

Independent School District 507 Regular
School Board Meeting
Wednesday, August 12, 2020 6:00 PM

Public Viewing at zoom.us
1 Pine St
Nicollet, MN 56074

Public Viewing and Comment at Zoom.com
<https://us02web.zoom.us/j/8658971046?pwd=UTljNktqanFoMVhwYzNRTUUtFNDkzQT09>

Meeting ID: 815 5025 6783
Password: 136511

Agenda

{{Name: Agenda Item Name}}
{{Speaker: Agenda Item Speakers}}
{{Description: Agenda Item Description}} {{AgendaItemEnd}}

A. CALL TO ORDER

B. ROLL CALL

C. VISITOR COMMENTS

D. APPROVAL OF AGENDA

E. REPORTS AND PRESENTATION

1. Superintendent's Report

- i. Staff, students, and parents were informed of the hybrid learning plan on August 6th. It is expected that we will begin the school year with the hybrid learning plan. I am monitoring the COVID-19 Case Rate by County data, which is updated every Thursday.

2.

- ii. The detailed hybrid learning plan is attached. It was developed in collaboration with MDH, MDE, and the teachers leadership team. The information has been distributed to families and staff members. Over the next few weeks, I will ensure that all the procedures are operational.

3.
 - iii. Given the COVID-19 pandemic and the unique nature of the upcoming school year, it is not prudent to launch new initiatives. Rather, I have identified three goals for the upcoming school year:
 - a. The health and safety of students and staff.
 - b. The social and emotional well-being of students and staff.
4. Students will acquire knowledge and skills consistent with the Minnesota academic standards.
5. Principal's Report

Quick Story

I was reading a news article about another country and schools being open to students on campus. I saw a little kindergarten girl standing on a line socially distanced waiting to use the restroom. The little girl reminded me of my own daughter. I have now placed a picture of my kids on my desk to constantly remind me that I am focused on reopening safely. I am also saddened at the thought our students will not have the same experiences or a lack of experiences students had in the past. This is real and it is personal! I don't recall who said it during a briefing with the governor and the Education Commissioner, but the line I heard and truly believe is "Our plans will be perfectly imperfect!"

Summer School:

Summer school went well. The last day was July 23 so students were not required to wear masks, yet. Many students were sad to see it end.

Distance Learning Staff Survey Results:

The data collected will help drive our instruction and helps the district make informed data-driven decisions.

Staff Development Update:

Our overarching goal will be the following:

District Goal: For the 2020-2021 school year, we, the staff of Nicollet Public Schools, will dedicate staff development time to professional learning communities (PLCs) to support continuous improvement in staff performance and student growth. (Instructional - Professional Learning Communities).

Within the overall goal, there will be teachers working in specific PLCs and will set their own specific PLC goals.

Donations:

Nicollet Public School wants to thank the Nicollet County Health Department and the Chamber of Commerce for donating various types of masks.

Back to School/Fall Workshop:

The start of the school year will be much different than in years past. When it comes to communicating with staff members, I will be using email instead of sending a back to school letter that included the Fall Workshop schedule.

Fall Open House/Conferences/Orientation/Kindergarten Round-Up:

Working on how this will look. We are going to try our best at getting Kindergarten families on campus for a form of Kindergarten Round-Up. More details to come.

6. Student Representative's Report

7. Board Committees' Reports

F. CONSENT AGENDA

1. Approval of Minutes

2. Approval of Bills in the amount of \$147,187.40

3. Approval of Personnel Items

4. Accept Donations

G. 2020-21 LUNCH PRICES

H. USDA National School Lunch Program. Additional federal funding helps to offset the cost of additional nutritional requirements. However, a minimum local share is also required. Public schools are required to calculate the weighted average meal price annually, and increase by \$0.10 per meal until reaching the federal requirement, which is currently \$2.86 per meal. The Federal Healthy, Hunger-Free Kids Act, PL 111-296 was enacted in 2010. The legislation authorizes funding and sets policy for The

I. FACILITIES

J. **The committee is recommending that the school board approve the plan.** The facilities committee (Eric, Scot, Barry, and the Superintendent) has been studying a facilities improvement plan for several months. The plan

addresses many long-term maintenance needs for our facilities. Furthermore, operational efficiencies would reduce general fund expenses. LTFM revenue will pay for General Obligation Capital Facilities Bonds. Capital Appreciation Bonding (CAB) would extend the bond debt scheduled to expire in 2026 by 6 years. The funding strategy would utilize the Ag2School Credit. As a result, taxes would decrease for non-homestead agricultural property (65% of our district) and be cost neutral for other property.

1. Project Scope/Budget and Timeline

2. The project scope/budget, and timeline is attached.

\$3,946,500Total:

\$ 248,400Capital Facilities Bonds Proceeds:

Facilities Maint. Bond Proceeds: \$ 946,000

CAB Proceeds: \$2,752,100

The Superintendent recommends school board action to enter an agreement with Nexus for services including architectural, engineering, construction management, and commissioning for the project to be funded as follows:

3. Amend LTFM Application

4.

LTFM revenue will pay for General Obligation Capital Facilities Bonds. Capital Appreciation Bonding (CAB) would extend the bond debt scheduled to expire in 2026 by 6 years. The funding strategy would utilize the Ag2School Credit. As a result, taxes would decrease for non-homestead agricultural property (65% of our district) and be cost neutral for other property. **The Superintendent recommends approving the amended 10-year LTFM plan.**

5. Parameters Resolution

The Superintendent recommends school board action to approve the attached resolution. The resolution authorizes the issuance of general obligation capital appreciation bonds not to exceed \$2,900,000 and

general obligation bonds not to exceed \$1,235,000 at a true interest-rate that does not exceed 2.95%.

K. APPROVE 2020-21 STUDENT HANDBOOK

L. **recommends approving the 2020-21 Student Handbook.**~~The~~

Superintendent . underlined and red and new language is shown ~~striethrough~~The 2020-21 Student Handbook has been updated and is attached. Most changes are grammatical rather than substantive. Deleted language is shown as

M. ADJOURNMENT



NICOLLET PUBLIC SCHOOLS • ISD 507

One Pine Street • Nicollet, MN 56074
District & Elementary Office 507-232-3411
High School Office 507-232-3448
Fax 507-232-3536 • isd507.k12.mn.us

Superintendent: Dr. Stephen Malone • Principal: Mr. Todd Toulouse

Date: August 7, 2020

To: School Board

From: Dr. Malone

RE: Meeting Notes, August 12, 2020

E.1. Superintendent's Report

- i. Staff, students, and parents were informed of the hybrid learning plan on August 6th. It is expected that we will begin the school year with the hybrid learning plan. I am monitoring the COVID-19 Case Rate by County data, which is updated every Thursday.
- ii. The detailed hybrid learning plan is attached. It was developed in collaboration with MDH, MDE, and the teachers leadership team. The information has been distributed to families and staff members. Over the next few weeks, I will ensure that all the procedures are operational.
- iii. Given the COVID-19 pandemic and the unique nature of the upcoming school year, it is not prudent to launch new initiatives. Rather, I have identified three goals for the upcoming school year:
 - a. The health and safety of students and staff.
 - b. The social and emotional well-being of students and staff.
 - c. Students will acquire knowledge and skills consistent with the Minnesota academic standards.

F. Consent Agenda. **I recommend approving the consent agenda.**

F.4. MS 123B.02, Subd. 6 permits the school board to accept donations or gifts for the benefit of the district. **I recommend approving the donations received.**

G. The Federal Healthy, Hunger-Free Kids Act, PL 111-296 was enacted in 2010. The legislation authorizes funding and sets policy for The USDA National School Lunch Program. Additional federal funding helps to offset the cost of additional nutritional requirements. However, a minimum local share is also required. Public schools are required to calculate the weighted average meal price annually, and increase by \$0.10 per meal until reaching the federal requirement, which is currently \$2.86 per meal.

H. The facilities committee (Eric, Scot, Barry, and the Superintendent) has been studying a facilities improvement plan for several months. The plan addresses many long-term maintenance needs for our facilities. Furthermore, operational efficiencies would reduce general fund expenses. **The committee is recommending that the school board approve the plan.**

LTFM revenue will pay for General Obligation Capital Facilities Bonds. Capital Appreciation Bonding (CAB) would extend the bond debt scheduled to expire in 2026 by 6 years. The funding strategy would utilize the Ag2School Credit. As a result, taxes would decrease for non-homestead agricultural property (65% of our district) and be cost neutral for other property.

H.1. I recommend school board action to enter an agreement with Nexus for services including architectural, engineering, construction management, and commissioning for the project to be funded as follows:

| | |
|------------------------------------|--------------------|
| CAB Proceeds: | \$2,752,100 |
| Facilities Maint. Bond Proceeds: | \$ 946,000 |
| Capital Facilities Bonds Proceeds: | <u>\$ 248,400</u> |
| Total: | <u>\$3,946,500</u> |

The project scope/budget, and timeline is attached.

H.2. I recommend approving the amended 10-year LTFM plan. LTFM revenue will pay for General Obligation Capital Facilities Bonds. Capital Appreciation Bonding (CAB) would extend the bond debt scheduled to expire in 2026 by 6 years. The funding strategy would utilize the Ag2School Credit. As a result, taxes would decrease for non-homestead agricultural property (65% of our district) and be cost neutral for other property.

H.3. I recommend school board action to approve the attached resolution. The resolution authorizes the issuance of general obligation capital appreciation bonds not to exceed \$2,900,000 and general obligation bonds not to exceed \$1,235,000 at a true interest-rate that does not exceed 2.95%.

I. The 2020-21 Student Handbook has been updated and is attached. Most changes are grammatical rather than substantive. Deleted language is shown as ~~strikethrough~~ and new language is shown underlined and red. **I recommend approving the 2020-21 Student Handbook.**

Please contact me with any questions or concerns.

Nicollet Public School



Hybrid Model Operational Plan 2020-2021

Capacity:

Nicollet Public School will be at approximately fifty percent (50%) student capacity daily. Students will be divided into two groups: A and B Groups will alternate attending school as follows:

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-------------------|----------|--------|
| A | A | A/Early Dismissal | B | B |
| B | B | B/Early Dismissal | A | A |

NOTE: School doors will be open at 7:35 am.

I. PEOPLE

A. SOCIAL DISTANCING AND FACE COVERING

COVID-19 Program Coordinator

Todd Toulouse, the Principal, is the point of contact for the Nicollet Public School District in collaboration with Jennifer Seeley, The School Nurse. Mr. Toulouse will communicate concerns, challenges, with staff, students/families, the superintendent, and local health officials.

Social Distancing:

- 6 ft apart in all classes, hallways, lunch periods, and school grounds.
- Social distancing of at least 6 feet between people will be maintained at all times. If distancing cannot be achieved in a space or on a transportation vehicle, the number of occupants must be reduced. This is defined as 50% of normal capacity.
- Furniture in common areas will be spaced to minimize crowding.
- Weather permitting, physical education and music classes will be conducted outside and participants will practice social distancing of 6 feet apart or greater. Participants should face in the same direction (rather than facing each other).
- Activities that bring together large groups of people or do not allow for social distancing, including assemblies, in-person field trips, large group use of playground equipment simultaneously, etc. are discontinued.
- When conducting mandatory safety drills, students and staff will be required to wear face coverings during the entire drill and will maintain social distancing by remaining 6 feet apart.
- Nonessential visitors, volunteers, and activities involving external groups or organizations will not be permitted.

Face Coverings and face shields:

Students:

- It is required that staff and students wear cloth face coverings or face shields throughout the school day, including on transportation vehicles, inside school buildings, and generally when on school grounds. school building or on school vehicles.
- Face covering breaks may be scheduled when students can remove PPE.
- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical health or mental health are not subject to the required use of a face covering. A medical note is required for this.
- For Music and PE classes it is recommended to maintain 12 ft of distance between participants.
- The school will have a supply of cloth face coverings and/or face shields available for staff and students who forget to bring their own.
- Cloth face masks or face shields are not required for individuals who are under the age of 5 (unless in kindergarten), have trouble breathing, are unconscious, incapacitated, is otherwise unable to remove the face covering without assistance, or cannot tolerate a cloth face-covering due to developmental, medical, or behavioral health needs.
- The school will share information with staff, students, and families on the proper use, wearing, removal, and cleaning of cloth face coverings and face shields.

Staff:

- Face covering must be worn covering both mouth and nose at all times, except for meals and classroom instruction with social distancing. Anytime staff cannot appropriately social distance, face coverings must be worn. Face coverings will be required even during instruction in the event of higher community infection rates.

Space Configurations:

- Markers of 6 ft will be marked in common areas and places where lines may form (library, cafeteria, gymnasium, classroom desks, etc)
- No sharing of workstations, desks, tables, or other shared surfaces without disinfection between use is permitted
- Desks in classrooms will be spaced 6 feet apart.
- Limited public use of school facilities will be allowed.
- Directional markers are drawn on hallway floors/walls for one way traffic flow.

Schedules:

- Arrival - students will exit the bus immediately upon arrival at school and will enter the building at the assigned entry points. Student temperatures will be taken by a staff member prior to entering the building.
- Daily temperature screening is required for all people entering the school facility. Individuals presenting a fever of 100.4F or greater will not be permitted to enter.

- Social distancing of 6' will be maintained while checking temperatures. Staff will visually inspect students for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Students will store materials in available spaces within the classroom. Staff will monitor students to ensure physical distancing.
- Lockers will be assigned according to their cohort day so they may be properly social distanced.

Signage:

- Signs will be posted throughout the school. These signs will be in the hallways, classrooms, bathrooms, and common areas. These signs will remind students and staff to:
 - Stay home if they feel sick
 - Cover mouth and nose
 - Properly store and discard PPE
 - Adhere to social distancing instructions
 - Report symptoms of, or exposure to, COVID-19 Coordinator
 - Follow hand hygiene, and cleaning and disinfection guidelines
 - Follow respiratory hygiene guidelines

B. GATHERINGS

Food Service/Meals:

- Prepackaged food will be delivered to classrooms.
- Students will wash their hands or use sanitizer before and after eating.
- Meal pickup will occur for students in the main entry for students learning from home.
- Bathroom usage will be allowed for one student per gender at a time monitored by staff.
- Students who leave their seats at any time must wear face covering. .
- Between lunch period the cafeteria staff and cafeteria monitors will be responsible for cleaning and disinfecting the used areas.

Common Spaces:

- I.E. Office, Staff Lounge, Commons Area, Theater, Gym, Copy Room
 - Face coverings will be required.
 - These spaces must not exceed 50% of the room capacity while also wearing face coverings.

Faculty and Staff Meetings:

- Staff meetings will be held virtually or in the theater with social distancing.

Ventilation:

- Teachers will be encouraged to explore opportunities to hold instruction outdoors when appropriate.

Common Areas:

- Prevent congregation in all areas.
- When interacting with others, maintain physical distance at all times.
- Hand sanitizer and disinfectant supplies will be provided in all common areas.
- Staff members will keep a log to track student movement throughout the building when not accompanied by an adult.
- Bathroom Usage:
 - Staff member must sign out a student to leave a classroom or cafeteria and sign in upon returning
 - Alternating bathroom stalls/urinals will be designated usage for student/public use
 - Students must wear a face covering while using the bathroom
 - Staff should limit the number of students who leave the classroom/cafeteria to use the bathroom. One at a time.
 - Capacity in bathrooms limited to two students at a time.

C. OPERATIONAL ACTIVITY

In-Person/Remote Instruction:

- Nicollet Public schools will use a hybrid model to include both in-person and Remote Instruction.
- The bell schedule may need to be adjusted based on transportation and physical distancing needs.
- Nicollet Public School will continue to conduct an instructional program that is aligned to the Minnesota Academic Standards. This will be applicable for in-person, hybrid and/or remote learning.

D. MOVEMENT AND COMMERCE

Student Drop Off and Pick Up:

- **Bus Drop Off:**
 - Students will immediately exit the school bus upon arrival to Nicollet Public School. They will be directed to the designated door. Students' temperatures will be taken by a staff member prior to entering the building.
 - Daily temperature screening is required for all people entering the school facility or boarding a school transportation vehicle. Individuals presenting a fever of 100.4F or greater will not be permitted to enter. Social distancing of 6' will be maintained while checking temperatures. Staff will visually inspect students for signs of illness which could include flushed

cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

- **Parent Drop Off:**
 - Staggered drop off time schedule may be considered to reduce traffic back up.
 - A student's temperature will be taken, prior to entering the building, by an appropriate staff member.
 - **Student Drop-Off After the Start of the Instructional Day**
 - Students can enter through the main entrance door. Once the door has been unlocked, the student will gain entry into the building limiting contact and entry of parents/guardians to the greatest extent possible.

Deliveries:

- **Parent Drop Off (Student Materials)**
 - All student items dropped off must be left inside the main doorway and labeled.
- **Business Drop Off**
 - All deliveries will be delivered to main office or the receiving door and will then be distributed to the building.

Faculty/Staff Entrance and Exits:

- Staff will complete a self health screening tool, including temperature check, prior to entering a building.
- Faculty and staff will be encouraged to enter and exit the building by the doorway closest to their classroom.

Shared Objects:

- Faculty and staff that share instructional space will need to have their own supplies (chalk, markers etc.)
- Classrooms will be supplied with disinfectant to clean instructional material that will be shared (computer, presentation technology, desks, etc.)

High Risk Individuals/Protecting Vulnerable Populations:

- Faculty/Staff and students that are deemed to be high risk or live with someone at high risk, appropriate accommodations will be given in accordance with the Families First Coronavirus Response Act (FFCRA or Act) and the Free Appropriate Public Education Act (FAPE).
- Students or families may self-identify as high risk for illness due to COVID-19 by contacting the nurse Jennifer Seeley at jennifer.seeley@isd507.k12.mn.us 507-232-3411. NPS will provide distance learning for families identified as high risk for COVID-19.
- The school district will review Individual Healthcare Plans, Individualized

Education Plans, and 504 Plans to identify students as high risk for illness due to COVID-19.

- Students who are otherwise unwilling to return to in-person should contact Todd Toulouse at todd.toulouse@isd507.k12.mn.us 507-232-3411.

II. PLACES

A. PERSONAL PROTECTIVE EQUIPMENT

- All students, faculty, staff and visitors will be required to wear face covering while inside Nicollet Public School.
- There will be a supply of face coverings, masks or other required PPE on hand for faculty, staff and students, at no charge, should they need a replacement.
- Acceptable face coverings include home sewn, bandana and surgical masks that cover the mouth and nose. Face coverings should be cleaned or replaced after use and must not be shared.
 - Alternate PPE can be used that are transparent at or around the mouth for instruction or interventions that require visualization of the movement of lips and/or mouth (e.g., speech therapy) (teachers of students with hearing impairments encouraged to wear clear shields).
- All visitors will follow the district's PPE requirements.

B. HYGIENE CLEANING AND DISINFECTION

Hygiene:

- Students and staff will wash hands or use sanitizer upon arrival and dismissal from school; before, and after preparing or eating food; after using the bathroom; after blowing one's nose, coughing, or sneezing; and after touching objects with bare hands that have been handled by other people.
- Doors will be held open for students by the staff members checking temperatures.
- Posters to promote health etiquette expectations will be placed in visible locations.
- All students and employees will be trained on back to work/school procedures.
- Hand Sanitizers will be available throughout common areas, classrooms, cafeteria entrance and exits
- Sinks are available in some classrooms for handwashing.
- Trash receptacles will be placed strategically around the building for disposal of soiled items.

Cleaning and Disinfection:

- All spaces utilized by students will be cleaned daily. All high touch surfaces will be disinfected daily. Additionally, restrooms will be disinfected twice during the school day. All spaces utilized by students will be deep cleaned every week.
- Cleaning products will not be used near children. Adequate ventilation must be

present when using cleaning products. Cleaning products will be securely stored away from children.

- Sharing of electronic devices, books, toys, and other games or learning aids is prohibited. ▪ Students will keep personal items in individually labeled cubbies, containers, desks, or lockers. Supplies needed throughout the day by students will be cleaned after use. Each student will have their own locker to store items in. There will not be any sharing of student supplies. Each student will need to have their own pencil box, color crayons, scissors, device, etc.).
- Cleaning and disinfecting procedures will be followed using the COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care Programs. (www.health.state.mn.us/diseases/coronavirus/schools/clean.html).
- Drinking fountains will be cleaned and sanitized daily. Staff and students are encouraged to bring their own water, or bottles to minimize the use and touching of water fountains. Paper cups will be provided so students have touchless access to water.

Monitoring and excluding for illness:



Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs

For people (e.g., children, care providers, or staff) who have symptoms consistent with COVID-19, send home or deny entry and reference the exclusion criteria in this document to determine when they may return.

Symptoms of COVID-19 include: new onset cough or shortness of breath by themselves OR at least 2 of the following: fever (100.4°F or higher), chills, muscle pain, sore throat, loss of sense of smell or taste, and gastrointestinal symptoms of diarrhea, vomiting, or nausea.

If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.

For people who received a laboratory test for COVID-19

[What to do if you're waiting for COVID-19 test results \(PDF\)](http://www.health.state.mn.us/diseases/coronavirus/waiting.pdf)
www.health.state.mn.us/diseases/coronavirus/waiting.pdf

Positive test result: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

Negative test result but symptoms with no other diagnosis: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

For people with a COVID-19 diagnosis *without* a lab test OR people with symptoms consistent with COVID-19 *without* a medical evaluation (e.g., monitoring symptoms at home)

Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.



For people with other diagnoses (e.g., norovirus, strep throat) that explain the symptoms, or when a health care provider says symptoms are connected to a pre-existing condition

Stay home until symptoms have improved. Follow specific return guidance from the health care provider or follow the [Infectious Diseases in Childcare Settings and Schools Manual](http://www.hennepin.us/daycaremanual) (www.hennepin.us/daycaremanual).

If symptoms related to a pre-existing condition change or worsen, talk to a health care provider to determine next steps.

Siblings and household members **do not** need to stay home.



Minnesota Department of Health | health.mn.gov | 651-201-5414 | 1-877-676-5414 | 625 Robert Street North PO Box 64975, St. Paul, MN 55164-0975
Contact health.communications@state.mn.us to request an alternate format.

06/02/2020

www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf

- Staff and students should self-monitor symptoms throughout the day. Staff or

students who develop symptoms during the school day must notify the school nurse, Mr. Cotton, or Mr. Toulouse immediately.

- Staff or students who have been in close contact with someone who has or previously had COVID-19 must quarantine for 14 days and notify the school nurse.
- Daily temperature screening is required for all people entering the school facility. Individuals presenting a fever of 100.4F or greater will not be permitted to enter. Social distancing of 6' will be maintained while checking temperatures. Staff will visually inspect students for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- The school district may not necessarily close off the affected areas (e.g., classroom, restroom, hallway). However, the school district will consult with Nicollet Public Health and MDH in making these decisions.

Cleaning and disinfection following suspected or confirmed COVID-19 Case:

- Nicollet Public School will provide the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.
- Nicollet Public School will follow the CDC guidelines on [Cleaning and Disinfecting Your Facility](#) if someone is suspected or confirmed to have COVID-19:
 - Close off areas used by the person who is suspected or confirmed to have COVID-19.
- The school district may not necessarily close off the affected areas (e.g., classroom, restroom, hallway). However, the school district will consult with Nicollet Public Health and MDH in making these decisions.
- Mitigation strategies may include:
 - Open outside doors to increase air circulation in the area
 - Wait 24 hours before cleaning and disinfecting.
 - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
 - Once the area has been appropriately cleaned and disinfected, it may be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities after cleaning and disinfection.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

C. COORDINATION and PHASED REOPENING

- Todd Toulouse, the Principal, is the point of contact for the Nicollet Public School District in collaboration with Jennifer Seeley, The School Nurse. Mr. Toulouse will communicate concerns, challenges, with staff, students/families, the superintendent, and local health officials

D. COMMUNICATION PLAN

- Families and Staff will be communicated throughout the process of how the hybrid model is working, and what adjustments are needed.
- Provide training on how to follow new COVID-19 protocols safely and correctly, including, but not limited to hand hygiene, proper face coverings, physical distancing, and respiratory hygiene.
- Todd Toulouse, the COVID-19 coordinator will be the main contact upon identification of positive COVID-19 cases and be responsible for subsequent communication. The coordinator will be responsible for answering questions from students, faculty, staff and parents or legal guardians regarding COVID-19 public health emergency plans implemented by the school.
- Announcements will reinforce to faculty, staff and students to adhere to CDC and MDH guidelines, specifically the uses of masks.
- Utilize the Instant Alert Messaging System, Infinite Campus ((Icampus), Facebook, and the website to communicate information to families through text, email or phone call message.

III. PROCESSES

A. SCREENING AND TESTING

Positive Screen Protocols:

- If any individual screens positive for COVID-19 symptoms, when screened at the school, they must be sent home immediately with instructions to contact their healthcare provider.
- If any students at the school have a positive screen and are being sent home, they will be separated from other students and will be brought to the isolation room where they will be supervised until they are picked up from school.
- The district COVID-19 Safety Coordinator in collaboration with the building school nurse will confer with the Dept. of Health.

In-Person Screening:

- The screener must wear the appropriate PPE, which includes a face mask, and may also include gloves, a gown and/or face shield.
- The staff members doing the screenings will be trained prior to administering the screenings.

B. SCHOOL HEALTH OFFICES

- The dressing rooms located in the Community Center off of the Theater will be transitioned to an Isolation Room. This will provide a location for students who are symptomatic after already arriving at school. These students will be under direct supervision of staff until they have been picked up from school.
- The nurse and any staff who are in direct contact with symptomatic students will follow appropriate professional protocols.
- Any student found to have a temperature or signs of the virus will be escorted to the isolation room for further evaluation.
- The nurse and any staff who are in direct contact with symptomatic students will be supplied with the proper PPE. This includes N-95 masks, gloves and a gown
- All teachers and staff members will be trained on identifying the signs and symptoms of COVID-19. If a student is exhibiting signs of illness, the health office must be called prior to sending the student.

C. TRACING and TRACKING

Handling suspected or confirmed positive cases of COVID:

- COVID-19 related concerns should be reported to Jennifer Seeley, the school nurse. She is the liaison with local health authorities. jennifer.seeley@isd507.k12.mn.us 507-232-3411. If Jennifer Seeley is unavailable, please contact Principal Toulouse at todd.toulouse@isd507.k12.mn.us 507-232-3411.
- Students or staff with symptoms of COVID-19, a positive test for COVID-19, or had a close exposure to someone with COVID-19 within the last 14 days should contact Jennifer Seeley, the school nurse. jennifer.seeley@isd507.k12.mn.us 507-232-3411. If the nurse is unavailable, please contact Principal Toulouse at todd.toulouse@isd507.k12.mn.us 507-232-3411.
- Individuals who present COVID-19 symptoms will be quarantined in a designated space at school until they can be sent home.
- The MDH guidance for confirmed COVID-19 cases is located here. <https://www.health.state.mn.us/diseases/coronavirus/schools/casenotify.pdf>
- Signs of illness could include temperature above 100.4F, flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Signage will be posted at entrances requesting people who have been symptomatic to not enter the building.
- Nicollet Public School will notify MDH of confirmed cases among students and staff.

Metrics:

- All COVID-19 cases will be documented. Student schedules will be reviewed to track movement in the building and then cross referenced with teachers and

staff.

Notification:

- The districtwide COVID-19 coordinator (Todd Toulouse, Principal) will contact the local health department for an instance or suspected case of COVID-19.

Tracing Support:

- In the event that there is an individual from the school, who tests positive, the building will provide the local health department with information that will allow for tracing of all contacts of the individual. This information could be in the form of attendance information, class lists, student schedules, etc.

Quarantine, Isolation and Return to School:

- State and local health departments will implement monitoring and movement restrictions of COVID-19 infected or exposed persons.
- A reporting plan will be created to alert persons who have been exposed or come in close proximity with a person with the virus.

D. RETURN TO SCHOOL

- As per the guidance set forth by MDH and CDC guidelines in consultation with the school nurse.

IV. TRANSPORTATION

- Six feet of social distancing is recommended. Alternatively, students will be seated to create as much space between riders as possible.
- All transportation vehicles will be cleaned and disinfected after each route/use.
- The symptom screening protocol outlined in the Monitoring and Excluding for Illness section will be followed during transportation.
- Individuals who become ill during the day will not be able to use group transportation to return home. Drivers who become sick will follow protocols for people who are ill and will not be able to drive students in the meantime.
- The number of people on transportation will not exceed 50% maximum capacity.
- Six feet of social distancing will be enforced at all times on a transportation vehicle unless the people live in the same household (e.g. siblings).

V. SUPPORT AND MENTAL HEALTH AND WELLNESS

- Information on how to access resources for mental health and wellness will be provided to staff, families, and students.
- Staff, students, and families are encouraged to talk with people they trust about their feelings and concerns regarding COVID-19.



NICOLLET PUBLIC SCHOOLS • ISD 507

One Pine Street • Nicollet, MN 56074
District & Elementary Office 507-232-3411
High School Office 507-232-3448
Fax 507-232-3536 • isd507.k12.mn.us

Superintendent: Dr. Stephen Malone • Principal: Mr. Todd Toulouse



Principal's Report 8-12-2020

Quick Story

I was reading a news article about another country and schools being open to students on campus. I saw a little kindergarten girl standing on a line socially distanced waiting to use the restroom. The little girl reminded me of my own daughter. I have now placed a picture of my kids on my desk to constantly remind me that I am focused on reopening safely. I am also saddened at the thought our students will not have the same experiences or a lack of experiences students had in the past. This is real and it is personal! I don't recall who said it during a briefing with the governor and the Education Commissioner, but the line I heard and truly believe is "Our plans will be perfectly imperfect!"

Summer School:

Summer school went well. The last day was July 23 so students were not required to wear masks, yet. Many students were sad to see it end.

Distance Learning Staff Survey Results:

The data collected will help drive our instruction and helps the district make informed data-driven decisions.

Staff Development Update:

Our overarching goal will be the following:

District Goal: For the 2020-2021 school year, we, the staff of Nicollet Public Schools, will dedicate staff development time to professional learning communities (PLCs) to support continuous improvement in staff performance and student growth. (Instructional - Professional Learning Communities).

Within the overall goal, there will be teachers working in specific PLCs and will set their own specific PLC goals.

Donations:

Nicollet Public School wants to thank the Nicollet County Health Department and the Chamber of Commerce for donating various types of masks.

Back to School/Fall Workshop:

The start of the school year will be much different than in years past. When it comes to communicating with staff members, I will be using email instead of sending a back to school letter that included the Fall Workshop schedule.

Fall Open House/Conferences/Orientation/Kindergarten Round-Up:

Working on how this will look. We are going to try our best at getting Kindergarten families on campus for a form of Kindergarten Round-Up. More details to come.

"Developing responsible, lifelong learners who are ready to succeed in a changing world."

Independent School District #507
Regular School Board Meeting
July 8, 2020

Online via Zoom.com
1 Pine St
Nicollet, MN 56074

A. CALL TO ORDER

The Nicollet Board of Education held their regular school board meeting on Wednesday, July 20, 2020 at 6:00 pm remotely via Zoom.

B. ROLL CALL

- Directors present were Eric Hopp, Wayne Whitmore, Jill Johnson, Adam Erickson, and Scot Osborne.
- Director Phil Wills was absent.
- Others present were Stephen Malone, Superintendent, Todd Toulouse, Principal, and Isabella Havemeier, Student Representative.

C. VISITORS COMMENTS

Megan Krause - Address concerns of Parent Advisory Committee regarding increase in NECC and Latchkey rates.

D. APPROVAL OF AGENDA

Move to accept the agenda items as presented. This motion, made by Jill Johnson and seconded by Adam Erickson, Carried 5-0 by roll call.

Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea,
Wayne Whitmore: Yea

E. REPORTS AND PRESENTATIONS

- E.1. Superintendent's Report
- E.2. Principal's Report
- E.3. Student Representative's Report
- E.4. Board Committees' Reports

F. CONSENT AGENDA

Move to accept the Consent Agenda as presented. This motion, made by Wayne Whitmore and seconded by Scot Osborne, Carried 5-0 by roll call.

Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea,
Wayne Whitmore: Yea

- F.1. Approval of Minutes
- F.2. Approval of Bills in the amount of \$119,499.31
- F.3. Approval of Personnel Items

| July 8, 2020 | | | | | | | | |
|---|-------------|--------------------------------|----------|-----------------|----------|-------------|-----------|-----------------------------------|
| I recommend approving the personnel items as presented (sorted by last name): | | | | | | | | |
| Name | Status | Job Title | Location | Hrs Per Day/FTE | Group | Replacing | Effective | Wage |
| Boddy, Sue | New Postion | Head Volleyball Coach | Coaching | Coaching | Coaching | Judy Radke | 8/17/2020 | Fall Head Coach Step 8 \$3,980 |
| Dallmann, Andrea | New | 6th Grade Teacher | MS | 1 FTE | NEA | Judy Radke | 9/1/2020 | MS/BS+60 Step 8 \$51,204 |
| Radke, Judy | Resignation | Middle School Teacher | MS | 1 FTE | NEA | n/a | 6/15/2020 | BA/BS Step 11 \$50,700 |
| Wiens, Ashlie | New Hire | Lead Teacher Preschool Room | NECC | Full Time 40 | NECC | Shaina Sieh | 6/30/2020 | Step 1 \$12.50/hr |

F.4. Accept Donations

| Donor Name | Description of Gift | Value | Purpose of Gift |
|-------------------------|---------------------|-------|-------------------|
| Wayne & Raeann Thompson | Cash | \$100 | Music Department |
| ProGrowth Bank | Cash | \$75 | Deep Portage Trip |

F.5. Close Activities Account at Pro Growth Bank

F.6. Approve Extended Trip Request - 9th Grade Deep Portage

G. RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

Move to accept Resolution Relating to the Election of School Board Members and Calling the School District General Election. This motion, made by Jill Johnson and seconded by Adam Erickson, Carried 5-0 by roll call.

Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea, Wayne Whitmore: Yea

H. APPROVE POLICIES

Move to accept the update of policies 802, 903, 907, and 806. This motion, made by Adam Erickson and seconded by Scot Osborne, Carried 5-0 by roll call.

Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea, Wayne Whitmore: Yea

H.1. 802 Disposition of Obsolete Equipment and Material

H.2. 903 Visitors to School District Buildings

H.3. 807 Health and Safety

H.4. 806 Crisis Management Policy

I. LATCHKEY HOURLY RATE

Motion to accept Latchkey hourly rate increase to \$3.75. This motion, made by Wayne Whitmore and seconded by Jill Johnson, Carried 4-1 by roll call.

Eric Hopp: Nay, Adam Erickson: Yea, Jill Johnson: Yea, Scot Osborne: Yea, Wayne Whitmore: Yea

J. APPROVE LONG-TERM FACILITIES MAINTENANCE REVENUE APPLICATION

Move to accept the LTFM Revenue Application. This motion, made by Jill Johnson and seconded by Scot Osborne, Carried 5-0 by roll call.

Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea, Wayne Whitmore: Yea

K. APPOINT 2020-21 STAFF DEVELOPMENT COMMITTEE

Move to accept the Staff Development Committee as presented. This motion, made by Jill Johnson and seconded by Scot Osborne, Carried 5-0 by roll call.

Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea,
Wayne Whitmore: Yea

L. STRATEGIC PLANNING

M. ADJOURNMENT

Motion to Adjourn at 7:08 pm. This motion, made by Adam Erickson and seconded by Scot Osborne, Carried 5-0 by roll call.

Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea,
Wayne Whitmore: Yea



Jill Johnson, Clerk

Independent School District #507
Special School Board Meeting
August 5, 2020

Online via Zoom.us
1 Pine St
Nicollet, MN 56074

A. CALL TO ORDER

The Nicollet Board of Education held a special school board meeting on Wednesday, August 5, 2020 at 6:00 pm remotely via Zoom.

B. ROLL CALL

- Directors present were Eric Hopp, Wayne Whitmore, Jill Johnson, Phillip Wills, Adam Erickson, and Scot Osborne.
- Others present were Stephen Malone, Superintendent, Todd Toulouse, Principal and Rachel Flood-Grubb, District Administrative Assistant.

C. APPROVAL OF AGENDA

Move to accept the agenda items as presented. This motion, made by Phillip Wills and seconded by Scot Osborne, Carried 6-0 by roll call.

Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea, Wayne Whitmore: Yea, Phillip Wills: Yea.

D. DESIGNATE LEARNING MODEL TO BEGIN THE SCHOOL YEAR

Move to APPROVE "Hybrid Learning For All Students" as the base learning model for the 2020-21 School Year and Other COVID-19 Related Matters. This motion, made by Jill Johnson and seconded by Eric Hopp, Carried 6-0 by roll call.

Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea, Wayne Whitmore: Yea, Phillip Wills, Yea.

E. PURCHASE OF CHROMEBOOKS

Move to approve the purchase of 140 Chromebooks in the amount of approximately \$39,000. This motion, made by Scot Osborne and seconded by Jill Johnson, Carried 6-0 by roll call.

Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea, Wayne Whitmore: Yea, Phillip Wills: Yea.

F. ADJOURNMENT

Motion to Adjourn at 6:41 pm. This motion, made by Phillip Wills and seconded by Scot Osborne, Carried 6-0 by roll call.

Adam Erickson: Yea, Eric Hopp: Yea, Jill Johnson: Yea, Scot Osborne: Yea, Wayne Whitmore: Yea, Phillip Wills: Yea.

Jill Johnson, Clerk

BOARD PACKET SUMMARY

Bank Account Balance as of:

| | July 31, 2020 |
|---------------------------|------------------------|
| Progrowth Bank - Checking | \$ 641,874.59 |
| MSDLAF | 962,315.12 |
| Petty Cash | 726.81 |
| Total | <u>\$ 1,604,916.52</u> |

Net July 2020 Payrolls

| | S202101 |
|--------------------------|----------------------|
| Fund 1 General | \$ 99,575.26 |
| Fund 2 Food Service | 2,266.71 |
| Fund 4 Community Service | 8,062.62 |
| Fund 24 Fitness Center | 1,318.76 |
| Fund 34 Daycare | 29,670.78 |
| Fund 44 Latchkey | 6,082.18 |
| Total | <u>\$ 146,976.31</u> |

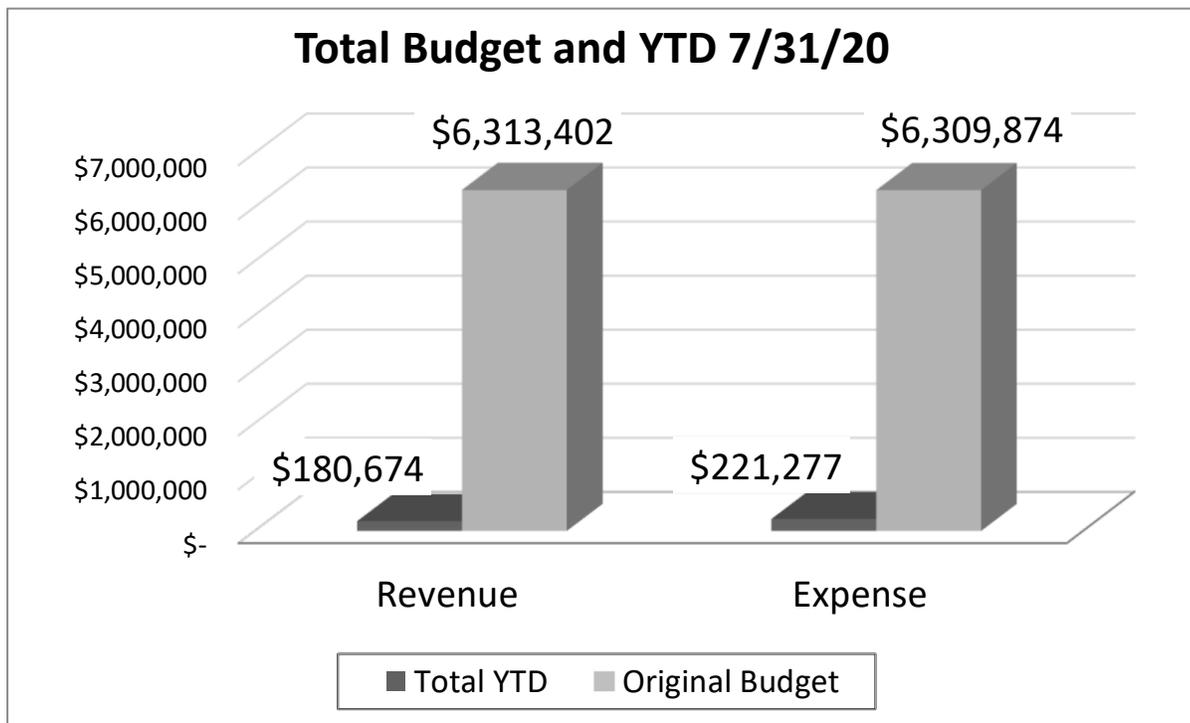
Paid Bills July-August 2020

| | |
|----------------------------|----------------------|
| Fund 1 General | \$ 136,777.92 |
| Fund 2 Food Service | 312.78 |
| Fund 4 Community Service | 60.00 |
| Fund 7 Debt Service | 475.00 |
| Fund 24 Fitness Center | - |
| Fund 25 Student Activities | 7,825.35 |
| Fund 34 Daycare | 1,358.27 |
| Fund 44 Latchkey | 378.08 |
| Total | <u>\$ 147,187.40</u> |

TOTAL FINANCE \$ 511,110.77

Nicollet ISD 507
Monthly Budget Report
7/31/2020

| | <u>Revenue</u> | <u>% of Total</u> | <u>Expense</u> | <u>% of Total</u> |
|------------------------|-------------------|-------------------|-------------------|-------------------|
| Original Budget | \$ 6,313,402 | | \$ 6,309,874 | |
| Month Ending: | | | | |
| 7/31/2020 | \$ 180,674 | 2.9% | \$ 221,277 | 3.5% |
| 8/31/2020 | \$ - | 0.0% | \$ - | 0.0% |
| 9/30/2020 | \$ - | 0.0% | \$ - | 0.0% |
| 10/31/2020 | \$ - | 0.0% | \$ - | 0.0% |
| 11/30/2020 | \$ - | 0.0% | \$ - | 0.0% |
| 12/31/2020 | \$ - | 0.0% | \$ - | 0.0% |
| 1/31/2021 | \$ - | 0.0% | \$ - | 0.0% |
| 2/29/2021 | \$ - | 0.0% | \$ - | 0.0% |
| 3/31/2021 | \$ - | 0.0% | \$ - | 0.0% |
| 4/30/2021 | \$ - | 0.0% | \$ - | 0.0% |
| 5/31/2021 | \$ - | 0.0% | \$ - | 0.0% |
| 6/30/2021 | \$ - | 0.0% | \$ - | 0.0% |
| Total YTD | <u>\$ 180,674</u> | <u>2.9%</u> | <u>\$ 221,277</u> | <u>3.5%</u> |



July 31, 2020

I recommend approving the personnel items as presented (sorted by last name):

| Name | Status | Job Title | Location | Hrs Per Day/FTE | Group | Replacing | Effective | Wage |
|-----------------|--------------------|--------------------------|-----------------|------------------------|--------------|------------------|------------------|-----------------------------|
| Beckius, Hannah | Rehire | JH Volleyball Coach | HS | Coaching | Coaching | | 8/17/2020 | \$2,047.00 Step 2 |
| Bernau, James | Rehire | JH Football Coach | HS | Coaching | Coaching | | 8/17/2020 | \$2,645.00 Step 6 |
| Calsbeek, Kevin | Volunteer | Football | HS | Coaching | Coaching | | 8/17/2020 | Volunteer |
| Demuth, Mark | New Hire | PE Teacher | District | FT | Teacher | Brianne Eldred | 8/12/2020 | \$41,412.00 BA/BS Step 1 |
| Gieseke, Sarah | Rehire | JH Volleyball Coach | HS | Coaching | Coaching | | 8/17/2020 | \$2,645.00 Step 6 |
| Glasser, Jazmin | Resignation | NECC Aide | NECC | PT | NECC | | 7/13/2020 | \$10.50/hr |
| Hulke, Ryan | Volunteer | Football | HS | Coaching | Coaching | | 8/17/2020 | Volunteer |
| Hulke, Shelby | Resignation | NECC Aide | NECC | PT | NECC | | 7/17/2020 | \$10.00/hr |
| Kubesh, Mindy | New Hire | B-Squad Volleyball Coach | HS | Coaching | Coaching | Sue Boddy | 8/17/2020 | \$1,897.00 Step 1 |
| Larson, Melissa | Rehire | C-Squad Volleyball Coach | HS | Coaching | Coaching | | 8/17/2020 | \$2,645.00 Step 6 |
| Laven, Justin | Volunteer | Football | HS | Coaching | Coaching | | 8/17/2020 | Volunteer |
| Mans, Nicholas | Rehire | JV Football Coach | HS | Coaching | Coaching | | 8/17/2020 | \$2,047.00 Step 2 |
| Murphy, Tom | Rehire | Head Football Coach | HS | Coaching | Coaching | | 8/17/2020 | \$3,980.00 Step 8 |
| Silva, Jenna | Contract Amendment | Community ED | Distirict | PT | Distirict | | 7/1/2020 | \$2,500/year |

August 12, 2020

I recommend accepting the gifts as described below.

| Donor Name | Description of Gift | Value | Purpose of Gift |
|---|----------------------------|--------------|------------------------|
| Nicollet Lions Club | Cash | \$300 | School Supplies |
| Nicollet County Public Health & Chamber of Commerce | Cloth and paper masks | | Staff and student use |

LUNCH PRICES

| | 19-20 | 20-21 |
|---------------|--------------|--------------|
| K-6 | \$2.60 | \$2.70 |
| 7-12 | \$2.85 | \$2.95 |
| Adult | \$4.05 | \$4.05 |
| | | |
| Milk/Juice | \$.40 | \$.40 |
| Extra Serving | \$1.55 | \$1.55 |

**Nicollet Public School
Project Selection Tool**

| Project Selection Worksheet | | | | | | | Phase 1 Funding Mix | | | | | | |
|---|-----------------|-----------------|---------------|---|----------------------|--------------------------------------|--|---|-------------------------------|----------------------------------|---------------------------------------|---|---------------|
| Phase1 Projects | Future Projects | BIM # | Report Page # | Building Improvement Measure (BIM) Description | Total Project Budget | Estimated Annual Operational Savings | Estimated Operational Expense due to Ventilation & Dehumidificatio | Funding Source | Facilities Bond (Annual LTFM) | Facilities Bond (Added IAQ LTFM) | Capital Facilities Bond (Op. Capital) | Capital Facilities Bond (Paid from Savings) | Funds-on-Hand |
| Mechanical & Plumbing Systems | | | | | | | | | | | | | |
| x | | ME-1.1 | | Pneumatic/Electric to DDC Controls Upgrade and Control Valve Replacement (1987 Area) | \$480,400 | (\$834) | | Facilities Bond (Added IAQ LTFM) | | \$480,400 | | | |
| x | | ME-1.2 | | Pneumatic/Electric to DDC Controls Upgrade and Control Valve Replacement (2006 Area) | \$160,100 | (\$278) | | Facilities Bond (Annual LTFM) | \$160,100 | | | | |
| | x | ME-2 | | Replace Boiler Plant | \$406,800 | (\$2,284) | | Facilities Bond (Annual LTFM) | | | | | |
| x | | ME-3 | | Add Air Handling Unit (AHU) with Dehumidification for Mezzanine Weight Room | \$169,200 | | \$1,125 | Facilities Bond (Added IAQ LTFM) | | \$169,200 | | | |
| x | | ME-4 | | Add Dehumidification to Existing North Gym Air Handling Units (Qty. 3) & add Thermal Equalizers | \$480,300 | | \$6,859 | Facilities Bond (Added IAQ LTFM) | | \$480,300 | | | |
| | x | ME-5 | | Add Dehumidification to Existing Shop Air Handling Unit | \$85,200 | | \$1,416 | Facilities Bond (Added IAQ LTFM) | | | | | |
| | x | ME-6 | | Add Dehumidification to IT IDF Rooms (Qty. 2) | \$33,600 | | \$903 | Facilities Bond (Added IAQ LTFM) | | | | | |
| | x | ME-7 | | Replace Summer Domestic Water Heater | \$31,600 | (\$42) | | Facilities Bond (Annual LTFM) | | | | | |
| | x | ME-8 | | Add Fire Protection Sprinkler System to 1987 Building | \$384,200 | | | Capital Facilities Bond (Op. Capital) | | | | | |
| x | | ME-9 | | Retro-commission 2005 HVAC Equipment & Remaining 1987 HVAC Equipment | \$36,800 | | | Facilities Bond (Added IAQ LTFM) | | \$36,800 | | | |
| | | Option A | | Replace Existing Heat Pump System with new Heat Pump System | | | | | | | | | |
| x | | ME-10 | | - Replace Heat Pumps (Qty. 48) | \$670,300 | (\$4,150) | | Facilities Bond (Annual LTFM) | \$670,300 | | | | |
| x | | ME-11 | | - Replace Undersized Air Handling Ventilation Unit & Ductwork with new AHU with Energy | \$864,900 | | \$3,379 | Facilities Bond (Added IAQ LTFM) | | \$864,900 | | | |
| x | | ME-12 | | - Replace Cooling Tower with Closed Loop Fluid Cooler | \$203,400 | (\$1,128) | | Facilities Bond (Added IAQ LTFM) | | \$203,400 | | | |
| | | Option B | | Replace Existing Heat Pump System with Central VAV System | | | | | | | | | |
| | | ME-13 | | - Provide Rooftop AHUs, Distribution Ductwork and Variable Air Volume System | \$2,891,200 | | \$8,397 | Facilities Bond (Added IAQ LTFM) | | | | | |
| | | ME-14 | | - Provide Chilled Water Plant and Associated Piping System | \$587,600 | | \$6,196 | Facilities Bond (Added IAQ LTFM) | | | | | |
| Electrical Systems | | | | | | | | | | | | | |
| x | | EE-1 | | Upgrade High-Use Interior Lighting Fixtures to LED | \$168,000 | (\$14,714) | | Capital Facilities Bond (Paid from Savings) | | | | \$168,000 | |
| | x | EE-2 | | Update Misc. Interior Lighting Fixtures to LED | \$24,900 | (\$1,252) | | Funds-on-Hand | | | | | |
| | x | EE-3 | | Exterior Lighting Improvements to LED | \$28,900 | (\$1,572) | | Funds-on-Hand | | | | | |
| | x | EE-4 | | New IT cabling infrastructure, reduction of IDFs, and upgraded fiber between MDF and IDFs | \$85,700 | | | Capital Facilities Bond (Op. Capital) | | | | | |
| x | | EE-5 | | Public Address System Upgrades to separate MS and HS paging Zones | \$6,500 | | | Capital Facilities Bond (Op. Capital) | | | \$6,500 | | |
| | x | EE-6 | | Security Camera Upgrade including 28 new cameras with new software and server | \$104,500 | | | Capital Facilities Bond (Op. Capital) | | | | | |
| x | | EE-7 | | Backup Power Generator to serve boiler room, cooler and freezer, and IT system | \$109,100 | | | Capital Facilities Bond (Op. Capital) | | | \$109,100 | | |
| | x | EE-8 | | Fire Alarm System Upgrades (Voice Annunciation) | \$116,200 | | | Funds-on-Hand | | | | | |
| Miscellaneous Projects | | | | | | | | | | | | | |
| x | | MP-1 | | Repair and Seal opening in Exterior (Roof Penetrations, Areas between roof, walls & doors) | \$80,400 | (\$4,200) | | Capital Facilities Bond (Paid from Savings) | | | | \$80,400 | |
| | x | MP-2 | | Recommission Flush Valves | \$17,800 | (\$2,760) | | Capital Facilities Bond (Paid from Savings) | | | | | |
| x | | MP-3 | | Ceiling replacement in 1987 Section of Building | \$482,800 | | | Facilities Bond (Added IAQ LTFM) | | \$482,800 | | | |
| x | | MP-4 | | Project Development Expense | \$34,300 | | | Facilities Bond (Added IAQ LTFM) | | \$34,300 | | | |
| Total - Selected Phase 1 Projects Only | | | | | \$3,946,500 | (\$25,304) | \$11,363 | | \$830,400 | \$2,752,100 | \$115,600 | \$248,400 | \$0 |

Nicollet Public School Improvements

| Building | 2020 | | | | | | | 2021 | | | | | | | | | | | | 2022 | | |
|--|-------------------------------------|---|---|---|---|---|---|------|---|---|---|---|---|---|---|---|---|---|---|------|---|---|
| | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M |
| | Nicollet Public School Improvements | | | | | | | | | | | | | | | | | | | | | |
| Heatpump System, Building Automation System, Paging System, Ceilings, and Lighting Replacement | | | | | | | | | | | | | | | | | | | | | | |
| Building Envelope Sealing | | | | | | | | | | | | | | | | | | | | | | |
| Commissioning / Retro-Commissioning | | | | | | | | | | | | | | | | | | | | | | |

| |
|---------------------|
| Design Phase |
| Bidding Phase |
| Construction Phase |
| Occupancy/Punchlist |
| Commissioning |

|  Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266 | | Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only | | | | | | | | | | ED - 02478-06 |
|--|--|--|-------------|-------------|----------|----------|----------|----------|----------|-----------|----------|---------------|
| Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided. | | | | | | | | | | | | |
| District Info District Name: Nicollet Public School District Number: 507 District Contact Name: Lindsey Heine Contact Phone #: 507-232-3411 | | Enter Information Date: August 4, 2020 Email: lindsey.heine@isd507.k12.mn.us | | | | | | | | | | |
| Fiscal Year (FY) Ending June 30 | | | | | | | | | | | | |
| Expenditure Categories Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366. | | 2020 (base year) | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 |
| Category (1) Finance Code Physical Hazards | | | | | | | | | | | | |
| 347 | Physical Hazards | \$2,800 | \$2,800 | \$2,800 | \$2,800 | \$2,800 | \$2,800 | \$2,800 | \$2,800 | \$2,800 | \$2,800 | \$2,800 |
| 349 | Other Hazardous Materials | \$0 | \$1,250 | \$0 | \$0 | \$0 | \$1,250 | \$0 | \$0 | \$1,250 | \$1,250 | \$1,250 |
| 352 | Environmental Health and Safety Management | \$7,500 | \$7,500 | \$7,500 | \$7,500 | \$7,500 | \$7,500 | \$7,500 | \$7,500 | \$7,500 | \$7,500 | \$7,500 |
| 358 | Asbestos Removal and Encapsulation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 363 | Fire Safety | \$2,600 | \$2,600 | \$2,600 | \$2,600 | \$2,600 | \$2,600 | \$2,600 | \$2,600 | \$2,600 | \$2,600 | \$2,600 |
| 366 | Indoor Air Quality | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Health and Safety Capital Projects | | \$12,900 | \$14,150 | \$12,900 | \$12,900 | \$12,900 | \$14,150 | \$12,900 | \$12,900 | \$14,150 | \$14,150 | \$14,150 |
| Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year | | | | | | | | | | | | |
| Category (2) Finance Code Asbestos Removal and Encapsulation | | | | | | | | | | | | |
| 358 | Asbestos Removal and Encapsulation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 363 | Fire Safety | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 366 | Indoor Air Quality | \$0 | \$1,926,470 | \$825,630 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Health and Safety Capital Projects \$100,000 or More | | \$0 | \$1,926,470 | \$825,630 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151 | | | | | | | | | | | | |
| Category (3) Finance Code Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner. | | | | | | | | | | | | |
| 355 | Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner. | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Remodeling for Approved Voluntary Pre-K Projects | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Accessibility | | | | | | | | | | | | |
| Category (4) Finance Code Accessibility | | | | | | | | | | | | |
| 367 | Accessibility | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Accessibility Projects | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Deferred Capital Expenditures and Maintenance Projects | | | | | | | | | | | | |
| Category (5) Finance Code Building Envelope | | | | | | | | | | | | |
| 358 | Building Envelope | \$63,700 | \$0 | \$4,000 | \$0 | \$4,000 | \$0 | \$4,000 | \$0 | \$4,000 | \$0 | \$0 |
| 369 | Building Hardware and Equipment | \$3,200 | \$3,200 | \$3,200 | \$3,200 | \$3,200 | \$8,200 | \$3,200 | \$3,200 | \$8,200 | \$3,200 | \$3,200 |
| 370 | Electrical | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 379 | Interior Surfaces | \$8,000 | \$11,400 | \$11,400 | \$11,400 | \$11,400 | \$11,400 | \$11,400 | \$11,400 | \$11,400 | \$11,400 | \$11,400 |
| 390 | Mechanical Systems | \$5,000 | \$586,280 | \$254,170 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 |
| 381 | Plumbing | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
| 382 | Professional Services and Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 383 | Roof Systems | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 384 | Site Projects | \$4,000 | \$9,000 | \$4,000 | \$4,000 | \$4,000 | \$4,000 | \$4,000 | \$4,000 | \$50,000 | \$4,000 | \$4,000 |
| Total Deferred Capital Expense and Maintenance | | \$93,900 | \$619,880 | \$286,720 | \$33,600 | \$37,600 | \$38,600 | \$37,600 | \$33,600 | \$88,600 | \$33,600 | \$33,600 |
| Total Annual 10-Year Plan Expenditures | | \$106,800 | \$2,560,500 | \$1,125,250 | \$46,500 | \$50,500 | \$52,750 | \$50,500 | \$46,500 | \$102,750 | \$47,750 | \$47,750 |

**CERTIFICATION OF MINUTES
RELATING TO
GENERAL OBLIGATION FACILITIES MAINTENANCE BONDS, SERIES 2020A**

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 507
(NICOLLET)
NICOLLET, MINNESOTA

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A meeting held August 12, 2020, at 6:00 o'clock p.m., in the School District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD
TO ISSUE GENERAL OBLIGATION BONDS TO FINANCE PROJECTS
INCLUDED IN THE DISTRICT'S APPROVED TEN-YEAR FACILITY
PLAN; COVENANTING AND OBLIGATING THE DISTRICT TO BE
BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA
STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF
THE PRINCIPAL AND INTEREST ON THE BONDS**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this ____ day of August 2020.

School District Clerk

**EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 507
(NICOLLET)
STATE OF MINNESOTA**

HELD: AUGUST 12, 2020

Pursuant to due call and notice thereof, a regular scheduled meeting of the School Board of Independent School District No. 507 (Nicollet), State of Minnesota, was held on August 12, 2020 at 6:00 o'clock p.m.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD TO ISSUE GENERAL OBLIGATION BONDS TO FINANCE PROJECTS INCLUDED IN THE DISTRICT'S APPROVED TEN-YEAR FACILITY PLAN; COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF THE PRINCIPAL AND INTEREST ON THE BONDS

BE IT RESOLVED by the School Board of Independent School District No. 507, State of Minnesota, as follows:

1. The Board hereby finds and declares that it is necessary and expedient for Independent School District No. 507 (the "District") to issue its fully registered general obligation facilities maintenance bonds (the "Bonds") pursuant to Minnesota Statutes, Section 123B.595, subdivision 5 and Chapter 475, as amended, to fund the costs of the following projects included in its ten-year facility plan approved by the Board and the Commissioner of Education, and related financing costs:

- indoor air quality improvements to the District facility

The Bonds would be issued as capital appreciation bonds in the total original principal amount of not to exceed \$2,900,000. The issuance of the Bonds is hereby authorized and the School Board hereby states its intention to issue the Bonds. A portion of the proceeds of the Bonds shall be applied to the costs of issuance of the Bonds.

2. The ten-year facility plan is approved by the Board and is incorporated in this resolution as though fully specified herein. The administration is authorized and directed to submit to the Commissioner such additional information as may be necessary to secure the approval of the Commissioner for the ten-year facility plan and this bond issuance, as required by Minnesota Statutes, Section 123B.595. The submission of a proposed plan and a request for approval prior to the date of this resolution is ratified and approved in all respects.

3. The District further covenants to comply with all procedures now or hereafter established by the Minnesota Department of Education pursuant to Minnesota Statutes, Section 123B.595 and otherwise to take such actions as necessary to comply with that statute. The chair, clerk or superintendent is authorized to execute any applicable Minnesota Department of Education forms.

4. The clerk is hereby authorized and directed to cause a notice substantially in the form of the Notice attached hereto as EXHIBIT A and incorporated herein by reference to be published as a legal notice one (1) time in the official newspaper of the District as soon as reasonably practicable after the date of adoption of this resolution, but at least twenty (20) days before the earliest of the issuance of bonds or the final certification of levies. Any publication of said notice prior to the date of adoption of this resolution is hereby ratified and approved in all respects.

5. The Board, desires to proceed with the sale of the Bonds by direct negotiation to Robert W. Baird & Co. (herein "Baird"). Baird will purchase the Bonds in an arms-length commercial transaction with the District. The Board will obtain fee quotes for an independent municipal advisor to provide bond pricing opinion services for the purposes set forth in Minnesota Statutes, Section 475.60, Subdivision 2(9), as amended. The Superintendent or Business Manager is hereby authorized to approve an independent municipal advisor.

6. Baird is authorized to prepare an Official Statement related to the sale of the Bonds.

7. The Superintendent or the Business Manager and a School Board officer are hereby authorized to approve the sale of the Bonds as capital appreciation bonds in an aggregate original principal amount not to exceed \$2,900,000 and to execute a Bond Purchase Agreement with Baird for the purchase of the Bonds, provided that the True Interest Rate of this issue does not exceed 2.95%.

8. Upon approval of the sale of the Bonds by the Superintendent or Business Manager and a School Board officer, the Board will meet at its next regularly scheduled meeting to adopt the necessary approving resolution as drafted by the District's Bond Counsel.

9. (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest

(maturity value) on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Bond Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Bond Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Bond Registrar. The District understands that as a result of its covenant to be bound by the provisions of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now or hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, business manager or superintendent is authorized to execute any applicable Minnesota Department of Education forms.

10. The School Board intends to designate the Bonds as qualified tax-exempt obligations for purposes of Section 265(b)(3) of the Code.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and, upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

EXHIBIT A

**NOTICE OF INTENT TO ISSUE FACILITIES MAINTENANCE BONDS
TO FINANCE CERTAIN PROJECTS INCLUDED IN THE DISTRICT'S
TEN-YEAR FACILITY PLAN**

**INDEPENDENT SCHOOL DISTRICT NO. 507
(NICOLLET)
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the School Board of Independent School District No. 507, State of Minnesota (the "District"), adopted a resolution (the "Resolution") on August 12, 2020, stating the intention of the School Board to issue general obligation facilities maintenance bonds (the "Bonds") as capital appreciation bonds in the total original principal amount of not to exceed \$2,900,000 pursuant to Minnesota Statutes, Section 123B.595 and Chapter 475, as amended. The proceeds of the Bonds will be used to fund the costs of the following projects as included in the District's approved ten-year facility plan approved by the School Board and the Commissioner of Education, and related financing costs:

- indoor air quality improvements to the District facility

The total amount of District indebtedness as of August 12, 2020 is \$3,575,000 and the School Board has adopted a resolution of intent to issue additional obligations in an amount not to exceed \$1,235,000. If these proposed Bonds and such additional obligations were issued after that date, the total indebtedness of the District at that time would be \$7,710,000.

Dated: August __, 2020

BY ORDER OF THE SCHOOL BOARD

/s/

School District Clerk
Independent School District No. 507
(Nicollet)
State of Minnesota

NICOLLET PUBLIC SCHOOL

Raider Pride



K-12 Student-Parent Handbook

2019-2020

Mission:

Developing responsible, lifelong learners who are ready to succeed in a changing world.

Approved 8/14/19

The Drivers of Our Words and Actions

| | |
|-----------------------|--|
| Accountability | <i>Taking responsibility for one's own actions, behaviors, and being accountable for the results</i> |
| Engagement | <i>Showing up fully present with a positive attitude</i> |
| Excellence | <i>High expectations for all and in all we do</i> |
| Integrity | <i>I will do the right thing – even when no one is looking</i> |
| Respect | <i>Pride in who we are, accepting of our differences</i> |
| Stewardship | <i>Care and responsibility for humanity and our global community</i> |

Nicollet Public Schools have a great deal to offer our students. You will find:

- A personal experience based on an exceedingly supportive staff and learning community.
- Quality and options for core academic offerings that align with future plans beyond high school.
- College in the Schools Courses that provide the academic challenge and college credits while in the supportive environment of your own high school. The college credits are at no cost to the student.
- A school that strives to provide as many course options as feasible while maintaining financial integrity of the school district.
- Learning and achievement enlivened by technology and accessing the larger world.

Nicollet's School Song

*Nicollet High School we hail to thee
Win or lose whichever it might be,
We're good sportsmen, just wait and see,
With a Rah, Rah, Rah, for Nicollet High,
U, Rah, Rah, Rah
Rah for the Blue and White.*

*Nicollet Raiders hats of to thee,
To our colors true we shall ever be,
Strong and firm united are we,
With a Rah, Rah, Rah, for Nicollet High,
U, Rah, Rah, Rah,
Rah for the Blue and White.*

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GENERAL INFORMATION K-12

This handbook and its contents were approved by the Nicollet School Board at its meeting on ~~August 14, 2019~~; August 12, 2020. This handbook may be changed or amended during the school year. Changes will be posted in the school office and on the school's website. If you have any questions about a provision, please contact the Principal.

Announcements

The daily bulletin will be posted on the school district website under the Portal & Daily Bulletin tab. Announcements may be read by the classroom teacher each morning during 1st period for 5-12th graders. The announcements will also be available to see on the TV in the commons throughout the day.

Assemblies

Assemblies are an extension of the classroom and are held for the benefit of all students. Students contribute to the success of assembly programs by demonstrating appropriate behavior (Raider Pride). Student behavior is a reflection of the entire student body.

Behavior Expectations/Raider Pride (PBIS)

PBIS is designed to provide students the best learning environment and ultimately the best education possible. The PBIS Teaching Matrix is available on the school website. Ongoing communication between home and school is equally important regarding student behavior. Please discuss the expectations listed in this handbook with your child.

Positive Behavior Intervention Strategies - PBIS: Students are expected to be **responsible, respectful, positive** and **safe** in all school settings. Students exhibiting these traits are recognized by receiving Raider Pride tickets. When students do not exhibit these traits they will receive a Student Incident Report (SIR). Student Incident Reports are created and monitored through Infinite Campus. SIRs will be communicated to parents by hard copy or email. This is one form of communication between the classroom, office and home. SIRs are used to monitor student behavior trends.

Parents can use Parent Portal to monitor their son/daughter's behavior incidents and to set up email notification. Please contact the office at the beginning of the year to set up your account.

Bicycles

It is suggested that kindergarten and first-grade students not ride bicycles to school. If your child does ride a bicycle to school, please make certain that he/she has a lock for his/her bicycle and wears a helmet. ~~Bicycles are to be ridden on the sidewalks when possible or on the right-hand side of the street, but never on the school lawn. Students must park their b~~ Bicycles in the racks are provided in front of school.

Bus Transportation

Riding the bus is a privilege, not a right. Appropriate behavior is expected at all times on the bus and at the bus stop. Bus drivers must be qualified through state examinations and are responsible for all passengers. They have full authority over all students and may refuse bus-riding privileges to anyone violating the rules after consultation with school administration. Bus drivers must give 12 hours notice to parents and consult with the Principal before revoking bus-riding privileges to any student.

Student pick-up: Each student will board the bus at the end of their driveway, with a turnaround provided by the patron, where necessary, for the safety of students. Student passengers on buses will be dropped off at designated places only as previously authorized by the School Board, bus supervisor, or advisor of the activity.

On special trips such as games, class trips, parties, etc., everyone going on the bus must return on the bus

unless special arrangements have been made with the advisor. The total cost of a fan bus must be borne by the students. Riders will be picked up and dropped off at school. Special arrangements may be made for pick-ups and stops on special trips. Students may be excused to ride home with parents/guardians or immediate adult members of the family. Coaches and advisors must be notified in advance, with a written permission slip, when possible, or in person by parents/guardians.

Cameras

Nicollet Public School has security cameras on the premises.

Child Care

Latchkey

School-aged childcare (grades K-6) is available for a fee from 6:30 a.m. - 7:20 a.m. and 3:10 p.m. - 5:30 p.m., Monday through Friday and school days and from 6:30 a.m. - 5:30 p.m. on most non-school days. For more information, contact the Director of Latchkey at (507)232-3411.

Nicollet Early Childhood Center (NECC)

The ~~Nicollet Early Childhood Center~~ NECC serves children ages 6 week-olds to 5 1/2 year old for a fee. For more information, contact the Director of Nicollet Early Childhood Center at (507)232-3411.

Clothing and Attire

All students are expected to wear appropriate attire reflective of the professional setting and environment of school.

- Undergarments must not be visible.
- Pocket chains, wallet chains, or chains worn as jewelry, and other adornments are permitted so long as they do not pose a safety threat or damage to seating (e.g. in a shop class, a chain might get caught in machinery).
- Boots, shoes, or sandals must be worn at all times. However, shoes with wheels are not permitted on school grounds at any time. K-4 students must wear shoes with closed backs and closed toes.
- Shorts and skirts must be at least to mid-thigh, or longer.
- Cleavage must not be visible.
- Attire that names, promotes, or advertises products that are illegal for minors to purchase is not permitted (i.e. drugs, alcohol, tobacco, etc.).
- Attire and apparel, including but not limited to, bracelets, headbands, etc., that features offensive and/or vulgar words, pictures, or drawings that name, advertise, or promote sexually related products or activities is not permitted.
- Attire and apparel, including but not limited to, bracelets, headbands, etc., that includes words, phrases, or pictures that are derogatory regarding ethnic background, national origin, religious belief, gender, gender orientation, or disability is not permitted.
- Attire that distracts from the educational goals of the school including, but not limited to, bare midriffs, cropped tops, halter tops, spaghetti strap tops, strapless tops, underwear worn as outerwear, and bikini wear, bracelets, headbands, etc. is not permitted.
- Clothing must be in good condition and not excessively torn or torn in locations that must be covered according to the school dress code. Holes and tears are to be below mid thigh.
- Headwear, including hats, hoods, bandanas, etc. may not be worn indoors during the school day.

Administration reserves the right to make a decision regarding the appropriateness of student dress. Students are encouraged to obtain an interpretation of the dress code from administration in advance if they are in doubt of the applicability of the code to certain articles of clothing. Violation of the dress code may result in disciplinary action, a change of attire and the need for the parent or guardian to provide appropriate dress on request if not readily available.

Daily Schedule

The school day for elementary students will begin at 8:00 a.m. and end at 3:00 p.m. The school day for middle and high school students will be from 8:00 a.m. and end at 3:05 p.m. Student supervision is not available before 7:20 a.m. or after 3:10 p.m. Students are not to be in the building before 7:30 a.m. or after 3:30 p.m. unless supervised by a staff member or in the commons. **K-4 students who are in the building prior to 7:20 a.m. or after 3:10 p.m. must report to latchkey.**

Staff report daily from 7:30 a.m. to 3:30 p.m. for preparation and are generally available for parent communication during this additional time.

Parent Drop Off

After October 1, parents of students in grades K-8 are encouraged to drop children off in the Commons. If the parent wishes to speak with a child's teacher, they must schedule an appointment with the teacher for an agreed upon time.

Dances and Prom

Dances must be scheduled with the Principal at least one week prior to the date of the dance. Dances may not be planned for a school night. Dances may last until 12:00 a.m. and all school rules are in effect at the dance. Students bringing a guest must obtain a guest pass from the Principal at least 24 hours prior to the dance. The grade levels permitted to attend each dance will be posted. Chaperones are required for all dances and parties. The building must be left in good order. Doors will be closed for admittance at 10:00 p.m. After students leave the dance, they will not be readmitted. Students in grades 11-12 may purchase tickets to Prom. Guests may be in grades 9-12 or age 20 and under.

Field Trips (This was moved up from the activities section and the language is the same.)

A field trip is a visit to an area outside of the normal classroom where children can try new things, have different experiences, and learn valuable life lessons. Student representatives and/or their advisor will be required to present their plan to the school board and have the board officially approve the trip. All overnight trips require board approval before deposits are made for rooms, etc. The School Board must approve the mandatory overnight trip/lock-ins form one month prior to departure date. Eligibility of students with behavioral detentions/suspensions will be reviewed by the Principal and sponsoring teacher. Students participating in academic eligibility checks will be reviewed by the Principal and sponsoring teacher. School sponsored overnight trips/lock-ins must be submitted to the Board 30 days in advance with itinerary and a list of chaperones. (Cases where less than 30 days notice is possible will be reviewed by the Principal.)

Data Practices

The Nicollet Public School District has the right to do the following:

- Inspect and review a student's educational records.
- Seek amendment of a student's education records that a parent or eligible student or parent believes to be inaccurate, misleading, or otherwise in violation of a student's privacy rights.
- The School District has a policy of disclosing education records to school officials, including teachers, within the School District to whom the School District has determined to have a legitimate educational interest.
- The School District forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll upon written parent permission to submit the student's data to that agency or institution.

Parents have the following rights:

- Parents may exercise their right to inspect and review their student's education records by

submitting a written request to the District office.

- Parents may request, in writing, the amendment of records. The District must respond to the request within 10 school days.
- Consent to disclosures of personally identifiable information contained in a student's education record, except to the extent that the federal law and regulations authorize disclosure without consent.
- File a complaint concerning alleged failure by the School District to comply with the federal law and regulations with the Department of Education.

Directory Information

Student directory information is classified as public data. Parents may, however, request in writing that directory information may not be released. The directory information includes but is not limited to:

- Student's Name and Address
- Telephone listing
- Major field of study
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates and attendance
- Degrees and awards received
- Most recent previous educational agency or institution attended by the student
- Pictures of students on the school webpage and in the yearbook

Military Recruiter Access to Student Data

Minnesota Statutes Chapter 13: 13.32 Educational Data Subd. 5a. Military Recruitment

The School District is required to provide contact information for all juniors and seniors to colleges and military recruiters when requested to do so. Parents may opt out of this request by submitting a written request to the Principal.

Emergency Drills and Safety Precautions

Fire

Public schools are required by law to conduct five fire drills during the school year, plus an additional two drills during the summer if the district conducts a summer school program. When the alarm sounds, each class should walk quickly to the nearest exit. The purpose of fire drills is to learn how to vacate the building in a quick and orderly manner in case of an emergency. Detailed information for building evacuation is posted in each classroom.

Tornado

Public schools are required by law to conduct one tornado drill during the school year. Students will be alerted over the P.A. system. Staff should proceed with all students to predetermined tornado shelter areas and be in protective position. If a storm occurs at dismissal time, students will be held until danger has passed.

Lockdowns

Public schools are required by law to conduct five lockdown drills during the school year. When the announcement is made, move quickly to the closest secure area and follow staff instructions.

Code Yellow Modified Lockdowns are utilized for situations that need to prevent the student and staff movement in the building. In this scenario staff members check the hallway for students, lock the doors, cover the windows and carry on with class. Students and staff are not released from their current location until the lockdown is lifted by announcement. Code Yellow is used for medical emergencies, locker checks, or other situations that do not pose a threat to the students in the classroom.

Code Red Lockdowns are utilized for situations when there is reasonable suspicion that students and staff are at risk. In this scenario students and staff are expected to remain quiet and in the designated safe spot of each room until given further directions. In the case of a Code Red Lockdown parents will be notified via the instant alert system as soon as the situation is safe and appropriate.

Protection and Safety

~~At Nicollet Public School, the safety of our students, staff, and visitors is among our highest priorities. We work collaboratively to foster a safe, secure learning environment as we deliver on our mission of “Developing responsible, lifelong learners who are ready to succeed in a changing world.” NPS implemented a more proactive approach when responding to threats of school violence. Such events may include active shooter situations and other imminent threats to safety that require schools to lockdown. District and school administrators, along with all staff and students are trained in conjunction with the Nicollet County Sheriff’s Office. This is a less passive approach to a crisis situation that provides our staff more options based on the circumstances of the incident. Alert, Lockdown, Inform, Counter and Evacuate are areas of focus during the training. The threat of an active shooter or intruder in our schools is rare but, in today’s society, a reality. Therefore, empowering our staff with proactive response strategies, rather than a passive one-size fits all approach is a positive change to our district’s emergency response and crisis management plans. Ultimately, we hope to never have to utilize an emergency response plan, but in the event we do, please be assured that staff will be well prepared to act in the best interests and safety of our students.~~

Emergency Schedule Changes

School cancellations, late starts, and early dismissals due to adverse weather conditions or other emergencies will be announced on Instant Alert, on television stations WCCO and KEYC, on radio stations KYSM, KTOE, KQYK, KDOG, KEEZ and KRBI along with the homepage of the Nicollet Public Schools website. If students are dismissed early because of adverse weather, buses will be dispatched to take students home on their regular routes. Parents should make sure their children know what to do if school is dismissed and no one is home. Parents should keep their contact information up to date on the Honeywell Instant Alert site to assure alerts at <https://instantalert.honeywell.com/>

Insurance

The school does not carry any insurance on students for accidents during school or for participation in extracurricular events. At the beginning of the school year, information is distributed to all students, giving them the option to buy dental or accident insurance. Costs vary from year to year; therefore, costs and coverage will be available on the information sheets.

Lockers

Students in K-4 will be assigned a locker, but will not receive a lock.

Students in 5-12 will be assigned a locker and lock for use during the school year. Combination locks will be provided by the district and required by students to use properly. If a student loses the lock provided, a replacement fee of \$5.00 will be charged.

Students in 5-12 will be issued a combination lock for their gym locker upon receipt of a \$5.00 deposit. The deposit will be reimbursed to the student’s lunch account upon return of the lock. All locks must be school issued. Students will use only their assigned locker in the hallway and locker room. Students will be allowed to place school appropriate materials in the lockers. All other materials will be removed and discarded. Food and beverages may be stored in closed containers in lockers.

It is the policy of the State of Minnesota that: “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. Inspection of the interior of lockers may be conducted by school authorities for any reason at any

time, with or without notice, with or without student consent, and with or without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school authorities must provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.”

Backpacks will be allowed in classrooms at the discretion of the teacher and dependant on the classroom physical space.

Nutrition

Lunch Prices

| | | |
|-------|-----------------------|---------------------|
| K-6 | Single Lunch | \$2.60 |
| 7-12 | Single lunch | \$2.85 |
| K-12 | Reduced single ticket | Federal Rate |
| Adult | Single lunch | \$4.05 |
| K-12 | Milk/Juice | \$.40 |
| K-12 | Extra Serving | \$1.55 |

Students have an opportunity to purchase a complete hot lunch each day. All meal purchases are to be prepaid before meal service begins. Payments may be made to lunch accounts either electronically through the online parent portal or by cash or check in the school office. If you send a payment to school with your child, be sure to write your child’s name and grade on the envelope. Families will be notified of a low account balance once the balance reaches \$10. Families will be notified by email and the parent portal and a notice will be sent home with elementary students.

The school will provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student’s account or cannot pay cash for a meal. The school will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal (at the daily lunch rate) will be charged to the student’s account or otherwise charged to the student. Negative balances of more than \$50 not paid prior to the end of the semester, will be turned over to the superintendent or superintendent’s designee for collection.

Lunch Hour Expectations

- Appropriate behavior and language are expected.
- All lunches are to be eaten in the cafeteria or the tables outside of school, weather permitting. No food may be consumed in the corridors or classrooms without teacher approval.
- Students who bring bag lunches may eat in the area provided in the cafeteria.
- Students in grades K-10 are not allowed to leave school during their lunch hour.
- All students must bring their school supplies back to their lockers before going to lunch.

Lunch Open Campus

Open campus during the lunch period is a privilege for our students in grades 11 and 12 in good academic and behavioral standing. A signed parent permission form, available in the high school office, is required to leave school during lunch. Students must be back in time for class at the end of the lunch period. All tardies or absences for class after lunch without prior approval will be unexcused.

Students may lose the open campus privilege if:

- the student is ticketed or arrested for breaking a local, state, or federal law including speeding during the lunch period
- parents request that the student not be allowed this privilege

- the student provides transportation away from school for a student in grade 10 or below during the lunch period
- the student receives a total of three tardies for the class period immediately following the lunch period

Added portion about nurse's office visit. Previously there was not any reference to the nurse's office.

Nurse's Office

The school nurse's office is located within the main office. Students are asked to receive permission from classroom teachers prior to visiting the nurse.

Snack Breaks

Students in grades K-4 will be given a nutrition break each day. We ask that you send nutritious snacks that students can eat with their milk. If you choose to send birthday treats, please send healthy snacks. If you have questions, please contact Food Service.

Parking

Students with a valid driver's license may drive at their own risk and must park in the parking lot on the south side of the school building. Students are not allowed in the parking lot during school hours without written permission from the office.

Personal Electronics

Students in grades K-4 are encouraged to leave all personal electronics at home. Additional procedures are set at the grade level.

Students may not be excused from class to make or to receive telephone calls, except in emergencies. There is a designated phone outside the high school office to make local calls free of charge. Students must ask permission to use all other school phones.

Students in grades 5-12 may use personal electronic items during lunch period and during passing time between classes only. Use of personal electronic items during instructional time for 5-12 graders is at the discretion of the classroom teacher and for academic use only.

A student violation of the classroom personal electronics rule will result in the following:

- 1st Violation – the item will be confiscated by the classroom instructor and may be picked up in the office after the completion of the school day.
- 2nd Violation – the item will be confiscated by classroom instructor and the student is required to turn in his/her device at the beginning of each school day for two (2) school days. The student will be allowed to retrieve their device at the end of the school day.
- 3rd Violation – the item will be confiscated by classroom instructor and the student is required to turn in his/her device at the beginning of each school day for ten (10) school days. The student will be allowed to retrieve their device at the end of the school day. The student will also receive detention.

Physical Education

In the interest of safety and for the protection of the gym floor, all students are required to have a pair of gym shoes kept in their lockers for gym use only. If there are difficulties obtaining an extra pair of gym shoes, please call the Principal's office and provisions will be made. Students are not allowed to use any NHS sports uniforms or NHS-issued practice clothes for P.E.

Planners

At the beginning of each school year, students in grades 1-12 will be given a student planner. The planner will be used to record homework assignments for each class. Students in grades 5-12 must carry his/her

student planner to each class and any time the student is modulating during classes. ~~The pass log will serve as the student's modulating pass for all classes, and as a record of all modulating done by the student during the school day.~~ If a student loses, misplaces or damages his/her student planner, he/she must purchase another from the office for the cost of replacing it (about \$5.00). ~~Any planner found without cover(s), and/or the student's name will be discarded and the student is expected to purchase a new planner.~~

Pledge of Allegiance

All students shall recite the Pledge of Allegiance to the flag of the United States of America one time each week. The pledge will be lead over the school intercom system by a person designated by the school Principal, or other person having administrative permission. Anyone who does not wish to participate in reciting the Pledge of Allegiance, for any personal reasons, may elect not to do so. Students must respect another person's right to make that choice, as well as respect the right to choose to participate fully.

Recess

- **Students in grades K-4 have an outside recess time daily during the lunch period.**
 - Students may play on the playground and in designated grassy areas. Students must be in view of playground supervisors at all times.
 - When the temperature "Feels Like" 0°F or below, students will remain indoors.
 - Students must come to school adequately dressed for the weather. If a student does not come appropriately dressed (snow pants, dry gloves, boots, etc), they will be asked to stay on the blacktop.
 - Students may not bring personal items to recess.
- **Students in grades 5-12 remain in a designated and supervised area during lunch.**
 - Students in grades 5-8 will be able to use the gymnasium after eating.
 - Students may bring personal items for recess.

*****NPS is not responsible for lost or stolen items*****

Recess Behavior Expectations

Safe—Use equipment properly; be observant and alert; stay within the play area boundaries.

Responsible—Return equipment to its proper location; ask permission to leave the play area; go inside promptly when the whistle is blown or when the bell rings.

Respectful—Take turns; share; keep hands and feet to yourself; enter the building quietly.

Positive—Show good sportsmanship; use kind words; be helpful; include others in activities.

Schedule Changes

Students are allowed up to 5 days after the start of a semester to request a schedule change. Changes must be approved by parents and teachers prior to the change being made.

Teacher Requests (Elementary)

Throughout the last six weeks of the school year we spend a great deal of time working to place children in appropriate classes for the next year. Our goal is to provide each child with a suitable learning environment and each teacher with a productive, positive grouping of children. These are some of the criteria we use: class size, personalities, social relationships, boy-girl ratio, learning difficulties, teaching styles, learning styles, parental written input, heterogeneous groupings, reading groups. In each case, we try to set up "balanced classes" so there is a reasonable mix of learning abilities and distribution of strengths and weaknesses. The sending teachers, receiving teachers, and the principal are involved in grouping decisions. The process takes between three and four weeks. In most cases, your child's teacher should be sufficiently knowledgeable about your child's needs to make a wide placement. However, parents sometimes have information of a different nature which ought to be considered. If parents have input and wish to have it

considered during the placement meetings, they should provide the educational reasons in writing to the principal by the last week in April. Please understand the final decision must rest with the staff and the principal.

School Readiness

Little Raiders School Readiness is a preschool program for children ages 3-5 years old. For more information, contact the Director of Little Raiders School Readiness at (507)232-3411.

| | |
|-------------|-------------|
| 3 Days/Week | 3-4 yr olds |
| 4 Days/Week | 4-5 yr olds |

Student Government

The Student Council generally handles matters that involve the entire student body including Homecoming, and student body elections. The President must be a senior and is elected by grades 7-11. Meetings are scheduled on a regular basis for planning purposes. The Student Council President, Vice-President, Secretary and Treasurer are chosen from the Senior Class Student Council Representatives. The Student Body President is an ad hoc member of the School Board and is required to attend the School Board meetings. Under the direction of the Student Council, new members are elected by the incoming Senior class and Junior class. Remaining members are selected through an application, teacher recommendation and interview process. If any member does not fulfill their duties as described in the application agreement, the proper actions will be taken and a student may lose their position on the Council. If any member of a class feels a meeting is necessary, the president should contact the staff advisors who, in turn, will contact the Principal to arrange a date and time for a meeting.

Valuables

Valuables should not be left unattended. Wallets, purses, watches, and other valuable items should be left at home or placed in a locked locker. Valuable items may also be turned in to the Principal's office for safekeeping in the office safe.

Visitors

Students and visitors are to enter and exit through the main entrance to the school (door S1). Visitors must check in at the office, specify their destination and purpose and wear a 'Visitor' sticker so that it can be seen easily. Parents must accompany preschool children while in the building. In order to ensure the safety of our students, all doors will be locked throughout the day.

Website

Nicollet Public School has a web page that contains current information about the school. Daily Bulletins, Online Parent, Instant Alert information, teacher contact information, and other valuable information can be found at: www.isd507.k12.mn.us. To access your Campus Portal account, choose the Portal & Daily Bulletin tab on the home page. If you are unsure of your login information, please contact the school office.

ACADEMICS

Academic Honesty

This academic honesty policy allows each student to take full credit for their own academic work and to demonstrate respect for the process and for the integrity of work.

- Tell the truth to teachers and administrators about any schoolwork.
- Use one's own abilities and knowledge in any assessment.
- Present one's work as one's own, and receive credit for one's own work.
- Follow the guidelines set by the teacher in any area of schoolwork.

- Allow other students to perform without assistance.
- Respect all teacher materials used in instruction and in grading.

Cheating

Violation of any one of these guidelines is academic dishonesty. Academic dishonesty includes, but is not limited to the following:

- Using any unauthorized source of information for taking a test including the use of concealed answers and unauthorized technology.
- Offering another student the answers on an assignment, worksheet, or test, whether solicited or unsolicited.
- Lying to a teacher about any schoolwork or activities.
- Using the teacher’s grade book, answer sheets, or tests.
- Theft of intellectual property such as assignments, worksheets, notes, notebooks, tests, or test answer keys.

Plagiarism

Plagiarism is the improper use of another person's writing or ideas. It can be as subtle as the inadvertent omission of quotes or of proper references to cite a source or as blatant as knowingly copying an entire paper verbatim and claiming it as original work. According to Merriam Webster Online Dictionary, to “plagiarize” means: to steal and pass (the ideas or words of another) as one’s own; to use (another’s production) without crediting the source; to commit literary theft; to present as new and original an idea or product derived from an existing source.

Examples of Plagiarism (includes but is not limited to):

- Submitting someone else’s work as your own.
- Copying words or ideas from someone else without giving credit.
- Failing to put quotation marks around terms that are borrowed.
- Giving false information about the source of a quotation.
- Keeping the sentence structure and keeping the ideas but changing the words and giving credit to the source.
- Copying so many words or ideas from a source that it makes up the majority of what you have written, even if you do give credit.
- Changing the words of an original source is *not* sufficient to prevent plagiarism.

Academic Dishonesty will result in the following:

- First Violation:
 - The student will receive a grade of zero or be given an alternative assignment at the discretion of the teacher. The teacher will inform the parent/guardian of the student’s offense.
 - The student will be placed on probation from National Honor Society (NHS) per NHS bylaws.
 - The student will be ineligible for all extra-curricular activities for the next event or competition.
- Each Additional Violation:
 - The student will receive a grade of zero or be given an alternative assignment at the discretion of the teacher. The student will serve one day of detention.
 - The teacher will inform the parent/guardian of the student’s offense.
 - The student will be dismissed from National Honor Society per NHS bylaws.
 - The student becomes ineligible for all extra-curricular activities for the next two events or competitions.

Students accused of academic dishonesty may appeal the classroom teacher’s decision to the Academic

Integrity Review Board to be comprised of Nicollet faculty members and an administrator to determine if cheating has occurred. Students must contact the Principal in order to convene a meeting of the Review Board.

Offenses accumulate for all classes. Each offense will be reported to school administration and recorded on the student's discipline record. **An offense for academic dishonesty will make a student ineligible for Academic Accolades or Awards for a period of 1 year.**

The classroom teacher in charge will determine if cheating/plagiarism has occurred.

ACADEMIC SUPPORT

Student Assistance Team

- Faculty meets weekly to discuss students who are struggling academically or have behaviors that interfere with academics.
- Research-based intervention plans are developed, implemented, and documented.
- If an intervention is found to work, that intervention is implemented across all of the student's classes, as appropriate.
- Interventions are implemented for a minimum duration of six weeks each.
- If two completed interventions are documented as unsuccessful, the student is referred to the Child Study Team.

Child Study Team

- The Child Study Team meets at least once a month to discuss students referred by SAT, among other agenda items.
- Referred students are considered for special education evaluation for services. Consideration includes the last time a student was evaluated for services (there must be at least one year in between evaluations) and parental approval.

~~ACTIVITIES~~ Co-Curricular Activities

MSHSL Activities

All students participating in Minnesota State High School League sanctioned interscholastic activities must abide by Minnesota State High School League rules. Copies of the entire code can be obtained from the Activities Director's office. Penalties and recommendations for violation of Category I (MSHSL) activities are on file in the office and are available to the public.

Academic Eligibility to Participate in Activities

Nicollet Public School works to provide the opportunity for students to participate in a wide range of MSHSL and non-MSHSL activities. To participate in activities students in grades 6-12 must be passing all of their classes. Academic eligibility is determined by checking grades at mid-quarter and the end of the quarter. During the period of ineligibility, students may practice with the team, but may not participate in or dress for competition.

Midterms:

Any student failing a class will be ineligible for activities until the teacher has signed and submitted the eligibility form indicating the student is passing the class. Coaches will receive notice of any student in his/her program with this academic deficiency.

Quarter/Semester Grades:

Students earning an "F" in any class at the end of a quarter will be ineligible for competition for two (2) weeks with a minimum of one (1) competition (the first available). Quarter ineligibility begins the

Monday following posting of quarter grades. For classes that do not receive a quarter grade, only a semester grade, the grade at the end of quarter 2 and quarter 4 will count towards term eligibility. Each week the student has all passing grades, the student will be eligible to play.

Fall Eligibility:

Academic eligibility for Fall sports is determined by student's' fourth quarter grades from the previous Spring. The ineligibility period will be the first two (2) weeks of the Fall season and must include a minimum of one (1) competition. Continued eligibility monitoring will be the same as Quarter eligibility. If a student attends a Summer School program to recover the failed credit, and passes that course, the ineligibility will be for one (1) competition in lieu of two (2) weeks.

Academic Eligibility Appeal Committee

If a student and/or his/her parents feel there are extenuating circumstances that prevent him/her from passing a class, they may file for a meeting of the Eligibility Committee. A written statement must be presented to the Activities Director, who will then call a meeting. Prior to the meeting, the student's records will be reviewed by the committee. The committee will include the Principal, teacher(s), Academic Advisor, and a board member. The student and/or parents will present their appeal at that time. The student will remain eligible until a ruling is made. It is the intent that this entire process will be carried out as promptly and efficiently as possible. Note: Lack of eligibility does not restrict students from participating in school dances; however, ineligible students at the time of nomination may not serve as royalty.

Attendance Eligibility to Participate in Activities

Any student who has an unexcused absence or is sick for one or more periods during the school day, may not participate in evening school activities. Students who are marked Absent Unexcused (more than 10 minutes) for any period during the school day will not be allowed to compete in activities. Participation in school-sponsored activities does not constitute an absence, but arrangements for make-up work must be made in advance.

Suspension from Extracurricular Activities

Students fulfilling the number of days necessary for a suspension from activities for a MSHSL violation will follow the bylaws of the MSHSL to fulfill the suspension. Conduct code violations will include all school violations resulting in any type of suspension or expulsion from school. Students fulfilling the number of days necessary for a suspension from activities for a violation of Nicollet Public School policy for a code of conduct violation will also follow the bylaws of the MSHSL for applying the suspension for consistency purposes. For example, during the regular season, students may sit with the team during the event or competition during their suspension from activities, but may not wear the uniform necessary to partake in the event or completion.

~~School Sponsored Overnight Trips and Lock-ins~~ The unstruck portion is included in the updated "field trip" portion of the handbook in the general section.

~~Student representatives and/or their adult supervisor will be required to present their plan to the school board and have the board officially approve the trip.~~ All overnight trips require board approval before deposits are made for rooms, etc. The School Board must approve the mandatory overnight trip/lock-ins form one month prior to departure date. Eligibility of students with behavioral detentions/suspensions will be reviewed by Principal and sponsoring teacher. Students participating in academic eligibility check will be reviewed by Principal and sponsoring teacher. School sponsored overnight trips/lock-ins must be submitted to the Board 30 days in advance with itinerary and a list of chaperones. (Cases where less than 30 days notice is possible will be reviewed by the Principal.)

~~Senior Class Trip~~ Removed because it was redundant in the field trip section.

Current School Board policy allows the senior class to go on a class trip near the end of the school year. Student representatives will be required to present their plan to the School Board and have the board officially approve the trip. Senior Class Trips must be submitted to the Board 30 days in advance with itinerary and a list of chaperones. All overnight trips require School Board approval before a deposit is made for rooms, etc. In order to participate in the senior class trip, students must be currently meeting activity eligibility requirements, be on track to graduate with their class, and consistently meet school behavior expectations. Final eligibility for participation in the senior class trip will be at the discretion of the Senior Class Advisors and the Principal.

ATTENDANCE

Call-in Policy

As a safety precaution, please notify the school each day that your child is going to be late or absent by calling 232-3411. Please include the name of the child who will be late or absent **and the reason**.

Removed since this “policy” is in the responsibility section of attendance since it isn’t a policy and is more a procedure as well.

General Statement

Regular attendance is absolutely essential to progress in schoolwork. Students should develop the habit of being on time and prepared for the day's work. Parents and students are expected to cooperate in the matter of attendance. Students who are missing from school and are unexcused will not be permitted to participate in any school-sponsored activities on the day of their absence. Students not under the supervision of a faculty member are to leave the school building and grounds after school is out. **There will be a referral to County of residence for 7 days or 7 absences in a period for continued truancy.**

Responsibilities

a. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

b. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence with explanation, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

c. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

d. Administrator's Responsibility

1. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

2. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students

of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

Anticipation of Absence

Students who anticipate being gone for one or more days should first secure an advance notice of absence form from the office and take it to each of their teachers. Failure to do so before leaving may result in the absence being unexcused.

Valid Absences and Exceptions

a. Although excusing absenteeism and tardiness is at the discretion of the principal, the following reasons are valid and should be used by parents and students as guidelines:

1. Illness of the student.
2. Serious illness or death of a member of the student's family.
3. Emergency dental and medical appointments
4. Educational experiences, such as excursions and trips sponsored by the school, and not available at other times.
5. Severe weather conditions, according to the merits of the case.
6. Religious holidays.

b. Exceptions to the attendance policy are as follows:

1. Family vacation request: A parent must prearrange with the middle/high school principal's office a request for a family vacation. The days will not be counted against the attendance policy.
2. A school-sponsored activity will not count against the attendance policy.
3. Doctor appointments require a slip to be signed by the health facility. This slip needs to be turned in at the middle/ high school office.
4. A suspended absence(s).
5. Court appointments, which must be verified
6. The building principal may make exceptions in unusual cases or in extraordinary circumstances.

Consequences of Excused Absences

a. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Teachers will follow their syllabus for each course and have this laid out for students. Teachers may use discretion.

b. Work missed because of absence must be made up within two (2) days from the date of the student's return to school, with an additional day per day missed if absent for more than 2 days. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Policy on Make-up Work

a. Students who have been absent from school have twice the length of time missed to make up daily work or tests assigned while the student was absent. At the end of the allotted time, the teacher, at her/his own discretion, will award either a letter grade or give an incomplete for the assignment. An assignment not turned in by the end of the allotted time may result in an "F".

b. In the cases of both excused and unexcused absences, the teacher may assign different or additional materials to cover the material missed during the absence.

c. Assignments made while students are in attendance should be turned in on time. Example: If an assignment is assigned on Wednesday due on Monday and the student is absent on Friday, the assignment is still due on Monday.

d. In the case of unexcused absences, the teacher may choose not to award credit for the work missed during the absence.

~~e. Students who obtain advance leave forms and receive assignments from teachers prior to an extended absence may be required to turn in these assignments upon their return or at a date specified by the teacher, at the teacher's discretion.~~

~~(Changed the format. Sam, Karie, and I looked at various attendance policies around the region and we ended up using a format that is easier to read, flows better, and is concise and to the point vs being too wordy.)~~

I. ATTENDANCE

~~Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:~~

~~a. Three days if the child is in elementary school; or~~

~~b. Three or more class periods on three days if the child is in middle school, junior high school, or high school.~~

Student Responsibilities

- ~~1. Attend each class and arrive on time prepared to learn and participate.~~
- ~~2. Inform teachers and office staff in advance of pre-excused absences.~~
- ~~3. Have a parent/guardian call the office within 48 hours of an absence.~~
- ~~4. Be aware of their own status in regard to tardies and absences in classes.~~

Parent Responsibilities

- ~~1. Encourage students to attend school regularly.~~
- ~~2. Notify the office by phone on the day of your child's absence. Absences not verified within 48 hours of the student's return to school will remain unexcused.~~
- ~~3. Limit absences by scheduling appointments, vacations, college visits, etc. on non-school days.~~
- ~~4. Notify the office in writing or by phone of a pre-excused absence at least 1 day prior to the absence.~~

Teacher's Responsibility

- ~~1. Record take daily attendance~~
- ~~2. Apply procedures uniformly~~
- ~~3. Provide missed assignments to students upon request.~~
- ~~4. Work cooperatively with the student's parent or guardian and the student to solve any attendance concerns which arise.~~

Administrator's Responsibility

- ~~1. Be familiar with all procedures governing attendance and to apply these procedures uniformly to all students~~
- ~~2. Maintain accurate records on student attendance~~
- ~~3. Inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance concerns.~~

Make-up Work

~~a. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Teachers~~

will follow their syllabus for each course and have this laid out for students. Teachers may use discretion.

b. Work missed because an absence must be made up within two (2) days from the date of the student's return to school, with an additional day per day missed if absent for more than 2 days. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

c. In the cases of both excused and unexcused absences, the teacher may assign different or additional materials to cover the material missed during the absence.

d. Assignments made while students are in attendance should be turned in on time.

e. In the case of unexcused absences, the teacher may choose not to award credit for the work missed during the absence.

f. Students who obtain advance leave forms and receive assignments from teachers prior to an extended absence may be required to turn in these assignments upon their return or at a date specified by the teacher, at the teacher's discretion.

CLASSIFICATION OF ABSENCES

Excused Absences

Below is a list of some of the reasons an absence may be deemed "Excused":

1. School sponsored curricular and co-curricular activities

2. Official religious holidays

3. Death of a family member

4. Chronic or long-term illness verified by a doctor's signed statement and authorized by a school administrator

5. Emergency medical treatment verified by a doctor's note or discharge papers

6. 2 days for college visits for juniors and seniors only; this visit must be verified by a post-secondary admissions counselor and parent/guardian must call ahead of time to inform school personnel

7. Authorized appointments with school personnel (principal, assistant principal, school psychologist, counselor)

8. Court Appearances

9. Student Illness (Legal guardian must call the office to inform our school personnel within 48 hours)

*After a student has missed 10 or more days of school due to illness, a medical letter will be sent to the student's home and documentation will be required for future absences.

10. Administrator Discretion

Unexcused Absences

State statute clearly states that the school administration determines excused or unexcused absence.

Below is a list of some of the reasons an absence may be deemed "Unexcused"

1. Babysitting

2. Work

3. Rest due to work

4. Travel (unless pre-approved by school administration)
5. Missing or getting kicked off the bus
6. Weather (Unless school is cancelled)
7. Oversleeping
8. Helping out at home
9. Car trouble
10. Child is not immunized
11. Chronic or long-term illness (approximately 15 days) that is NOT verified by a doctor's note and authorized by a school administrator

*Students will not be allowed to make up school work missed due to such absences.

School-Home Communication

Notice of Unexcused Absence — School will send a letter to the student's home explaining to the parent/guardian that the student has 3 unexcused absences in one or more classes. School counselor will meet with the student and will communicate to the parent/guardian that continued unexcused absences will result in referral to the county in which the student resides.

Final Notice of Unexcused Absence — If the student is under the age of 18, and has accumulated 7 or more unexcused absences, the parent/guardian will be notified that a petition for educational neglect/truancy will be forwarded to the county in which the student resides. Students absent for one or more classes on any 7 days during the school year are deemed to be "Habitually truant".

Parents, students, or administration may request a conference for the purpose of reviewing the attendance and achievement record of the student. The purpose of the conference is to determine if there are unusual or extenuating circumstances and if the student is still making academic progress.

Tardy Procedure

A student not in class when the bell rings is considered tardy. The third unexcused tardy to the same class during a quarter will result in detention. Excessive tardiness will be referred to an administrator for further disciplinary actions. Students arriving at school after the start of the first period will need to check in at the main office. The office will not issue tardy passes.

- Students K-4 who are more than (30) minutes late will result in an absence
- Students 5-12 more than (10) minutes late will result in an absence.

Loss of Credit

A high school student who exceeds the maximum number of absences (5) in a quarter may not receive credit for that/those class(es). The student and parents will be invited to an attendance hearing. If the conditions of the probationary agreement are met the following quarter, credit will be reinstated for the offending quarter. Students may appeal loss of credit once during their high school career.

Leaving During School Hours Moved to the general information section.

~~Students must have parent permission to leave during school hours and must sign out in the office. Non-compliance will result in disciplinary action. Leaving during College prep or Lunch hours requires parent permission.~~

Participation in Extracurricular Activities and School-Sponsored Job Training Programs **Co-Curricular and Job Training Absences**

~~This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs. The following are the procedures for participation:~~

~~a. School-initiated absences will be accepted and participation permitted.~~

~~b. **1.** A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.~~

~~c. **2.** If a student is suspended from any class, he or she may not participate in any activity or program that day.~~

~~d. **3.** If a student is absent from school due to medical reasons, he or she must present a physician's statement or statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.~~

Any student who has an unexcused absence or is sick for one or more periods during the school day, may not participate in evening school activities. This includes practice. Tardiness will not necessarily affect eligibility for participation. Participation in school-sponsored activities does not constitute an absence, but arrangements for make-up work must be made in advance. A verified medical appointment may be acceptable to participate.

Truancy

This is a specific type of unexcused absence. A student is considered to be truant if he/she skips school, skips a class (all or part of), or leaves the school building without permission. Truancy will be recorded as an unexcused absence. Removal From Class – Any student who is removed from class will be recorded as unexcused for the class periods missed.

This is already explained in the absence portion of the attendance policy earlier in this document. Removed because of redundancy.

Unexcused Absences

The following are examples of absences which will not be excused:

~~a. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.~~

~~b. Any absence not included under the excused absences set out in this policy, such as oversleeping, hair appointments, tanning sessions, work, removal from class, and sibling care.~~

~~Continued unexcused absences of students under the age of 18 will be reported to the Assistant County Attorney. Sixteen and seventeen year olds will be classified as being Habitually Truant unless lawfully withdrawn from school.~~

Consequences of Unexcused Absences

~~a. In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.~~

~~b. Students with unexcused absences shall be subject to discipline in the following manner:~~

~~1st offense – student notified and may result in detention.~~

~~2nd offense – parents will be notified, loss of credit for work and detention.~~

~~3rd offense – third cumulated unexcused absence in a year, a student’s parent or guardian will be notified by certified mail that his or her child has a total of three (3) unexcused absences, loss of credit for work and detention.~~

~~c. Students will not be allowed to make up work missed due to such absences.~~

~~d. After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student’s absences and the prescribed discipline. The notification will state that the school strongly urges the student’s parent or guardian to request such a conference.~~

Tardiness

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. Students who are more than 10 minutes late to a class will be marked absent, not tardy.

a. Students in Grades K-4 that are more than 30 minutes tardy at the start of each half of the day will be considered absent for that half day.

b. Students in Grades 5-12 that are tardy (excused) more than 10 minutes of a period will be marked as absent for that period.

Procedures for Reporting Tardiness

a. Grade K-12 Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the teacher, but the student will be required to get an admission slip from the office.

Excused Tardiness

Valid excuses for tardiness are:

a. Illness.

b. Serious illness in the student’s immediate family.

c. A death or funeral in the student’s immediate family or of a close friend or relative.

d. Medical, dental, orthodontic, or mental health treatment.

e. Court appearances occasioned by family or personal action.

f. Physical emergency conditions such as fire, flood, storm, etc.

g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

Unexcused Tardiness

a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

b. Failing to be in an assigned area 5 minutes or more past the designated time the class period commences without a valid excuse will be considered an unexcused absence.

c. 3 unexcused tardies will result in detention. Tardies are cumulative for the quarter and do not need to be in the same period for detention to result.

Visits to Nurse’s Office

Students may be issued an excused absence from class while visiting the nurse’s office. For attendance purposes, students must receive permission before heading to the nurse, unless it is an emergency.

Loss of Credit

A high school student who exceeds the maximum number of absences (5) in a quarter may not receive credit for that/those class(es). The student and parents will be invited to an attendance hearing. If the conditions of the probationary agreement are met the following quarter, credit will be reinstated for the offending quarter ONE TIME during a student’s high school career.

Required Reporting

Continuing Truant:

~~Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:~~

~~a. Three days if the child is in elementary school; or~~

~~b. Three or more class periods on three days if the child is in middle school, junior high school, or high school.~~

Reporting Responsibility

~~When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:~~

~~a. That the child is truant;~~

~~b. That the parent or guardian should notify the school if there is a valid excuse for the child's absence;~~

~~c. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;~~

~~d. That this notification serves as the notification required by Minn. Stat. § 120A.34;~~

~~e. That alternative educational programs and services may be available in the district;~~

~~f. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;~~

~~g. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;~~

~~h. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and~~

~~i. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.~~

Habitual Truant

~~a. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.~~

~~b. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.~~

AWARDS AND HONORS

Philosophy

We strongly encourage students to become actively involved in as many activities as they can handle, maintaining good academic standing while striving to improve their physical, social and emotional well-being and that of others with teamwork and sportsmanship. The commitment and sacrifice made by Nicollet students is a reflection upon the entire community and is appreciated very much. In return, we expect only the best that our student/athletes have to offer. Those who choose to participate must maintain the highest standards of conduct. Remember, it is an honor and a privilege to represent Nicollet Public School and the Nicollet community.

Clubs, Organizations and Athletics

The advisors and coaches of each of the activities will provide participants with the appropriate material and information regarding expectations, eligibility, and lettering requirements. Student activities at Nicollet Public School include: FFA (Grades 7-12), Yearbook (9-12), National Honor Society (11-12), Knowledge Bowl (7-12), Athletics (6-12), One Act Play (7-12) and Student Council (7-12).

Letter Awards

The full 6-inch block "N" is the standard activities letter. Metal emblems are awarded to letterwinners to signify the various activities. A service bar is issued to each letter winner for each year of satisfactory participation. The maximum number of service bars is six. The coach/advisor of each activity will determine letterwinners. Note: Members of all grades may participate in all activities for which they are qualified or eligible. Those students in grade six will receive certificates of participation. Students in Grades 7-12 may earn pins, letters or service bars. Only one letter is awarded no matter what the activity or the number of activities.

(Moved Awards and Honors, Clubs, and Letter Awards to the Co-Curricular Activities Section.)

BEHAVIOR AND DISCIPLINE

Consequences for minor behavior notices will be appropriate to the action, age of child, previous problems, and intent of the action. Continued and/or repeated minor behavioral incidents will be treated as a major behavior that includes a consequence and plan of action for improvement. Consequences for major behaviors also include, but are not limited to, reasonable force, referral to principal's or social worker's office, parental conference, restitution, removal from class, modified school programs, detention, suspension, and/or expulsion.

Assault

Physical or verbal assault will not be tolerated. Physical assault is an act, which intentionally inflicts or attempts to inflict bodily harm upon another person. Verbal assault is any abusive, threatening, disrespectful, profane, or obscene language, either oral or written, by a student toward a staff member or another student including conduct which degrades people because of their race, religion, ethnic background, or physical or mental challenges.

Alcohol, Tobacco, and Chemical Abuse

Students are prohibited from using, possessing, distributing or being under the influence of illegal substances (alcohol, drugs, tobacco) and related paraphernalia at school, on school grounds, or at school sponsored activities. Students who have had alcohol, tobacco or other chemical violations can lose officer positions in athletics, music and other activities. This includes possession, distributing or use of electronic cigarettes (E Cigs) including the inhaling and exhaling of vapor from any electronic delivery device.

Consequences for violating the district drug policy are as follows:

- **First offense:** Suspension from school for three days. Parents must attend a conference before the student is readmitted to school. Referred to proper authorities.
- **Second offense:** Subject to full penalty of the law which may include permanent expulsion from school if found using alcoholic beverages or other illegal drugs. Referred to proper authorities.
- **Third offense:** Referral to the Board of Education for an expulsion hearing pursuant to the Pupil Fair Dismissal Act, if amended, as amended. Referred to proper authorities.

Minnesota State High School League rules prohibit possession of all drugs, alcohol and tobacco on or off school grounds. Consequences are outlined in the penalties and recommendations for Category activities. The above mentioned rules apply to all students attending Nicollet Public School. Reporting of all infractions of rules governing drinking by individuals will not be honored if the report is more than one month after the incident. A complete substance policy is on file in the office and is available to the public.

Chemical Abuse

It is the intention of this school district to establish an atmosphere in its schools that promotes a respect for and an understanding of the use and abuse of drugs, including alcohol. To that end, emphasis must be placed on the learning process necessary to understand chemical abuse and its consequences. In addition, prompt

and responsive action is necessary to assist and deal with those who are involved in chemical abuse.

Informational meetings will be scheduled prior to fall, winter, and spring sports seasons, and as often as is necessary during the school year, at which the chemical awareness policy and the chemical conduct code will be explained and interpreted for each student who elects to participate in extracurricular activities. Administrators, activity coaches and sponsors will actively encourage and solicit parents to accompany students to these meetings. Attendance will be required for those students who participate in any activity sponsored by the Minnesota State High School League (MSHSL).

Preventive Measures

Nicollet Public School shares the community responsibility for minimizing drug abuse. The school's efforts in this area will include:

- Continual development of a caring school community with communication, understanding, and cooperation among students, parents, and educators.
- Pharmacological information appropriate to student's age and environment.
- Curriculum development to assist students in developing positive self-concepts, personal communication skills, decision making skills, and the ability to assist others in their development.
- Continuous self study of the school's efforts and where improvements can be made.

Intervention

When a student's behavior results in a referral for a possible chemical abuse problem, by teachers, parents or students, the appropriate administrator and/or counselor will be responsible for coordinating the intervention. The following are guidelines that may be used in such an intervention:

- Referrals should be made to the appropriate administrator and/or counselor.
- If the evidence warrants it, the administrator may call a conference with the student, parents, and others to discuss the problem and possible solutions.
- Students may be required to meet with outside agencies if the school feels that additional diagnosis is needed.
- Assistance to students will be based on the severity of the problem and may, therefore, differ in scope and intensity.
- Students are guaranteed confidentiality in such matters within the limits of the law.
- Students who seek assistance for themselves may not be subject to the same procedures as those who are referred.
- Efforts will be made to assist these students in as effective and confidential manner as possible.

After Support

Nicollet Public School recognizes the involvement needed after a student has been adversely involved with chemicals or alcohol. Consequently, the school, usually through the counseling department, will become involved in a supportive role for the purpose of helping the student cope with the various problems that may need attention. The administrator and counselor will determine the type of support at the appropriate time.

Category I Activities

All students participating in interscholastic activities must abide by Minnesota State High School League rules. Copies of the entire code can be obtained from the athletic director's office. Penalties and recommendations for violation of Category I (MSHSL) activities are on file in the office and are available to the public

Category II Activities

Category II activities include, but are not limited to, those activities in which students receive academic letters: Knowledge bowl, math team, one-act play, speech, band and chorus. Administration reserves the right to discipline students by prohibiting participation in other school activities, such as student council, prom, homecoming, newspaper, annual, library club, school dances, graduation, etc.,

if warranted by inappropriate behavior.

Consequences for violation of these policies are as follows:

- **First offense:** Parent conference with student and counselor, school social worker, or Principal. Participation in activities will not be allowed until the conference is completed.
- **Second offense:** The participant in question must seek professional help for a minimum of two sessions or be ineligible for one event.
- **Third offense:** Participant in question must attend a chemical dependency program or be declared ineligible for the remainder of the year.

Detention Policy

Students who earn detention will serve on Wednesday afternoons for 1 hour. Students will be notified and assigned detention by the ~~Dean of Students or Principal~~. **Principal or designee**. Failure to attend detention may result in in-school suspension and/or further disciplinary action. An alternate day of the week may be designated by the Principal or ~~Dean of Students~~ based on staff availability, but determined at least one (1) week prior. ~~Also, teachers can award detentions as long as there has been communication between the parents, student and administration. This detention can be served with classroom teachers.~~ **Teachers may award detentions by communicating to the student, parents and administration. Detention may be served with classroom teachers.**

Detention Room Rules

Students will arrive on time with enough work to do for the entire hour. Once in the detention room, students will not be permitted to leave the room, unless an emergency occurs. Co-curricular activities or work will not be an excuse for missing detention. Students must arrive on time, 3:15 p.m., and stay until 4:15 p.m. If a student is more than 10 minutes late, they will be counted as failing to serve.

- A student that fails to serve the detention on the assigned and agreed upon day will be suspended from school the following day.
- If a student needs assistance in a particular subject they may receive help in the detention room.
- Music, listening devices, cell phones and tablets will not be allowed during detention time. If the device is brought to the room, it must be given to the supervisor and turned silent.
- There is no visiting or “working together” during detention time.
- Sleeping or putting head down is not permitted.
- Location of detention will be announced at the time it is assigned.
- A snack may be eaten after school as long as the student arrives by 3:15. Food is not permitted in detention.

Disciplinary Action

Disciplinary action may include but is not limited to: Meeting with the teacher, counselor, school social worker or Principal; loss of school privileges; parental conference with school staff; modified school programs; removal from class; no mod; detention; in-school suspension; out of school suspension; exclusion and/or expulsion. Placement on detention is the result of any conduct or action that is detrimental to a positive learning environment. Although there are set consequences for some rule violations, administration holds the right to add and/or modify consequences based on the circumstances of the incident. Any staff member can assign detention to students to be served in their classroom. Wednesday detentions will be assigned by the Principal or Dean of Students.

Hazing

The purpose of this policy is to maintain a safe learning environment for students and staff that are free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Hazing means committing an act against a 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 a student organization, or for any other purpose. Students found to have incited a hazing incident could be disciplined by the following: warning, suspension, exclusion, expulsion, transfer,

remediation, termination or discharge. A complete Hazing policy is on file in the District Office and is available to the public. If you have questions or concerns regarding Hazing, see the school counselor, social worker, Principal or Superintendent.

Off Campus Conduct

Students may be disciplined for off-campus conduct that disrupts, interferes with, or otherwise affects the environment, activities, or operation of the school.

Racial Harassment

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- Otherwise adversely affects an individual's employment or academic opportunities.

A complete Racial Harassment Policy is on file in the District Office and is available to the public. If you have questions or concerns regarding the Racial Harassment Policy, see the school counselor, social worker or Principal.

Reasonable Force

"A teacher, Principal, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes 121.A582 and other laws."

Religious Harassment

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- Otherwise adversely affects an individual's employment or academic opportunities.

A complete Religious Harassment Policy is on file in the District Office and is available to the public. If you have questions or concerns regarding the Religious Harassment Policy, see the school counselor, social worker or Principal.

Removal From Class

Students removed from class shall be the responsibility of the Principal or Designee. Suspension, exclusion, or expulsion shall be used in accordance with the Pupil Fair Dismissal Act as amended. A copy of the Pupil Fair Dismissal Act is on file in the office and available to the public.

Sexual Harassment

Any form of sexual harassment will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition either explicitly or implicitly, of obtaining employment, public accommodations or public services, education, or housing.
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, public accommodations or public services, education, or housing.
- Subjection to that conduct or communication has the purpose or effect of substantially interfering

with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile or offensive environment.

Every individual can take action to stop sexual harassment by learning about the range of behaviors, which are included in sexual harassment, being sensitive to the impact of one's actions on others, and avoiding conduct, which can be construed as sexually harassing. If someone sexually harasses you, you have the right to: Tell the person harassing you to stop, report the sexual harassment to the proper authorities, file a formal complaint with your school and/or the Minnesota Human Rights Department. A complete sexual harassment policy is on file in the office and is available to the public.

Sexual Violence

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 Minnesota Statutes section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. A complete Sexual Violence Policy is on file in the District Office and is available to the public. If you have questions or concerns regarding the Sexual Violence Policy, see the school counselor, social worker, or Principal.

Threats and Disruptions

Any student who disrupts or interrupts the peace and good order of the school or school-sponsored activities is subject to disciplinary action. Violators may be prosecuted if the threats or disruptions create dangerous or hazardous situations.

Vandalism and Theft

Vandalism and theft may be reported to the sheriff's office. Consequences may include, but are not limited to, restitution for any damage to school property or property of others, or for the replacement of the item taken.

BULLYING POLICY

Purpose: The Nicollet Public School strives to provide safe, secure, and respectful learning environments for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying is conduct that interferes with a student's ability to learn and a teacher's ability to educate.

This policy protects students against bullying and retaliation by other students. This policy also protects any student who voluntarily participates in any district function or activity from prohibited conduct, whether the student is enrolled in the district or not.

This policy can be found in the school's student handbook, within the school and district administrative offices, and electronically at www.isd507.k12.mn.us. The policy is also provided to all school employees, independent contractors, and volunteers who interact with students.

Definitions: "Bullying" is objectively offensive intimidating, threatening, abusive or harmful conduct directed by a student toward one or more students: when either (1) there is a real or perceived imbalance of power between those involved and the conduct reoccurs or forms a pattern; or, (2) the conduct materially and substantially interferes with the student's educational opportunities, performance, or ability to participate in school functions, activities or programs.

Bullying can be, but need not be, based on an individual'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, status with regard to public assistance, age, or any additional characteristic defined in Minnesota Statutes, Chapter 363A (commonly referred to as the Minnesota Human Rights Act).

Bullying in this policy includes “cyberbullying,” as defined below.

“Cyberbullying” is bullying that occurs when an electronic device, including, but not limited to, a computer or cell phone, is used to transfer a sign, signal, writing, image, sound or data and includes a post to a social network, Internet website or forum.

“Intimidating, threatening, abusive, or harming conduct” may involve, but is not limited to, conduct that causes physical harm or reasonable fear of harm to a student or a student's property, violates a student's reasonable expectation of privacy under Minnesota common law, defames a student, or constitutes intentional infliction of emotional distress against a student or retaliation for, or knowingly making a false report.

“Prohibited conduct” means bullying or cyberbullying as defined under this subdivision or retaliation for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

“Remedial response” is appropriately prompt action taken to intervene, investigate, correct and prevent bullying from recurring, including protecting and supporting a student subjected to bullying and those who provided aid and support to the student.

“School” means a public or public charter school.

“Student” means a student enrolled in a public or charter school.

Prohibited Conduct

Bullying is prohibited:

- On school property, school district-provided transportation, or at designated locations for students to wait for school district-provided transportation.
- During any school-sponsored or school-sanctioned program, activity, event or trip.
- Using school computers, electronic technology, networks, forums or mailing lists.
- Using electronic technology off the school premises that materially and substantially disrupts a student’s learning or school environment.

Apparent permission or consent by a student does not mean that bullying should be tolerated or allowed.

Retaliation is prohibited by any student or district employee against anyone who in good faith asserts, alleges, reports, or provides information pertaining to an alleged incident of prohibited conduct. The school district will take appropriate action against any student or district employee who engages in retaliation. Filing a false accusation of bullying is also prohibited.

Initial Response And Reporting

School Principal: School principal or designee (“principal/designee”) is the person responsible for receiving reports of bullying at the school level. The principal/designee will ensure this policy and its procedures are fairly and fully implemented and serve as the primary person to address policy and procedural matters. If the complaint involves the principal/designee, the complaint shall be made to the superintendent

Students: Students who believe that they have been bullied or have witnessed bullying are strongly encouraged to bring their concerns to the principal/designee but may bring their concerns to any school employee.

School Employees: Any employee who witnesses an incident or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred shall:

- Immediately intervene to protect the safety of the student subjected to the incident and other students involved, as appropriate to the context.
- Make reasonable efforts to address and resolve the incident, including reporting the incident to the principal/designee, as deemed appropriate.
- Cooperate fully in any investigation and resolution of the bullying incident.

Independent Contractors/Volunteers: Any independent contractor or volunteer who witnesses bullying or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred is strongly encouraged to report the bullying incident to the principal/designee or any school employee and cooperate fully in any investigation and resolution of the bullying incident.

Anonymous reports will be accepted by the principal/designee. However, no disciplinary action will be determined solely on the basis of an anonymous report.

Investigation

Information Pertaining to Bullying Incidents: The use of, access to, and disclosure of information pertaining to reports and investigations of prohibited conduct are subject to state and federal data practices laws. The school will notify affected individuals, including students and parents, of their rights related to information provided to and obtained by the school, in accordance with the school's legal obligations.

Information you provide to the district or school is subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public on request.

Procedure: Investigation of an alleged bullying incident shall be initiated as soon as possible, but in no instance after more than three school days of receipt of a report, and completed in a timely manner. Investigative records shall be maintained and regulated by the principal/designee.

The investigation should determine whether the reported incident constitutes a case of bullying. The determination should take into consideration the totality of the facts and circumstances surrounding the incident, including, but not limited to:

- The developmental ages and maturity levels of the parties involved.
- The level of harm, surrounding circumstances, and nature of the behavior.
- Past incidences or past or continuing patterns of behavior.
- The relationship between the parties involved.
- The context in which the alleged incidents occurred. In all cases, the alleged actor will be entitled to raise a defense and any other recourse in the district discipline policy.

In all cases, the alleged actor will be entitled to raise a defense and any other recourse in the district discipline policy.

Remedial Response: The principal/designee shall design and implement remedial measures to correct and prevent further prohibited conduct, protect and provide support for the target of the bullying, and take corrective action for documented systemic problems related to bullying. Many student conflicts can be resolved immediately and do not require reporting or creation of an incident report. Schools must respond to bullying in a manner tailored to the individual incident, considering the nature of the behavior, the developmental age of the student, and the student's history of prohibited conduct and performance. When a student engages in bullying, a school should use multi-tiered levels of response that are individualized, consistent, reasonable, fair, age-appropriate, and should match the severity of the student's behavior and developmental age. When appropriate, the school district shall provide the target, actor, and other affected individuals with information about available community resources to aid in the remedial process.

Professional Development And Education:

School Employees: The school district shall require employees to receive ongoing professional development training to build their skills to implement this policy. Training will be required for new employees and on a training cycle that does not exceed once every three years for all employees who regularly interact with students. The content of the training will include, but not be limited to:

- Strategies to prevent, intervene and effectively stop bullying in a manner developmentally appropriate to the context of an incident.
- Information about the complex interaction and power differential that can take place between and among an actor, target, and witness to bullying.
- Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk, and any specific interventions that may be particularly effective for addressing bias-based bullying.
- Information about Internet safety issues as they relate to bullying.
- A review of the district’s reporting requirements related to bullying.

Students: The school will encourage character development and other developmentally appropriate programmatic instruction to help students identify, prevent, and reduce bullying and create a safe learning environment. The superintendent or designee shall determine the scope and duration of the units of instruction and topics covered but the training shall include evidence-based, social-emotional learning to prevent and reduce discrimination and other improper conduct and to engage all students in creating a safe and supportive school environment.

Where appropriate for a child with a disability, as determined by the child’s 504 or Individualized Education Program (IEP) team, the school district shall allow the child’s IEP or section 504 plan to address the skills and proficiencies the child needs to respond to or not engage in bullying.

(The “fee” portion was moved to the co-curricular section of the handbook.)

FEES

Activity Participation Fees

| | | | |
|----------------|-------------|-------------|--|
| Athletics | Grades 9-12 | (per sport) | \$110 |
| Athletics | Grades 6-8 | (per sport) | \$80 |
| Knowledge Bowl | | (per team) | \$55 – senior high \$45 – junior high |
| Play | | (per play) | \$35 |

No refunds will be given for end of season cuts due to team limits or if a student quits or is removed from the program. However, a pro-rated refund will be given for season-ending injuries.

Activity Admission

| | | |
|--------------------|--------------------------|--|
| Individual Tickets | Adults | \$7 |
| | K-6 Students | \$5 |
| | 7-12 Students (non NPS) | \$5 |
| | NPS 7-12 Students | Free |
| | Senior Citizens | \$5 |
| Season Tickets | Adults | \$110 |
| | K-6 Students | \$55 (\$75 - \$20 Booster Club contribution) |
| | NPS 7-12 Students | Free |

| | | |
|----------------------------|------------------------|------|
| | Senior Citizens | \$70 |
| Punch Card 6 Contests | Adults | \$35 |
| | K-6 / non NPS Students | \$25 |
| | Senior Citizens | \$25 |
| Band/Choir Concert Tickets | Adults | \$2 |
| | K-6 / non NPS Students | \$1 |
| | NPS 7-12 | Free |
| | Senior Citizens | |

GRADUATION STANDARDS

Statement of Commitment

The Nicollet School District # 507 School Board shall proceed efficiently with design and implementation of the state Graduation Standards. All efforts and planning shall advance the Board’s commitment to setting high standards and expectations for all learners. The District shall maintain high student achievement and continuously improve educational opportunities for all. The State of Minnesota and the Nicollet Public Schools Graduation Requirements can be found on the district website under “**academic advising** and then go to **course catalog**.”

Graduation Requirements

| Traditional Plan of Study (4 Year Graduation) | | | |
|---|-------------------|------------------------------|-------------------|
| <u>Freshman Year</u> | | <u>Sophomore Year</u> | |
| English | 1.0 credit | English | 1.0 credit |
| Math | 1.0 credit | Math | 1.0 credit |
| Social Studies | 1.0 credit | Social Studies | 1.0 credit |
| Science | 1.0 credit | Science | 1.0 credit |
| Phy Ed/Health | 0.5 credit | Phy Ed/Health | 0.5 credit |
| Technology | 0.5 credit | Career | 0.5 credit |
| <u>Elective</u> | <u>2.0 credit</u> | <u>Elective</u> | <u>2.0 credit</u> |
| Total | 7.0 credits | Total | 7.0 credits |
| <u>Junior Year</u> | | <u>Senior Year</u> | |
| English | 1.0 credit | English | 1.0 credit |
| Math | 1.0 credit | Social Studies* | 0.5 credit |
| Social Studies | 1.0 credit | Science | 0.5 credit |
| Science | 1.0 credit | <u>Elective</u> | <u>5.0 credit</u> |
| <u>Elective</u> | <u>3.0 credit</u> | Total | 7.0 credits |
| Total | 7.0 credits | | |

*Economics may be taken in Gr. 11

The following credit outline has been proposed to the Nicollet Board of Education through the master schedule and MDE adjustments. Final credit requirements will be communicated prior to the end of the 2018-2019 school year for graduation in 2019 and beyond.

NPS GRADUATION CREDIT REQUIREMENTS BY SUBJECT/DEPARTMENT

| Subject Area | Class of 2019 | Class of 2020 | Class of 2021 | Class of 2022 |
|----------------------|---------------|---------------|---------------|---------------|
| Art/Music | 1.0 | 1.0 | 1.0 | 1.0 |
| Careers | .5 | .5 | .5 | .5 |
| Computer | 1.0 | 1.0 | 1.0 | .5 |
| English | 4.0 | 4.0 | 4.0 | 4.0 |
| Phy Ed/Health | 2.0 | 2.0 | 1.5 | 1.0 |
| Math | 3.0 | 3.0 | 3.0 | 3.0 |
| Social Studies | 3.5 | 3.5 | 3.5 | 3.5 |
| Science | 3.5 | 3.5 | 3.5 | 3.5 |
| Elective | 10.5 | 9.5 | 8.0 | 7.0 |
| TOTAL CREDITS | 29 | 28 | 26 | 24 |

*Students earning a 3.333 cumulative grade point average in Grades 9-12 will receive a gold tassel.

*Students must have earned the required amount of credits in order to walk at commencement.

***Minnesota Department of Education (MDE)** requires students receiving a Minnesota High School Diploma meet learning standards for 9th—12th grade in the following areas:

| Credits | Subject |
|---------|---|
| 4.0 | English/Language Arts |
| 3.0 | Mathematics (including algebra, geometry, statistics and probability) |
| 3.0 | Science (1 credit of biology plus 2 additional credits) |
| 3.5 | Social Studies (including US history, geography, world history, government/citizenship and economics) |
| 1.0 | Art |
| 7.0 | Electives |

Please note: One course credit in above chart is considered 1 year.

Math Advanced Option

For a student to enroll in Algebra I as an 8th grader, he/she **must earn a B+ or higher** as a year-end grade in his/her math class in 7th grade (Math 7 or Algebra I Standards), and **meet one** of the following criteria:

- Receive a score of meets or exceeds on the MCA-III math test taken in the spring of grade 7.

- Receive a score of 70 percent or higher on the post test given at the end of the year in his/her 7th grade math class (Math 7 or Algebra I Standards).

For a student to enroll in Algebra I Standards as 7th graders, he/she **must earn a B+ or higher** as a year-end grade in math in grade 6, and **meet one** of the following criteria:

- Receive a score of meets or exceeds on the MCA-III math test taken in the spring of grade 6.
- Receive a score of 70 percent or higher on the math post test given at the end of the year in grade 6.

Online Course Credit Remedial Online Courses

Credit will be awarded for remedial online coursework completed in compliance with Minnesota State Statutes regarding online learning; however, credits transferred from an online course to Nicollet High School will be graded pass/fail and will not count toward a student's GPA, class rank, or awards related to GPA or class rank.

Promotion

- If a student fails any course in 7th or 8th grade, the student may have to repeat the course.
- A student in 7th or 8th grade will be considered a member of the class in which he/she has the majority of subjects. If the number of courses is equal, the student will be in the lower grade level.
- All required courses failed in grades 9 through 12 must be repeated. Any electives may be substituted for failed electives, but elective credits to be taken must equal total electives that have been failed.

Report Cards, Grading, and Honor Roll

- Report cards will be issued within a week, following the close of each nine-week period.
- The high school uses a semester-based grading system. In grades 5-12, the combination of the two quarter grades and semester final will give the student the semester grade. QTR (45%) + QTR (45%) + Final Exam (10%) = Semester Grade (100%)
- Grade point average is determined on a 4.0 scale for students in grades 5-12. The grading system for cumulative grade point average for grades 9-12 will be based on a more widely used 4.0.
- A: 4.00; A-: 3.67; B+: 3.34; B: 3.00; B-: 2.67; C+: 2.34; C: 2.00; C-: 1.67; D+: 1.34; D: 1.00; D-: 0.67
- Grade Uniformity: A: 94.00-100; A-: 90.00-93.99; B+: 87.00-89.99; B: 83-86.99; B-: 80-82.99; C+: 77-79.99; C: 73-76.99; C-: 70-72.99; D+: 67-69.99; D: 63-66.99; D-: 60-62.99.
- In order for a student to be placed on the quarterly "A" Honor Roll, he/she must have a minimum quarter grade point average of 3.670. In order to be on the quarterly "B" Honor Roll, he/she must have a minimum quarter grade point average of 3.000 – 3.669. In some classes, "P" means credit is earned, but the class is not counted toward honor roll and class rank. College in the Schools (CIS) courses are not counted toward honor roll as they are semester based classes (see College in the Schools CIS for more information). Class rank is an average of grades earned in freshman, sophomore, junior and senior years.
- If a student earns an "I" or "IP" at the end of a quarter or semester in any class, the student must complete all outstanding work within two weeks at which time the Incomplete will be replaced with a grade, A-F. If work is not complete, the grade will be changed to an F. Extenuating circumstances will be considered on a case-by-case basis. The teacher and the Principal will determine eligibility for extracurricular activities.

Report Cards, Grading, and Honor Roll

Report cards will be issued within a week, following the close of each nine-week period.

High school uses a semester-based grading system. In grades 5-12, the combination of the two quarter grades and semester final will give the student the semester grade. QTR (45%) + QTR (45%) + Final Exam (10%) = Semester Grade (100%)

| | | | |
|----------------------|-----------------------|-------------------|-----------------------|
| <u>First Quarter</u> | <u>Second Quarter</u> | <u>Final Exam</u> | <u>Semester Grade</u> |
| <u>45% +</u> | <u>45% +</u> | <u>10% =</u> | <u>100%</u> |

Grading Scale

GPA is determined on a 4.0 scale for students grades 5-12. Students grades 9-12 will receive a cumulative GPA. College level coursework taught at NPS will be weighted on a 5.0 scale. All other coursework will be weighted on the traditional 4.0 scale. This was added since the board changed the grading scale for college level coursework on and off campus (CITS and PSEO).

| <u>Traditional Courses</u> | | <u>CIS/CLEP Courses</u> | |
|----------------------------|-------------|-------------------------|-------------|
| <u>A</u> | <u>4.00</u> | <u>A</u> | <u>5.00</u> |
| <u>A-</u> | <u>3.67</u> | <u>A-</u> | <u>4.67</u> |
| <u>B+</u> | <u>3.34</u> | <u>B+</u> | <u>4.34</u> |
| <u>B</u> | <u>3.00</u> | <u>B</u> | <u>4.00</u> |
| <u>B-</u> | <u>2.67</u> | <u>B-</u> | <u>3.67</u> |
| <u>C+</u> | <u>2.34</u> | <u>C+</u> | <u>3.34</u> |
| <u>C</u> | <u>2.00</u> | <u>C</u> | <u>3.00</u> |
| <u>C-</u> | <u>1.67</u> | <u>C-</u> | <u>2.67</u> |
| <u>D+</u> | <u>1.34</u> | <u>D+</u> | <u>2.34</u> |
| <u>D</u> | <u>1.00</u> | <u>D</u> | <u>2.0</u> |
| <u>D-</u> | <u>0.67</u> | <u>D-</u> | <u>1.67</u> |
| <u>F</u> | <u>0.00</u> | <u>F</u> | <u>0.00</u> |

Grade Uniformity

| | | | | | | | |
|-----------|-------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | <u>B+</u> | <u>87-89.99</u> | <u>C+</u> | <u>77-79.99</u> | <u>D+</u> | <u>67-69.99</u> | |
| <u>A</u> | <u>94.00-100%</u> | <u>B</u> | <u>83-86.99</u> | <u>C</u> | <u>73-76.99</u> | <u>D</u> | <u>63-66.99</u> |
| <u>A-</u> | <u>90-93.99</u> | <u>B-</u> | <u>80-82.99</u> | <u>C-</u> | <u>70-72.99</u> | <u>D-</u> | <u>60-62.99</u> |

Honor Roll/Class Rank

The quarterly "A" honor roll consists of students who earn a minimum quarter Grade Point

Average (GPA) of 3.670 or above. The “B” honor roll will consist of students earning a quarterly GPA of 3.000-3.669. Students who earn a P grade will earn credit, but will not earn GPA points. College in the Schools (CIS) courses are not counted toward honor roll. These courses are semester based (see College in the Schools CIS for more information). Class rank is an average of grades earned in freshman, sophomore, junior and senior years.

Incomplete/In-Progress

If a student earns an “I” or “IP” at the end of a quarter or semester in any class, the student must complete all outstanding work within two weeks at which time the Incomplete will be replaced with a grade, A-F. If work is not complete, the grade will be changed to an F. Extenuating circumstances will be considered on a case-by-case basis. The teacher and the Principal will determine eligibility for extracurricular activities.

PESTICIDE POLICY ~~This portion was moved into the general information section.~~

~~An estimated schedule of pesticide application dates are on file in the District office. The long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please complete and return the Pesticide Notification Form available in the District office and mail it to: Pesticide Notification, Nicollet Public School, PO Box 108, Nicollet, MN 56074-0108.~~

TECHNOLOGY USE RULES

These rules apply to student use of all technology (computers, iPads or other district devices):

- Technology use is a privilege, not a right. Students who lose privileges will not be able to use computers for Internet, email, or any other task.
- It is a violation of the Acceptable Use Policy to:
 - subscribe to email mailing lists or other incremental email lists that contain material that is explicit, suggestive, sexual or inappropriate in nature.
 - send or forward chain letter email.
 - send or forward inappropriate material to your account or another person’s account at school.
- Downloading or installing of any kind on any school computer, iPad or any other technological device without the express permission of the Technology Coordinator is not permitted. This includes, but is not limited to, music files, apps, games.
- Theft, vandalism or destruction of any computer equipment or computer-related equipment is prohibited and is not limited to physical vandalism, but also includes creation and/or distribution of viruses or hacking any computer.
- Students must have a pass signed and/or permission by their teacher AND the lab or library supervisor in order to use computers. Permission to work in the lab is at the discretion of the supervisor in the lab.
- Printing must be limited to classwork only and be approved by a classroom teacher.
- All school and basic classroom rules apply to the computer lab.
- Use of others’ usernames and passwords is not permitted and may result in revocation of all computer privileges.
- Computer use is not guaranteed to be private; Nicollet Public Schools reserves the right to monitor all computer users and network traffic. Any illegal activity will be reported to the proper authorities.
- Inappropriate behavior, eating, downloading, and email violations may result in the following: removal from use of technology and detention, in-school suspension, removal from a class for remainder of the semester.
- Theft, vandalism, sexual or pornographic material violations will result in the following:

- 1st Violation – Removal from computer use for the remainder of the semester and in-school suspension.
- 2nd Violation – Removal from computer use for the remainder of the year.

The Principal and teacher will decide if alternative assignments will be given and/or if student will be removed from the class without credit.

WEAPONS POLICY

This policy will be read and explained to all students at the beginning of the school year and will be available to all parents during the school year. Similarly, efforts will be made to acquaint students and parents who enroll during the year, with the content of this policy.

1. Policy

It is the policy of the school district to maintain a positive, safe, secure, learning and working environment. In striving to attain such an environment, the district takes the position of "no tolerance" for weapons in our schools, except as specifically stated below. All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes as authorized in advance by the building Principal.

2. School Location / Environment

School environments include, but are not limited to, district-owned buildings; leased or rented facilities; school sponsored activities, field trips, school vehicles and school buses, rented or owned; and school bus stops. Anyone found to be in possession of a weapon in any area defined in this policy, before, during, or after school hours is subject to administrative and/or legal actions.

3. Possession

Students and non-students, including employees and other adults, are forbidden to knowingly or voluntarily possess, store in any area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in any of the school environments listed above. The school district will act to enforce this policy and to take appropriate action against any student, teacher, administrator, school employee, volunteer or member of the public who violates this policy.

4. Student Reporting

Students who see or become aware of a weapon at school must not touch it or remain in the presence of a person or group if a weapon is present. Students must notify an adult immediately for the safety of all concerned.

5. Weapons

"Weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm whether loaded or unloaded; any chemical, substance, device or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike terror, or cause bodily harm or death.

a. Category I Weapons

- i. All firearms, whether loaded or unloaded.
- ii. Other guns of all types including pellet, B-B, stun, look-alike, and non-functioning guns that could be used to threaten others.
- iii. Knives, switchblades or automatically opening blades, daggers, swords, razors.
- iv. Artificial knuckles or other objects designed to be worn over the fist or knuckles.
- v. Blackjacks, clubs, nunchucks, throwing stars.
- vi. Explosives
- vii. Poisons, chemicals, or substances capable of causing bodily harm.
- viii. Bow and arrows, slingshots.
- ix. Any other device or instrument used to intimidate, threaten or inflict harm.

b. Category I Violations by Students The procedure of all offenses is:

- i. Confiscation of the weapon (if it can be done safely) or call 911 and request assistance if needed.

- ii. Notification of Principal or designee
 - iii. Hold an administrative hearing with student(s) that will include:
 - i. Notification of parent/guardian
 - ii. Initial suspension from school for up to five days.
 - iii. Involvement of police with recommendation to charge.
 - iv. Recommendation to the Superintendent by the board regarding expulsion.
 - iv. Federal law requires the expulsion from school, for a period of not less than one year, any student who brings a firearm to school. The school board may modify this requirement on a case-by-case basis.
- c. **Category I Violation of Other Youths and Adults, Including Employees**
- i. Immediate policy involvement with recommendation to charge.
 - ii. Employees will also be subject to district investigation and application of relevant district policies and disciplinary procedures.
- d. **Category II Weapons**
- Possession of Objects Which May or May Not Be Considered Weapons. While this policy represents a "no tolerance" position of weapons and/or look-alike weapons, there are several objects, which are questionable regarding whether they are considered weapons and whether the presence of these objects requires activation and enforcement of this policy. The administrator may use his/her discretion when interpreting use and intent with such objects. Such potentially dangerous weapons may include, but are not limited to:
- i. Small pocket knives, razor blades
 - ii. Fireworks, firecrackers, and smoke bombs
 - iii. Throwing darts
 - iv. Nuisance items and toys
 - v. Unauthorized tools
 - vi. Lighters
- e. **Category II Violations by Students** The procedure for offenses is:
- i. Confiscation of the weapon (if it can be done safely).
 - ii. Notification of parent/guardian
 - iii. Hold an administrative hearing with student(s) that may include:
 - iv. Initial suspension from school for up to five days.
 - v. Involvement of police with recommendation to charge.
 - vi. Recommendation to the Principal regarding expulsion.
- f. **Category II Violation by Other Youths and Adults, Including Employees**
- i. Administrative decision on police involvement with recommendation to charge.
 - ii. Employees may also be subject to district investigation and application of relevant district policies and disciplinary procedures.
- g. **Administrative Discretion Regarding Possession**
- i. K-12: A student who finds a weapon on the way to school property or in the school building and takes the weapon immediately to the Principal's office shall not be considered in possession of a weapon.
 - ii. K-12: While this policy represents a "no tolerance" position on weapons possession on school property and on or at those places or vehicles listed above is intended to prohibit all weapons for any reason, there could be a very rare occasion when a weapon is inadvertently brought onto school property or is in one's possession. If such an occasion is clearly the case, the Principal, after a thorough investigation, may use discretion in determining the appropriateness of applying "Category II" consequences for a "Category I" violation and other appropriate action may be taken, including consideration of a recommendation for lesser discipline.
- h. **Authorized Instructional and Work Related Equipment and Tools**
- While this policy represents a "no tolerance" position of weapons and/or look-alike weapons, it is not meant to interfere with instruction or use of appropriate equipment and tools by employees and student. Such equipment, when properly used and stored, shall not be considered a weapon for

purposes of this policy. However, when authorized instructional and work equipment and tools are used in potentially dangerous or threatening manner, the guidelines and consequences of this policy will take effect.

i. **Exceptions**

This policy, pursuant to Minnesota Statutes, provides for the following exceptions.

- i. Licensed peace officers, military personnel, or student's participation in military training, who are performing duties.
 - ii. School district approved firearm safety courses or activities conducted on school property.
 - iii. School district approved possession and use of dangerous weapons by ceremonial color guard.
 - iv. School district approved gun or knife show held on school property.
 - v. School district approved possession and use of starter guns for athletic contests.
 - vi. Possession of dangerous weapons, or replicas, with prior written permission of the building Principal.
- j. **Students with Disabilities** The Minnesota Pupil Fair Dismissal Act. Minn. Stat 127.26 to 127.39 applies to all pupils. Accordingly, all students, regardless of disability, will be suspended from school for one to five days, pending further investigation of the weapons policy violation. If the alleged violator is "a student with a disability" pursuant to Minnesota and federal law, special due process procedures are required. Within five days of a suspension, a team meeting shall occur. The team shall determine whether the weapons policy violation is related to the disability. If the team determines that the misconduct is unrelated to the student's disability, the student will be disciplined in the same manner as students without disabilities. The disabled student who violates this weapons policy will not be expelled if the assessment team determines that the misconduct is related to the student's disability. If the misconduct is related to the student's disability, and if following suspension and readmission to school the student continues to violate this policy; and if the parent/guardian will not agree to a more restrictive placement, school officials may seek court assistance to expel the student.

~~**NONDISCRIMINATION STATEMENT**~~ **This section was moved to the general information section.**

~~The Nicollet Public School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the nondiscrimination policies. If you feel you have been discriminated against please contact Karie Lauwagie or James Bernau:~~

~~Karie Lauwagie-504 Coordinator
One Pine Street, Nicollet
(507)232-3411 Ext 2112~~

~~James Bernau-Title IX Coordinator
One Pine Street, Nicollet
(507)232-3411 Ext 1107~~

~~If a student feels they have been discriminated against the full nondiscrimination policy and grievance procedures are available in the school district front office.~~

