Honor Society, one act play, robotics, science fair, spelling bee, Student Council, TARGET, visual arts and yearbook. Others may be added by agreement of the director, administration, and the approval of the school board.

Extra-Curricular & Co-Curricular Participant Regulations

A. School Time

No student may be excused from school for co-curricular events without the permission of the activities director, advisor/coach and principal. A list must be given to the principal's office for those leaving and the date, time, place, etc.

B. Dismissal from the Activity

Any participant dismissed from the squad for the season for disciplinary reasons may participate in another sport that season. In the event that the athlete is dismissed from the squad for disciplinary reasons, written notification of dismissal stating the reasons will be given to the parent with copies to the school board and/or administration.

C. Eligibility

All students in grades 6 – 12 who participate in any extracurricular activity (athletic and all clubs or activities including academic, FCCLA, music, drama and robotics) will be required to show that they are academically eligible to participate every 2 weeks.

1. Any student with an 'F' (59% or lower) will be ineligible until their grade reaches 60%.
 - a. It is the student's responsibility to provide assignments to a teacher in a timely manner in order for the teacher to grade said assignment and make any resulting changes to the student's grade.
2. Any student who skips a class will automatically be ineligible for their next game or event.
3. Any student with an 'F' at the end of a semester/terminal grading period is ineligible for the first 2 weeks of the following quarter.
4. The Athletic Director will confirm the status of each athlete as presented.
5. In the event of a disagreement, the order of appeal will be as follows:
 - a. Coach/Advisor
 - b. Activities Director
 - c. Principal
 - d. Superintendent

D. Eligibility Procedure

1. Once every 2 weeks each participant will print out their grade book from Synergy grade book and give it to their coach/advisor (day to be determined by the coach/advisor).
2. Each week, each coach/advisor will collect the printouts to determine eligibility and then give the printouts to the activities director. Failure to give a weekly printout to the coach/advisor will mean immediate ineligibility.
3. Academic Eligibility will be determined in a timely manner by all coaches/advisors for all single event activities.
4. The activities director will confirm the status of each athlete.
5. In the event of a disagreement, the order of appeal will be:
 - a. Coach/Advisor
 - b. Activities Director
 - c. Principal
 - d. Superintendent

E. Involvement in More Than One Activity

Students wishing to be involved in more than one activity during a season must meet with the respective coaches and activities director for approval. If a conflict in practice or performance arises and the coaches/activities director are not able to resolve the conflict, the student must decide in which activity he/she will participate.

F. Rules Meeting

Parents and participants are expected to attend a rules meeting before any student is allowed to participate in any competitive event. All paperwork must be in compliance before the first practice.

Lettering

All letter awards must be submitted to the activities director with evidence supporting that the student has met the following (minimum) requirements.

A. Award Requirements

1. All Sports

The athlete must play in one half of the periods (innings, quarters, halves) of the total regular season varsity games each year to receive an award that year.

2. Managers

To be considered for lettering, a student manager must attend/work 90% or more of all the home, away and playoff contests, or directly maintain the Sport/Activity MSHSL web page including, scores/ rosters/ game summaries, stats, etc. OR, following two consecutive years as a student manager for a team without quitting or reaching the 90 % mark, a student manager could receive a letter at the discretion of the head coach and the athletic/activities director.

3. Academic

Nevis School uses the following criteria for academic lettering:

- a. 11th& 12th grade must have at least a 3.3333 cumulative GPA
- b. 10th grade at least a 3.5000 cumulative GPA
- c. 9th grade must have at least a 3.7500 cumulative GPA
- d. Transfer students who meet the academic grade level requirement for an award, must also have a minimum of 3 credits from Nevis School.

4. Band

Students must earn 100 points each year to letter. Points can be earned as follows:

- a. Pep band performances 10 points each
- b. Solo competition 40 points for an excellent rating
- c. Solo competition 60 points for a superior rating
- d. Small ensemble competition 40 points for an excellent rating
- e. Small ensemble competition 50 points for a superior rating
- f. Jazz band 50 points
- g. Honor band 40 points

5. Choir

Students must earn 100 points each year to letter. Points can be earned as follows:

- a. Sectionals 5 points
- b. Individual vocal lessons 5 points
- c. Honor choir 30 points
- d. Solo competition 30 points
- e. Small ensemble competition 30 points
- f. Musical 30 points

A superior rating at either competition is an automatic letter.

6. Drama

- a. Students who have a lead role in a main stage production or equal role in a competition piece will receive an automatic letter.
- b. Students in a supporting role or assisting in any other way (lights, sound, etc.) must participate in 3 cumulative productions to receive a letter.

7. FCCLA

Students must be an officer or a member who competed at State.

8. Jazz Band

Students must perform in ensemble contest, the spring concert and attend all except 5 rehearsals from January to May.

9. Knowledge Bowl

Students will earn a letter in Knowledge Bowl if they participate in all meets for the year, PLUS at least one post-season meet, OR are seniors who have participated in Knowledge Bowl all possible years.

10. Math League

Students must compete in ½ or more of varsity meets and score a minimum of 12 points throughout the season.

11. Robotics

Students can letter if they meet one of the following requirements:

- a. Help during the build season by contributing a minimum of 50 hours of work
- b. Have a primary role at the regional competition (drivers, pit crew chief, safety captain, or public relations captain)
- c. Contribute a minimum of 30 hours of work during the build season and help as needed during the regional competition.

12. Student Council

Students in grades 7 - 12 must attend all except 4 meetings,

- a. Grades 10-12 must attend 1 school board meeting
- b. Must work at 5 concession stands
- c. Decorate at least one event - Homecoming or Snow Days
- d. Be on at least one committee - Homecoming or Snow Days
- e. Participate during the fall or spring blood drives

13. Target

Students who have participated for two years in the program will receive a letter.

14. Tiger Pride

Students who have obtained 48 points in the following categories and are at least in 9th grade are eligible to letter:

- a. Community Service & Leadership a minimum of 8 points
- b. Extra-Curricular a minimum of 10 points
- c. Physical Fitness a minimum of 10 points

15. Visual Arts

Student must have received a Superior Rating, Best of Show or showed or competed for 2 years.

16. Yearbook

Students involved in the production of the yearbook must make a significant contribution to the completion and meeting deadlines of either the elementary or high school yearbooks through design, photography and/or writing copy. Participants must also be involved in ad sales and the book sales.

- B. Injury, accumulative and "sequence" provisions below, apply to all sports. If injured during the season, the athlete must have met the award requirements based on that part of the season until the time of the injury. Thus a player injured in the third football game must have played in at least four quarters. The ability to participate again is in the jurisdiction of the physician attending the athlete. If injured prior to the season starting, the athlete who previously lettered in that sport in the previous year can still be a member of the team and letter by talking to the head coach and activities director.
- C. The first varsity award may be earned by accumulating from year-to-year enough playing periods or points to meet the requirements for one season.
- D. A "Service Award" may be earned by three years on the squad, including the senior year. This requires recommendation of the head coach or advisor and approval of the activities director and principal.
- E. Any junior varsity squad coach may award a certificate of participation.
- F. Participants who are dismissed from any activity for disciplinary reasons will not be eligible to receive an award for participation in that activity.
- G. Students serving a MSHSL violation during the season may still letter if they complete the season and meet all other criteria. Students receiving a MSHSL violation during the season will not be eligible to letter.
- H. Students who are under the direct care of a physician and are not able to participate in physical education will not be eligible to participate in sports related activities until the doctor releases the student.

Responsibilities of Activity Participants

A. NEVIS & MSHSL Violations

All participants must follow Nevis and MSHSL rules.

1. **Bylaw 202.00. Assault** (Principal's Discretion for students in grades 7-12, four (4) weeks or more)
 - a. An act done with intent to cause fear in another of immediate bodily harm or death
 - b. The intentional infliction of or attempt to inflict bodily harm upon another
 - c. The threat to do bodily harm to another with present ability to carry out the threat
 - d. Violation- student shall be disqualified from participation in all league-sponsored activities for a minimum of four (4) weeks.

2. **Bylaw 205.00. Chemical Eligibility** (Accumulates for students in grades 7-12)
 - a. 1st violation is two (2) weeks or two (2) events whichever is greater.
 - b. 2nd violation is three (3) weeks or six (6) events whichever is greater.
 - c. 3rd and subsequent violations is four (4) weeks or twelve (12) events whichever is greater.
3. **Bylaw 206.00 Student Code of Responsibilities** (Principal's discretion for students in grades 7-12)
 Any student who is dismissed from or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed.
 - a. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
 - b. I will be fully responsible for my own actions and consequences of my actions.
 - c. I will respect the rights and property of others.
 - d. I will respect and obey the rules of my school and the laws of my community, state and country.
 - e. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.
4. **Bylaw 206.4 Ejection from a Contest** (per sport/activity season)
 - a. 1st violation in a season, the student may not participate for the remainder of the day and not participate in the next competition.
 - b. 2nd and subsequent violations in a season, results in four (4) competitions of ineligibility.
5. **Bylaw 209.00. Sexual / Racial / Religious Harassment and Hazing:** (Accumulates for students in grades 7-12)
 - a. 1st violation is two (2) weeks or two (2) events whichever is greater
 - b. 2nd violation is three (3) weeks or six (6) events whichever is greater
 - c. 3rd and subsequent violations is four (4) weeks or twelve (12) events whichever is greater.

Violations are bylaw specific and will not compound between bylaws.

B. Practice

All participants must attend practice sessions when in attendance in school unless excused in advance by the coach/advisor. A note from the parents must follow.

C. Attendance

1. All participants will be in school all day on the day of and the day after practice, contest or event in order to be eligible to compete or perform in the next performance or event. Under extenuating circumstances exceptions may be granted by the administration.
2. Illness: Students who miss school due to illness during the day will not participate that night. Medical appointments will be excused at the principal's discretion and must be pre-excused before 8:30 a.m. and have a medical note upon return.
3. Skipping a class will result in immediate ineligibility for their next game or event.

D. Team Travel

All participants will travel to the event/contest with the team.

1. A participant may travel home from the event with his/her parents ONLY with a written permission slip signed by the parents and given to the coach after the contest.
2. Other transportation home from the contest must be prearranged by the participant through a written permission slip from the parent to the principal. The written request must include the telephone number where the parent can be contacted before permission is granted. The advisor/coach will verify this request during school hours prior to departure for the contest.
3. While attending events, student participants are under the direct supervision of the coach/advisor.
4. Students must remain with the coach/advisor and team at all times.
5. Please make arrangements to pick up your student at school right away when the bus arrives back from away games. If a reasonable amount of time has passed the police will be called to take the child home.

E. Any violation of 1, 2, 3, or 4 listed above, may result in automatic suspension from the team for the next scheduled game/activity or performance. Except where the MSHSL may impose a more stringent penalty, in the event of suspension, the participant may not attend the contest with the team.

F. Improper conduct, unbecoming a gentleman/lady participant either on the field, in the locker room, team bench area, or other team area will result in immediate suspension from the team.

1. Following such improper conduct, the parent will be notified immediately by phone, with a letter to follow.
2. This letter will set up a time and date for a conference with the parent, the participant under suspension, the principal and the activities director.

G. Captains

Coaches, advisors, teachers and administrators may confer at any time to determine the eligibility status of students in a leadership position. A student is not eligible to be captain if at any time during the season he/she receives or serves a MSHSL violation. Any questions should be directed to the activities director, coach/advisor, principal, and/or superintendent.

H. Any athlete who does not participate in their physical education class on the day of competition or practice will not be eligible to perform in an athletic event that evening.

I. Cell phones are not allowed in locker rooms at any athletic event or practice under Minnesota State High School League rules.

J. All students participating in League award presentations must be in school attire per MSHSL Bylaw 206.5.

K. Students receiving a MSHSL violation during the season, will not be eligible for all-conference, all section, all state, or MVP awards.

L. Triple A Award

Students that have lettered in activities, academics and fine arts during their junior and senior year.

M. Three Sport Athlete

Students that have lettered in one sport each season during their junior and senior year.

Procedure for Handling Scheduling Conflicts:

Where conflicts seem to be unavoidable, the following regulations will prevail.

- A. Every attempt shall be made so that the student need not be asked to make a choice, nor be penalized due to the outcome of a decision stemming from these policies. When conflicts arise, both departments are notified of the situation.
- B. All performances (games, concerts, meets, contests) take priority over a practice or rehearsal.
- C. A music concert will take priority over a regularly scheduled season game. Every effort will be made to avoid a conflict by scheduling on different days.
- D. A post season game or tournament will take priority over a music concert.
- E. If other circumstances arise, the principal will make a decision and the student may not be penalized in any way by either department.

Spectator Conduct - MSHSL Bylaw 409.00. Conduct of Teams, Students and Spectators

School officials shall be held responsible for the proper conduct of teams, team members, students and home spectators regardless of where the contest is being held (home or away).

Spectators of sports activities on the grounds of school facilities, home or away, are considered guests of Nevis School District. The District reserves the right at any time to eject or deny attendance privileges to any guest of the District for any reason that the District determines is sufficient. It is the responsibility of the District to teach and model good behavior and to maintain a safe and orderly environment at all times. Spectator conduct that is identified, at the discretion of the school administration (or designated supervisor) as unruly, profane, or disorderly or any behavior that interferes or threatens to interfere with the event shall result in the following consequences:

- A. **WARNING:** A warning will be given if the spectator conduct is not considered profane or has not yet interfered with the event. Warnings do not have to be given if the behavior is considered profane, or has interfered with the operation of the game from a coach, game officials or the administration's perspective.
- B. **EJECTION:** Spectators will be removed from the event should their behavior disrupt the operation of the game or is considered profane or disruptive by coaches, game officials and/or administration. Spectators that have been warned previously shall be removed should the inappropriate behavior continue following the warning. As stated previously, no warning needs to be given prior to ejection if game administration feels justified to do so.
- C. **SUSPENSION:** A spectator who has been removed from an event may have their spectator privileges revoked for a period of time. This period of time may range from one game to one calendar year, depending on the severity of the behavior. This will be determined by the administration of the school. Any spectator who has been removed from an event must meet with school administration prior to attending a subsequent event. At this time, the spectator will be informed of suspensions, if necessary.

For behavior that is severe in nature or for failure to follow the directives of the administration or event supervisor, law enforcement officials will be contacted. In the event this is necessary, spectators may be banned from school property for all events. When this occurs, violators will receive official notification from Nevis School District.

CHEATING

Any student found cheating on a test, quiz, or any other academic assignment including plagiarizing will be given a zero – “0” as a grade for the assignment. Teachers may offer a second opportunity to complete the test, assignment, etc., for a lower grade.

CLASS ADVISORS

- 7th Grade** - Ms. Tiffany Besonen, Ms. LouAnn Muhm, Mr. Olaf Netteberg, Mrs. Amy Schroeder
- 8th Grade** - Mrs. Sharon Gunkel, Mr. Richard Johnson, Mr. Larry Franck, Mrs. Heidi Wormley
- 9th Grade** - Mr. Tom Ahrendt, Mrs. Katrina Carrier, Mr. Ian Johnson, Mrs. Beth Durgin
- 10th Grade** - Mr. Andrew Dahlby, Mrs. Janet Golden-Landquist, Mrs. Donna Hoffman, Mrs. Emily Franck
- 11th Grade** - Mrs. Leslie Sagen, Mrs. Jodi Sandmeyer, Mr. Bryan Wormley
- 12th Grade** - Mrs. Melinda Crimmins, Ms. Beth Grafenstein, Mrs. Lisa Moses, Ms. Aubrey O’Connell

CLASS MEETINGS AND FUNDRAISING PROJECTS

Each class secretary must have written minutes of each meeting filed in the principal’s office. The principal must approve all class meetings.

- A. Meetings can only be held with class advisors present.
- B. Classes and clubs may have fundraisers.
 - 1. Advisors are in charge.
 - 2. Fundraisers must adhere to school district policies and meet with the approval of the advisor and school administration on an annual basis.
 - 3. All project revenues and expenditures shall be accounted for in the district office.
- C. All fundraisers must be approved in advance by the principal. All fundraisers must be listed on the calendar in the high school office. If the fundraiser is not listed on the calendar it is not authorized.
- D. Selling in the school by students which competes with local merchants will be kept to a minimum. Prior approval by the principal is necessary when classes plan fundraisers.
- E. Students or school organizations may make no purchases or expenditures unless the advisor and principal or superintendent approves them and the items are paid for before orders are submitted. The law provides that unpaid fees may be collected in a small claims court or by other appropriate means.

CLASS SCHEDULE CHANGES

- A. NO class changes will be made unless the principal makes the change in the best interest of the student. Students are required to take a class every hour.
- B. Students wishing to make any schedule changes must have their parent's written permission on the class change slips and must complete the change the first week of each semester.

CLOSED NOON HOUR

- A. Students shall not leave the school grounds while school is in session. Parents may notify the principal with a note requesting that the student be allowed to leave the school grounds.
- B. Once students arrive at school, the closed school policy is in effect immediately.
- C. Students are not allowed to leave school grounds or be in/on vehicles during noon hour.
- D. Visitors are not allowed during noon hour.

COMPUTER

The use of your account must be in support of education and research and consistent with the educational objectives of Nevis School.

- A. Internet Use: All students will sign the agreement that is found on the emergency form in order to use internet on the computers. Upon signing the contract, students must adhere to all requirements in the use of internet at Nevis School. The full policy can be viewed in the superintendent's or the principal's office. Internet use will be supervised.
- B. The Nevis school web page will be used as the home site on all student computers.
- C. Print Quota: Print quotas for high school students will be 50 pages per quarter and for elementary students 5 pages per quarter.
- D. Only educational games will be allowed, example math, reading, and chess.
- E. Students on inappropriate websites will be disciplined, including loss of computer privileges.

- F. Personal Web Page: Cyber bullying is the use of technology such as the internet and cell phones to degrade or humiliate another person or group. Cyber bullying can be practiced directly, as when a hateful message is sent directly to a target, or indirectly, as when a message, web site or photograph is sent to others who later use it to bully a target. Cyber bullying is most often done using web sites, web logs ("blogs"), chat rooms, instant messaging systems, e-mail and cell phone text and photo messages. Consequences of pictures and cyber bullying could lead to discipline including Minnesota State High School League violations and charges pressed. This cyber bullying policy applies to activities on and off school grounds.
- G. SEXTING – Anyone who engages in the practice of sending sexually explicit photographs, or messages electronically is sexting. This includes sending, receiving, forwarding or being in possession of sexting materials on any digital product. This includes but is not limited to computers, tablets, cell phones, smart phones, iPods and cameras. These materials can be photographic or written and occurs while in school, on school property or engaged in any school activity, whether in Nevis School or at an away event.

Any student found to be engaged in sexting will be subject to all school discipline policies, harassment policies and/or Minnesota criminal statutes. All decisions regarding student discipline are subject to administrative review and modification as required.

DETECTION CANINES

To maintain a safe, drug-free environment at Nevis High School detection canines will make unannounced visits to buildings and grounds including parking lots.

DISCIPLINE - DETENTION

Guidelines

As part of the school's discipline interventions, after school detention on an 'as arranged' basis is held. Detention runs during lunch time and/or from 3:20 – 4:20 p.m. The date and location of the detention will be announced and parents will be notified to arrange transportation of their own. Rules governing detention are:

- No food, snacks or drinks are allowed (bottles water will be allowed),
- Cell phones and iPods (or equivalent) will not be allowed.
- Sleeping will not be allowed.

DISCIPLINE POLICES

A. Discipline Violation Consequences

The Nevis Public School has developed a discipline policy that stresses fairness and consistency to all students in grades 7-12. School discipline is the responsibility of all staff members, who are required to address inappropriate student behavior, whenever and wherever it occurs. In most cases, verbal correction and redirection will be the appropriate consequence for minor violations of school policy. Staff members will be encouraged to contact parents concerning discipline issues whenever appropriate. Staff members have the authority to use before and after school detention to address student behaviors. Detention during the noon period is also available. Additional disciplinary action includes but is not limited to parent meetings, loss of school privileges, modified school program, removal from class, in-school and out-of-school suspension, and expulsion.

Discipline referrals through Synergy will be used by staff to report serious or repetitive student misbehaviors. These referrals will be submitted to the high school office for review by the dean of students/principal, who will implement the appropriate consequences. Discipline consequences include but are not limited to: parental notification, parental meetings, loss of school privileges, modifications, modified school programs, removal from class, in-school and out-of-school suspension, and expulsion. In some cases, the referral will be for documentation only.

The use of a Discipline Intervention Team will be an option in dealing with some discipline issues. These teams composed of an administrator and appropriate staff will meet to discuss a student's behavior issues to make recommendation which can be implemented to address misbehaviors.

<u>Misbehaviors and Consequence</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>
-------------------------------------	-------------------------------	-------------------------------	-------------------------------	-------------------------------

1. **Physical Violence Towards Others**

a. **Physical Aggression**

1. Assault, Aggravated – Committing an assault upon another person with a weapon or an assault which inflicts great bodily harm.

Grades 7-12	Expulsion
--------------------	------------------

2. Assault, physically assaulting a person responsible for enforcing school regulations.

Grades 7-12	5-10 Day Suspension	Expulsion
--------------------	----------------------------	------------------

3. Assault, intentionally inflicting or attempting to inflict bodily harm upon another person or acting with intent to cause fear in another person or immediate bodily harm (includes laser pointers, mace or pepper spray). Includes an accomplice to any assault or fight who may assist by encouraging the act of the assault/fight or by instigating, promoting, or videotaping/recording the assault, includes spitting or the transfer of bodily fluids.

Grades 7-9	1-3 day Suspension	3-5 Day Suspension	5-10 Day Suspension	Expulsion
Grades 10-12	3-5 Day Suspension	10 Day Suspension	Expulsion	

4. Bodily Harm – Committing a reckless act that intentionally caused bodily harm or endangerment to self or others (includes laser pointers, mace or pepper spray, and spitting.)

Grades 7-9	1 Day Suspension	2 Day Suspension	3 Day Suspension	4 Day Suspension
Grades 10-12	3-5 Day Suspension	5-10 Day Suspension	Expulsion	

5. Fighting – Mutual combat (differentiated from poking, shoving or scuffling) in which both parties contributed to the situation by verbal and/or physical action.

Grades 7-9	1 Day Suspension	2 Day Suspension	3 Day Suspension	4 Day Suspension
Grades 10-12	3-5 Day Suspension	5-10 Day Suspension	Expulsion	

6. Terroristic Threats – Threats, directly and indirectly, to commit any crime of violence with the purpose of terrorizing another or to cause evacuation of a building, place or assembly, vehicle or facility. Includes death threats.

Grades 7-12	1-5 Day Suspension	5-10 Day Suspension	Expulsion
--------------------	---------------------------	----------------------------	------------------

b. **Weapons Possession**

1. Firearms – Means any firearm, whether loaded or unloaded. Replica Firearm/Weapon – Means a device or object that is not defined as a dangerous weapon, and that is a facsimile and responsible appears to be a pistol, revolver, shotgun, sawed-off shotgun, rifle, machine gun, rocket launcher, grenade, knife or any other firearm/weapon. (This category includes splat/paint ball guns, BB guns and pellet guns.)

Grades 7-12	Expulsion
--------------------	------------------

2. Replica Firearm/Weapon – Means a device or object that is not defined as a dangerous weapon, and that is a facsimile and responsible appears to be a pistol, revolver, shotgun, sawed-off shotgun, rifle, machine gun, rocket launcher, grenade, knife or any other firearm/weapon in a motorized vehicle on school grounds. (This category includes spat/paint ball guns, BB guns and pellet guns.)

Grades 7-12	3 Day/Parent Conference	3-5 Day Suspension	5-10 Day Suspension	Expulsion
--------------------	--------------------------------	---------------------------	----------------------------	------------------

3. Weapons – A weapon, device, instrument, liquid material, substance animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. This includes razor blades, straight razors and all knives (administrative discretion will be used with knives having blades of less than two and one-half inches).
- | | | | | |
|---------------------|--------------------------------|-------------------------------|------------------|--|
| Grades 7-9 | 1-3 Day
Suspension | 3-5 Day
Suspension | Expulsion | |
| Grades 10-12 | 3-10 Day
Suspension | Expulsion | | |
4. Ammunition Possession – Possession of spent or live ammunition including bullets, BB's, shot or other projectiles designed to be in a weapon
- | | | | | |
|---------------------|--|--------------------------------|--------------------------------|-----------------------------|
| Grades 7-9 | 1 Day/
Parent
Conference | 2 Day
Suspension | 3 Day
Suspension | 4 Day
Suspension |
| Grades 10-12 | 3 Days/
Parent
Conference | 3-5 Days
Suspension | 5-10 Day
Suspension | Expulsion |
5. Explosives, Possession and/or Use – Possession or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantial and instantaneous release of gas and heat.
- | | | | | |
|--------------------|------------------|--|--|--|
| Grades 7-12 | Expulsion | | | |
|--------------------|------------------|--|--|--|
6. Fireworks, Possession – Possession or offering for sale any substance or combination of substances or articles prepared for the purpose of producing a visible or audible effect combustion, explosion, deflagration or detonation.
- | | | | | |
|---------------------|--------------------------------|-----------------------------|-----------------------------|-----------------------------|
| Grades 7-9 | 1 Day
Suspension | 2 Day
Suspension | 3 Day
Suspension | 4 Day
Suspension |
| Grades 10-12 | 1-3 Days
Suspension | 5 Day
Suspension | Expulsion | |
7. Arson – intentional destruction or damage to school or district buildings or property by means of fire.
- | | | | | |
|--------------------|------------------|--|--|--|
| Grades 7-12 | Expulsion | | | |
|--------------------|------------------|--|--|--|
8. Throwing Objects – Throwing any items inside a bus, from outside a bus to inside a bus or from inside a bus to outside a bus.
- | | | | | |
|--------------------|-------------------------------|-------------------------------|-----------------------------|---|
| Grades 7-12 | 0-1 Day
Suspension | 0-3 Day
Suspension | 5 Day
Suspension | Loss of bus
privileges for 20
school days or rest
of school year |
|--------------------|-------------------------------|-------------------------------|-----------------------------|---|
9. Possession and/or misuse of other devices or other potentially dangerous devices, including but not limited to, laser pointer, laser, mace or pepper spray. This would also include the misuse of cell phones, cameras, or other devices to record inappropriate acts.
- | | | | | |
|--------------------|-------------------------------|--------------------------------|-------------------------------|---|
| Grades 7-12 | 0-1 Day
Suspension | 1-3 Days
Suspension | 3-5 Day
Suspension | 5-10 Day
Suspension or
Expulsion |
|--------------------|-------------------------------|--------------------------------|-------------------------------|---|
2. **Sexual Violence**
- a. Sexual – Nonconsenting intercourse.
- | | | | | |
|--------------------|------------------|--|--|--|
| Grades 7-12 | Expulsion | | | |
|--------------------|------------------|--|--|--|
- b. Other – Nonconsenting sexual contact.
- | | | | | |
|---------------------|--------------------------------|---|-----------------------------|--------------------------------|
| Grades 7-9 | 1 day
Suspension | 2 Day
Suspension | 5 Day
Suspension | 5-10 Day
Suspension |
| Grades 10-12 | 1-5 Days
Suspension | 5-10 Day
Suspension or
Expulsion | | |
- c. Sexual Extortion – Threatening an individual to obtain sexual favors or promising preferential treatment for sexual favors.
- | | | | | |
|--------------------|------------------|--|--|--|
| Grades 7-12 | Expulsion | | | |
|--------------------|------------------|--|--|--|

- d. Sexual Harassment/inappropriate sexual behavior including indecent exposure and behavior or public nudity and sexting through the use of electronic devices, includes the forwarding or all data as defined. Unwelcomed sexual behavior (to include gestures, comments, and physical actions, pictures or written words) that creates a hostile learning environment. This would also include cyberbullying which is a willful and repeated harm inflicted through the use of electronic media using a computer or cell phone (which creates substantial disruption in the learning environment)

Grades 7-9	1 Day	2 Day	3 Day	4 Day
	Suspension	Suspension	Suspension	Suspension
Grades 10-12	1-2 Days	3 Day	5 Day	5-10 Day
	Suspension	Suspension	Suspension	Suspension or Expulsion

3. Verbal/Written Aggression Toward Others (including District personnel)

- a. Abuse – Arousing alarm in others through the use of language or gestures (verbal or written) and racial slurs that are discriminatory, abusive or obscene, or intended to provoke physical aggression.

Grades 7-9	1 Day	2 Day	3 Day	4 Day
	Suspension	Suspension	Suspension	Suspension
Grades 10-12	0-2 Days	3-5 Day	5-10 Day	5-10 Day
	Suspension	Suspension	Suspension	Suspension or Expulsion

- b. Threats – Directly or indirectly threatening (verbal, in writing, or through gestures) another person with bodily harm. This would also include cyber bullying which is a willful and repeated harm inflicted through the use of electronic media using a computer or cell phone (which creates substantial disruption in the learning environment) and including sexting through the use of electronic devices.

Grades 7-9	1 Day	2 Day	3 Day	4 Day
	Suspension	Suspension	Suspension	Suspension
Grades 10-12	0-3 Day	3-5 Day	5-10 Day	5-10 Day
	Suspension	Suspension	Suspension	Suspension or Expulsion

- c. Robbery or Extortion – Obtaining property from another person where his/her consent was induced by use of force, threat of force or under false pretense.

Grades 7-9	1 Day	2 Day	3 Day	5 Day
	Suspension	Suspension	Suspension	Suspension
Grades 10-12	5 Day	Expulsion		
	Suspension			

- d. Threatening a Person in Authority.

Grades 7-9	2 Day	3 Day	4 Day	5 Day
	Suspension	Suspension	Suspension	Suspension
Grades 10-12	3-5 Day	5-10 Day	Expulsion	
	Suspension	Suspension		

4. Insubordinate, Disorderly Conduct, and Disrespectful Behavior Toward Others

- a. **Behavior that disrupts the normal operation of the school.**

1. Interference, Disruption or Obstruction – Any action taken to attempt to prevent a staff member or student from exercising his/her lawfully assigned duties.

Grades 7-9	1 Day	2 Day	3 Day	4 Day
	Suspension	Suspension	Suspension	Suspension
Grades 10-12	0-3 Day	3-5 Day	5-10 Day	Expulsion
	Suspension	Suspension	Suspension	

2. Dress and Grooming – Wearing clothing that includes words and/or visuals which are obscene, abusive, or discriminatory, or which advertise illegal narcotics, drugs or alcohols.

Grades 7-9	0-1 Day	2-3 Day	3 Day	4 Day
	Suspension	Suspension	Suspension	Suspension
Grades 10-12	0-3 Days	3-5 Day	5-10 Day	Expulsion
	Suspension	Suspension	Suspension	

3. Driving Motor Vehicles, Careless or Reckless – Driving on school property in such a manner as to endanger people or property.

Grades 7-12	Parent Conference	5 Day loss of privilege to drive on school property	20 Day loss of privilege to drive on school property	Loss of privilege to drive on school property
--------------------	--------------------------	--	---	--

4. Identification Falsification – Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member.

Grades 7-9	1 Day Suspension	2 Day Suspension	4 Day Suspension	5 Day Suspension
Grades 10-12	1 Day Suspension	3 Day Suspension	5 Day Suspension	5-10 Day Suspension

5. Use of Ignition Devices – Igniting matches, cigarette lighters and other devices that produce flames.

Grades 7-9	1 Day Suspension	2 Days Suspension	3 Days Suspension	4 Days Suspension
Grades 10-12	1 Day Suspension	3-5 Days Suspension	5-10 Days Suspension	Expulsion

6. Sexual Intercourse/Unacceptable Sexual Behavior

Grades 7-12	0-5 Day Suspension	5-10 Day Suspension	Expulsion	
--------------------	---------------------------	----------------------------	------------------	--

7. Fire Alarm, False – Intentionally giving a false alarm of fire, or tampering or interfering with a fire alarm.

Grades 7-9	1 Day Suspension	2 Day Suspension	3 Day Suspension	4 Day Suspension
Grades 10-12	5 Day Suspension	Expulsion		

8. Bullying – Any hurtful or aggressive act toward an individual or group that is intentional or repeated; or Harassing – engaging in or conspiring with others to engage in acts that degrade, intimidate, or disgrace other individuals. This would also include cyber bullying and sexting, which is willful and repeated harm inflicted through the use of electronic media using a computer or cell phone (which creates substantial disruption in the learning environment).

Grades 7-9	1 Day Suspension	2 Day Suspension	3 Day Suspension	4 Day Suspension
Grades 10-12	0-2 Day Suspension	3-5 Day Suspension	5-10 Day Suspension	Expulsion

9. Hazing/Initiations – Committing an act against another student or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with any organization.

Grades 7-12	1-2 Days Suspension	3 Day Suspension	5 Day Suspension	Expulsion
--------------------	----------------------------	-------------------------	-------------------------	------------------

10. Actions that Indicate Gang Behavior – Any action or representation that indicates affiliation to a gang. Any action that indicates, but is not limited to head ware and colors presenting gang affiliation.

Grades 7-12	Parent Conference	0-3 Day Suspension	3-5 Day Suspension	Expulsion
--------------------	--------------------------	---------------------------	---------------------------	------------------

- b. **Refusing to take direction from someone in authority.**
 1. Insubordination – Willful refusal to follow and appropriate direction.

Grades 7-9	0-1 Day Suspension	0-1 Day Suspension	0-2 Day Suspension	0-3 Day Suspension
Grades 10-12	1 Day Suspension	2 Day Suspension	3 Day Suspension	5-10 Day Suspension

c. **Damage or destruction to school or personal property.**

1. Willful damage of property (Vandalism) – Defacing, cutting or otherwise damaging property (includes unauthorized entrance into a computer system) that belongs to the school, to other students, to staff members or to other individuals while the student is on school property, at a school activity, in a district vehicle or under the supervision of school staff

Grades 7-9	0-1 Day Suspension	2 Day Suspension	3 Day Suspension	5-10 Day Suspension
Grades 10-12	1-3 Day Suspension	3-5 Day Suspension	5-10 Day Suspension	Expulsion

2. Tampering with Emergency of Safety Equipment – Unauthorized use of emergency or safety equipment on the bus, including first aid kits, fire extinguishers and emergency doors, propping doors or hatches.

Grades 7-12	Parent Conference	1 Day Suspension	3 Day Suspension	5 Day Suspension
--------------------	------------------------------	-----------------------------	-----------------------------	-----------------------------

3. Fire Extinguishers, Unauthorized Use – Unauthorized handling of a fire extinguisher and emergency equipment including AED's

Grades 7-12	5 Day	5-10 Day	Expulsion
--------------------	--------------	-----------------	------------------

4. Theft or Knowingly Receiving or Possessing Stolen Property – Unauthorized taking of the property of another person, or receiving or possessing such property

Grades 7-9	0-1 Day Suspension	0-2 Day Suspension	3 Day Suspension	4 Day Suspension
Grades 10-12	1-3 Days Suspension	4-5 Day Suspension	5-10 Day Suspension	Expulsion

5. Burglary – Entering a building or computer system without consent and with intent to commit a crime, or entering a building or computer system without consent and committing a crime.

Grades 7-12	3 Day Suspension	5 Day Suspension	5-10 Day Suspension	Expulsion
--------------------	-----------------------------	-----------------------------	--------------------------------	------------------

6. Trespassing – Being present in any District facility or portion of a District facility when it is closed to the public, or unauthorized presence in a District vehicle (includes unauthorized entrance into a computer system).

Grades 7-12	3 Day Suspension	5 Day Suspension	5-10 Day Suspension	Expulsion
--------------------	-----------------------------	-----------------------------	--------------------------------	------------------

5. **Substance and Tobacco Use**

If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals, the student will be required to meet with the appropriate support staff. Parents will be invited to the meeting. Students must comply with pre-assessment team's recommendation. Refusal to comply will result in additional consequences with further suspension and/or may include recommendation for expulsion.

- a. Alcohol, Possession or Use – Possessing or using any controlled substance where possession or use is prohibited by Minnesota or federal law. (Any prescription medication a student is required to take, with the exception of prescribed inhalers, must be left and administered by the school nurse, in accordance with District administrative requirements.)

Grades 7-12	3-10 Day Suspension	5-10 Day Suspension	Expulsion
--------------------	--------------------------------	--------------------------------	------------------

- b. Alcohol or Possession – Possessing alcohol or controlled substance in a motorized vehicle on school grounds.

Grades 7-12	3 Day/ Parent Conference	3-5 Days Suspension	5-10 Day Suspension	Expulsion
--------------------	---	--------------------------------	--------------------------------	------------------

- c. Alcohol – Distribute or possession with the intent to distribute alcohol where sale or distribution is prohibited by Minnesota or federal law.

Grades 7-12	Expulsion
--------------------	------------------

- d. Chemicals – Possession or distributing with the intent to distribute any narcotic, inhalant or controlled substance including prescription drugs when sale or distribution is prohibited by Minnesota or federal law.

Grades 7-12	Expulsion			
--------------------	------------------	--	--	--
- e. Tobacco – Possessing or using tobacco in district buildings, on district grounds, in district vehicles or at district events.

Grades 7-12	0-1 Day Suspension	2 Day Suspension	3 Day Suspension	5 Day Suspension
--------------------	-------------------------------	-----------------------------	-----------------------------	-----------------------------
- f. Drug Paraphernalia – Possessing drug paraphernalia in District buildings, on District grounds, in District vehicles or at District events.

Grades 7-12	0-3 Day Suspension	3-10 Day Suspension	Expulsion	
--------------------	-------------------------------	--------------------------------	------------------	--
- g. Possession with intent to distribute over-the-counter medication in District buildings, in District vehicles, or at District events, in violation of District administrative regulations.

Grades 7-12	0-5 Day Suspension	5-10 Day Suspension	Expulsion	
--------------------	-------------------------------	--------------------------------	------------------	--
- h. Simulated Controlled Substance – Possession, distribution and/or attempting to deceive another person of a simulated controlled substance.

Grades 7-12	0-5 Day Suspension	5-10 Day Suspension	Expulsion	
--------------------	-------------------------------	--------------------------------	------------------	--

6. **Technology and Telecommunication Misuse**

- a. Misuse of equipment (personal or district-owned) deletion or violation of password-protected files, computer program, data, or system files; inappropriate accessing of files; unethical use of information or violation of copyright laws; accessing, uploading, printing, or distributing pornographic, obscene, abusive, or sexually explicit material; transmitting obscene, abusive, or sexually explicit language; vandalizing, damaging, or disabling the property of another person or organization; unauthorized commercial use for financial gain or the user is prohibited. Improper use may result in the loss of use of equipment. If then conduct at issue constitutes a violation of the harassment, facial, sexual, religious, or sexual orientation provisions, the consequences provided hereunder will be applied

Grades 7-12	1 Day Suspension	2 Day Suspension	3 Day Suspension	5 Day Suspension or Expulsion
--------------------	-----------------------------	-----------------------------	-----------------------------	--

Freedom of action by the principal:

The dean of students/principal will use his/her own judgment in cases reported by the staff. Depending upon the offense, a student may be administered disciplinary action at any level, but within the guidelines of the Pupil Fair Dismissal Act. Adequate and current records will be kept by the principal and on file in the student cumulative folder.

DRIVER'S EDUCATION

Driver's Education is arranged through Community Education. Please phone the Community Education office at 652-3500, ext. 108 for more information.

FOREIGN EXCHANGE STUDENTS

- A. Foreign exchange students and students coming from a different country will use the GPA received from the classes that they attend at Nevis School to determine their honors status.
- B. Foreign exchange students will be excluded from ranking unless they are in line to meet all of the requirements in order to receive a regular diploma.

GRADING

- A. **Grades**
 Teachers are responsible for the grades that students earn in their class(es).
- B. **Participation Grade**
 Students at Nevis High School may receive participation grades from each class as part of a term grade.
 - a. An exception of extended illnesses, injury or other personal emergency (a doctor's note may be required).
 - b. Student absences can cause a reduction in their grade and course letter grades may be reduced by the teacher if a student is absent.

- c. Participation grade reductions can be made up by completing the required assignments given a reasonable deadline set by the teacher.
- d. When participating in a school-sponsored event, students will have an opportunity to make up the participation points by being excused or completing an assignment given by the teacher.

GRADUATION

A diploma shall be granted when students have completed all of the requirements for graduation. Students will be allowed to go through the graduation ceremony only if all academic requirements are met by the Friday prior to the graduation ceremony.

The principal will determine appropriate dress for the graduation ceremony.

HOMECOMING/SNOW DAYS ROYALTY

Nevis High School features a fall Homecoming Week and a mid-winter Snow Days Week. Each involves the selection of attendants, senior king and queen (Homecoming) and junior prince and princess (Snow Days). The following eligibility rules will apply:

- A. Students must be enrolled in the district for four (4) months prior to election.
- B. Students must be academically eligible on the day of voting, according to the Nevis School eligibility policy.
- C. Students must not have any MSHSL violations in the previous 365 days.
- D. Students may be a Homecoming or Snow Days candidate only one (1) time.

NATIONAL HONOR SOCIETY

Nevis students are eligible to apply to be a member of the National Honor Society if they meet the following requirements:

- A. 3.5000 cumulative GPA at the end of the first semester of their 10th or 11th grade year
- B. Be active in volunteer service

ONLINE LEARNING

- A. Student must have the written consent of a parent or guardian to do so if the student is under eighteen (18) years of age.
- B. The school district will grant academic credit for completing the requirements of an online learning course or program. These grades will be included on the student's transcript.
- C. Nevis School will reduce the course schedule of an online learning student in proportion to the number of online learning courses the student takes from an online learning provider that is not the enrolling district.
- D. Online students may participate in the extracurricular activities of the school district on the same basis as other enrolled students.

PARKING

Students who drive vehicles to school **MUST** park their vehicles in the west parking lot, not in front of the building. While on campus, a vehicle - including the interior - may be inspected by school authorities for any reason at any time without student consent and without a search warrant.

PASSES

Please follow these guidelines:

- A. No passes will be issued during the first or last 15 minutes of each class hour.
- B. When students leave a classroom (or study hall) for any reason, they must get a pass signed by the teacher or a staff member.
- C. Passes will have the date, the student's name, destination, time, and teacher's signature. Passes are only for the destination written on the pass.
- D. Teachers may refuse a student a pass if the student does not deserve the privilege.
- E. Once a student has a pass, he/she must return to the class **at least** five (5) minutes before the end of the period.

PHYSICAL EDUCATION

A. Doctor's Release from Activities

If a student is under doctor supervision and the doctor prescribes no physical education activities for the student, the student must provide:

1. Doctor's slip explaining the limitations.
 2. Doctor's slip explaining that the limitations have been lifted.
- Students need to be aware that if the student does not participate in physical education during school hours the students will not be eligible to participate in sports related activities.

B. Tennis Shoes

To protect the health and safety of all students, clean tennis shoes must be worn on the gym floor and in the Fitness Center.

C. Dress Requirements for Physical Education

1. All PE classes require appropriate dress and active participation.
2. Students who fail to dress for physical education classes will receive a warning from the teacher regarding the possible loss of credit.
3. On the third class period for which a student has failed to dress, the teacher will notify the parent that the student is in danger of losing credit in the class.
4. The teacher will document the call/contact.
5. On the fifth failure to dress, the student will receive an Fail (F) for a grade.
6. Any missed class time must be made up in order to maintain a passing grade. The PE department's make-up/extra credit policy was developed to give all students an opportunity to make up daily work missed because of an absence from class or to improve the student's grade by earning credit in one of the following ways:
 - a. Practice an assigned activity that would provide student enrichment. The assigned activity will be closely related to the activity missed.
 - b. Before or after school as arranged with the teacher, perform 45 minutes of an aerobic or aerobic activity in the Fitness Center.

POST SECONDARY EDUCATION OPTIONS (PSEO)

- A. Students applying for Post-Secondary Education Options must meet the individual requirements of the post-secondary institution.
- B. Nevis High School will not write waivers for students not qualifying.
- C. After determining eligibility, a parent/student conference with the principal and/or academic advisor is required in order to clarify high school (and college) procedures and requirements.
- D. Grades will be included on transcripts and will affect GPA. PSEO credits will transfer back to Nevis School as follows:
 1. 5 credit class = 1.25 high school credits
 2. 4 credit class = 1.0 high school credit
 3. 3 credit class = .75 high school credit
 4. 2 credit class = .5 high school credit
 5. 1 credit class = .25 high school credit

PREGNANCY

If a student becomes pregnant, she may continue to attend school and be a part of the school program. With the written recommendation of the physician in charge, the student may be given homebound instruction. Students will not be permitted to bring their infants to school during instruction time. Infants will not participate in scheduled activities such as prom and graduation exercises.

PROM

- A. A Prom Agreement must be read, signed and returned to the prom advisor by anyone eligible to attend Prom.
- B. Juniors and seniors enrolled at Nevis School may attend Prom. These students may invite one guest who meet the following rules:
 1. One (1) guest per Nevis junior/senior student.
 2. Guests must be one of the following:
 - a. Nevis sophomores
 - b. A guest from another school who is a sophomore, junior, senior
 - c. A high school graduate (one year out of school)
 3. Guests attending must submit a reference signed by their school principal prior to attending. The form will be available in the high school office.
 4. The sponsor and the guest must be signed up and approved by the principal by Wednesday prior to Prom.
- C. Funding for prom is generated through the fee charged to prom attendees.

- D. The location of dinner (if school sponsored) and the dance will be determined on an annual basis. School transportation will be used.
- E. The dance ends at 11:30 p.m.
- F. If students leave during the evening they will not be allowed back in.
- G. Police will be called to the event if anyone is suspected of using any illegal substances. Parents will be notified and the student will be turned over to law enforcement.
- H. Parents will be notified and asked to pick up any students not following the Prom Agreement.
- I. Chaperones will have full authority at Prom.
- J. Students who are the recipient of disciplinary action will have future Prom attendance privileges reviewed by the principal.
- K. Junior and senior class advisors will chaperone Prom.

SENIORS

- A. **Attendance at Prom and Graduation**
 - 1. Once earned, your diploma is a right and it may not be withheld by Nevis School. However, attendance at prom and graduation ceremonies are privileges. These privileges can be withheld for major disciplinary infractions.
 - 2. Vandalism, destruction of property, truancy or other discipline violations resulting in suspension on the last days of school are examples of major disciplinary infractions.
 - 3. If the behavior is criminal in nature, charges may be filed with the police, against the student(s) involved in the incident(s).
- B. **Pictures for Annual and Composite Picture**
 - 1. Seniors shall submit a picture to the annual staff to be used for the annual.
 - 2. Seniors shall submit a picture to the high school office for the composite that is on the wall.
 - 3. The submitted photos will be a vertical head picture with no props.
- C. **Thirteen-Year Senior**
 - A 13-year senior is a student who has been continuously enrolled at Nevis Public School for grade K - 12.

SUSPENSIONS/EXPULSIONS

The following behaviors are examples that may result in suspensions. All suspensions require parent conference for school remittance. Until formally readmitted, a student will not be eligible to attend school events or be on school grounds.

- A. Selling, furnishing, or in possession for sale any controlled substance
- B. Dangerous weapons – possession of any gun, knife, explosive, replica or other dangerous object at school or school activity
- C. Assault and/or battery
- D. Possession and/or under the influence of any controlled substance, intoxicant or drug related paraphernalia
- E. Abusive, threatening, willfully defiant, bullying, harassing, hazing, or gang-related behavior
- F. Fighting
- G. Slurs (e.g. racial, ethnic, religious, disabled)
- H. Vandalism, destruction of property - students at fault are expected to pay for repair or replacement
- I. False fire-emergency alarm or use of fire extinguisher
- J. Theft/possession of stolen property
- K. Tobacco use or possession
- L. Swearing at a staff member
- M. Student walk out

The Pupil Fair Dismissal Act is in effect and a copy is available for review in the superintendent's or principal's office. Any suspension of two or more days will result in a MSHSL Code of Conduct Violation.

WORK PROGRAM

- A. Students interested in the Work Program must gain permission from the school principal or academic advisor.
- B. The work program should be every day school is in session - Monday through Friday. If you don't go to work you must report to the high school office.
- C. One half credit will be given for each period worked per semester with a maximum of 1 credit per semester.
- D. Work Program will be graded with a P or F.
- E. Students on a Work Program must be academically eligible, have a job and have excellent school attendance prior to starting or continue on the program. They must not have an F on the report card from any class during any grading

period to maintain work program eligibility. Any student with an F will be required to stay at the school and work on classes until the grade is passing.

DISTRICT & STATE POLICIES

BULLYING PROHIBITION POLICY

A. Purpose

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

B. General Statement of Policy

1. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
2. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
3. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
4. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
5. False accusations or reports of bullying against another student are prohibited.
6. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - a. The developmental ages and maturity levels of the parties involved;
 - b. The levels of harm, surrounding circumstances, and nature of the behavior;
 - c. Past incidences or past or continuing patterns of behavior;
 - d. The relationship between the parties involved; and
 - e. The context in which the alleged incidents occurred.
 - i. Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.
 - ii. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.
 - iii. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- f. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

C. Definitions

For purposes of this policy, the definitions included in this section apply.

1. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - a. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - b. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, "bullying," specifically includes cyber bullying as defined in this policy.
2. "Cyber bullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
3. "Immediately" means as soon as possible but in no event longer than 24 hours.
4. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
 - a. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 - b. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 - c. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
5. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
6. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
7. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
8. "Student" means a student enrolled in a public school or a charter school.

D. Reporting Procedure

1. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
2. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

3. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

4. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
5. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
6. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
7. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

E. School District Action Plan

1. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
2. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
3. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
4. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
5. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

6. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

F. Retaliation or Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

G. Training and Education

1. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
2. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - a. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - b. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - c. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - d. The incidence and nature of cyberbullying; and
 - e. Internet safety and cyberbullying.
3. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
4. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
5. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct. The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

 - a. Engage all students in creating a safe and supportive school environment;
 - b. Partner with parents and other community members to develop and implement prevention and intervention programs;

- c. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 - d. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 - e. Teach students to advocate for themselves and others;
 - f. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 - g. Foster student collaborations that, in turn, foster a safe and supportive school climate.
6. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
 7. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

H. Notice

1. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
2. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
3. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
4. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
5. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
6. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

I. Policy Review

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

HARASSMENT - SEXUAL/RELIGIOUS/RACIAL/VIOLENCE POLICY

A. Purpose

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

B. General Statement of Policy

1. It is the policy of Independent School District No. 308 to maintain a learning and working environment that is free from sexual/religious/racial harassment and sexual/religious/racial violence. The School District prohibits any form of harassment and violence.
2. It shall be a violation of this policy for any student or employee of the School District to harass a student or an employee through conduct or communication of a sexual nature or regarding religion and race as defined by this policy.
3. It shall be a violation of this policy for any student or employee of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any student or employee of the school district.
4. The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any student or employee who is found to have violated this policy.

C. Religious, Racial and Sexual Harassment and Violence Defined

1. Sexual Harassment; Definition. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
 - a. Unwelcome verbal harassment or abuse;
 - b. Unwelcome pressure for sexual activity
 - c. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
 - d. Unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. Unwelcome behavior or words directed at an individual because of gender.
3. Racial Harassment; Definition. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
 - a. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - b. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - c. Otherwise adversely affects an individual's employment or academic opportunities.
4. Religious Harassment; Definition. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
 - a. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - b. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
 - c. Otherwise adversely affects an individual's employment or academic opportunities.
5. Sexual Violence; Definition. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in MN Statutes Section 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to:
 - a. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - c. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
6. Racial Violence; Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
7. Religious Violence; Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
8. Assault; Definition. Assault is:
 - a. An act done with intent to cause fear in another of immediate bodily harm or death;
 - b. The intentional infliction of or attempt to inflict bodily harm upon another; or the threat to do bodily harm to another with present ability to carry out the threat.

D. Reporting Procedures

1. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute harassment or violence should report the alleged acts immediately to an appropriate School District official as designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the superintendent's or the principal's office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer.
2. In the District. The School Board hereby designates the Superintendent, as the School District Human Rights Officer to receive reports or complaints of religious, racial or sexual/ religious/racial harassment and sexual/religious/racial violence from any individual, employee or victim of sexual/religious/racial harassment or sexual/religious/racial violence and also from the building principal as outlined above. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the School Board Chairperson.
3. In the School Building. The principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the principal immediately.
4. Upon receipt of a report, the principal must notify the District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the principal, the complaint shall be filed directly with the District Human Rights Officer by the reporting party or complainant.
5. The School District shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.
6. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
7. Use of formal reporting forms is not mandatory.
8. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

E. Investigation

1. By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.
2. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
3. In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
4. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
5. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

F. School District Action

1. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

2. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complaint by the School District in accordance with state and federal law regarding data or records privacy.

G. Reprisal

The School District will discipline any individual who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

H. Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

I. Harassment or Violence as Abuse

1. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under MN Statute 626.556 may be applicable.
2. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

Harassment Forms are available in the principal's office.

HAZING/INITIATION POLICY

All initiations/hazing for clubs, groups, teams, classes, or individuals at Nevis School are prohibited. Any individual participating in this type of activity will be dealt with under the procedure and process for harassment. Consequences could be as severe as suspension or expulsion from Nevis School. The full policy can be viewed in the superintendent's office or the principal's office.

MEDICATION POLICY

School District 308 has adopted the following policy for medication:

The School District wishes to insure the health, safety and well-being of all its students. The school recognizes that the primary dispersal of any medication is a physician/parent responsibility. The school also realizes that the physician/parent is not always available to dispense medications on a time schedule or when the need arises.

The school, in keeping with their philosophy, wishes to adopt the following procedures for the dispersal of prescription and non-prescription medications.

A. Prescription Medication Administration

1. The parent shall provide the school with the following information:
 - a. Child's name
 - b. Physician's Rx (including medication action and side effects)
 - c. Up to date, labeled prescription bottles
 - d. Parent signature and date

B. The school shall provide the following:

1. List of personnel giving medication
2. Comprehensive record sheet for each child
3. Original medication inventory
4. Date, dosage, time administered
5. Dispenser's initials
6. Secure medication storage facility

C. Tylenol/Ibuprofen Administration

1. The parent shall provide the school with the following information:
 - a. Child's name
 - b. Indication that child should not be given any medications
 - c. Permission to give child Tylenol/Ibuprophen if needed
 - d. Over the counter pain relievers can be carried by high school students with written permission from the parent
 - e. Parent signature and date

- D. All other non-prescription medication carried to school by students must be turned into the nurse. Medication of any kind should not be stored in lockers.**

E. Inhaler Use

According to MN Statute 121A Subd. 2 students can administer their own prescription inhalers if the district has received written authorization from the pupil's parent permitting the student to self-administer the medication, the inhaler is appropriately labeled for that student and the parent has not requested school personnel to administer the medication for the student. The parent must submit written authorization for the student to self-administer every school year. If students are to self-administer, the inhalers must be kept in their pocket, locker, or other secure location agreed upon by parent and/or teacher. Inhalers are to never be left unattended where other students would have access to them. If school personnel are to administer inhalers the prescription medication policy must be followed.

PEST CONTROL MATERIALS

Nevis School District utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

- A. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
- B. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
- C. Utilization of non-chemical measures such as traps, caulking and screening; and
- D. Application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying in the custodial area. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

WEAPONS POLICY

Weapons Use and Possession. Minnesota schools are weapon-free zones. Recent laws allow severe penalties for anyone caught possessing or using a dangerous weapon within one city block or 300 feet of any Minnesota school.

Students are forbidden knowingly and voluntarily to possess, handle, transmit, or use any instrument in school or on school grounds (or during school activity) that is ordinarily or generally considered a weapon. An object which could be used to injure another person and which has no school related purpose for being in school or on school grounds will be considered a weapon for the purpose of policy.

The following are examples of instruments ordinarily or generally considered weapons: knives, guns, lead pipes, chains, chuck sticks, throwing stars, darts, metal knuckles, blackjacks, unauthorized tools, explosives, ammunition, paint ball guns, or other chemicals and "look-a-likes".

A student who brings a weapon to school may be expelled for a period of up to one calendar year. Violation of this policy shall be in accordance with local district policy and/or the Gun-Free Schools Act of 1994. The principal, under appropriate circumstances, may recommend and the board may impose a lesser penalty. Police will be contacted when there is a suspected violation of criminal laws concerning weapons.

ATTACHMENT 1