

Agenda

1. CALL TO ORDER
2. ROLL CALL
3. VISITOR COMMENTS
4. APPROVAL OF AGENDA
5. REPORTS AND PRESENTATION
 - a. Superintendent's Report

5

The MSBA Summer Seminar will be virtual this year. "Building Back to the Future - Minnesota: What Have We Learned?" It will be on August 5th from 8 a.m. to 1 p.m. Please let me know if you would like to participate. <http://www.mnmsba.org/SummerSeminar>

I will be attending the MDE annual superintendent conference Wednesday August 4th. and Wednesday August 12th. This conference will be virtual.

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 was \$3.09 per meal last year. The minimum price has not yet been set for the 2021-22 school year. We are planning to start the

school year with the same lunch prices, unless we receive guidance otherwise in the next few weeks.

- b. The U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) has extended the Summer Food Service Program (SFSP) through June 30, 2022. As a result, breakfast and lunch will be provided to Nicollet Public School students at no cost through the end of June 2022.
- c. Principal's Report 8
- d. Student Representative's Report
- e. Board Committees' Reports

6. CONSENT AGENDA

- a. Approval of Minutes 9
- b. Approval of Bills in the amount of \$770,202.89 12
- c. Approval of Personnel Items 18
- d. Accept Donations 19
MS 123B.02, Subd. 6 permits the school board to accept donations or gifts for the benefit of the district. **The Superintendent recommends approving the donations received.**
- e. Approve Annual Major Trip To Deep Portage

The annual Deep Portage trip for freshman requires school board approval per Policy 510.1 Overnight Field Trip. The advisors, Kerrie Riley and Rachel Johnson, have submitted the proper documentation. The dates are September 18-21. Thirty three freshman are expected to participate. **The superintendent recommends approving the trip.**

7. APPOINT ELECTION CLERK

The superintendent recommends school board action to appoint Becky McKinley as election clerk for the school district. The election clerk performs the clerical duties associated with the election, such as posting and mailing notices, providing proper notices to MDE and Nicollet County, communicating with the election judges, and general administration of the election under the supervision of the superintendent.

8. ELECTION RESOLUTION 20

A resolution should be approved establishing the filing period for affidavits of candidacy for school board members. The filing period will begin on July 27th and end on August 10th. This is the term vacated by Eric Hopp and currently held by Phil Wills. The term will begin immediately after the election and go through January 2, 2023. **The superintendent recommends approving the resolution.**

9. APPROVE ANNUAL LONG-TERM FACILITIES MAINTENANCE REVENUE APPLICATION 21

MS 123B.595 requires school districts have a ten-year facility plan adopted by the school board to qualify for Long-Term Facilities Maintenance Revenue (LTFM.) The revenues are included in the approved FY 21 and FY 22 General Fund Budgets. The required form is attached. Legislation established the Long-term Facilities Maintenance Revenue Program to replace Health and Safety Revenue, Deferred Maintenance Revenue, and Alternative Facilities Bonding and Levy programs, effective in FY 2017.

10. Bill Blashek and I reviewed the long-term facilities maintenance needs of the district to develop the application. Major facilities projects are individually approved by the school board. The plan includes placeholder budget items in anticipation of possible projects in the years ahead. The plan is revised annually. **The superintendent recommends approving the FY 22 Long-term Facilities Maintenance Revenue Application.**

11. STUDENT HANDBOOK 22

The 2021-22 student handbook is completed. New language clarifies the procedure secondary students to add or drop classes. Additional language clarifies the headwear policy. **The superintendent recommends approving the 2021-22 student handbook.**

12. SET OPERATING REFERENDUM AMOUNT FOR NOVEMBER 2 BALLOT 62

The school board should determine the amount of the operating referendum for the November 2nd election. The following items are attached:

- a. NPS Referendum History
- b. General Fund Analysis
- c. Operating Referendum Calculation

13.

The general education funding formula increase, approved last month by the legislature, will provide an additional \$40,000 of revenue to Nicollet. The expiring referendum is \$818.11 per pupil unit. An additional \$400 per pupil unit is needed to avoid further budget reductions. **The superintendent recommends the referendum amount for the ballot be \$1,218.11.**

14. 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: July, 9 2021
To: School Board
From: Dr. Malone
RE: Meeting Notes, July 14, 2021

5A. Superintendent's Report

- i. The MSBA Summer Seminar will be virtual this year. "Building Back to the Future - Minnesota: What Have We Learned?" It will be on August 5th from 8 a.m. to 1 p.m. Please let me know if you would like to participate. <http://www.mnmsba.org/SummerSeminar>
- ii. I will be attending the MDE annual superintendent conference Wednesday August 4th. and Wednesday August 12th. This conference will be virtual.
- iii. 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 was \$3.09 per meal last year. The minimum price has not yet been set for the 2021-22 school year. We are planning to start the school year with the same lunch prices, unless we receive guidance otherwise in the next few weeks.

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6. Consent Agenda. **The superintendent recommends approving the consent agenda.**
 - A. MS 123B.02, Subd. 6 permits the school board to accept donations or gifts for the benefit of the district. **The superintendent recommends accepting the gifts.**
 - B. The annual Deep Portage trip for freshman requires school board approval per Policy 510.1 Overnight Field Trip. The advisors, Kerrie Riley and Rachel Johnson, have submitted the proper documentation. The dates are September 18-21. Thirty three freshman are expected to participate. **The superintendent recommends approving the trip.**
7. **The superintendent recommends school board action to appoint Becky McKinley as election clerk for the school district.** The election clerk performs the clerical duties associated with the election such as posting and mailing notices, providing proper notices to MDE and Nicollet County, communicating with the election judges, and general administration of the election under the supervision of the superintendent.
8. A resolution should be approved establishing the filing period for affidavits of candidacy for school board members. The filing period will begin on July 27th and end on August 10th. This is the term vacated by Eric Hopp and currently held by Phil Wills. The term will begin immediately after the election and go through January 2, 2023. **The superintendent recommends approving the resolution.**
9. MS 123B.595 requires school districts have a ten-year facility plan adopted by the school board to qualify for Long-Term Facilities Maintenance Revenue (LTFM.) The revenues are included in the approved FY 21 and FY 22 General Fund Budgets. The required form is attached. Legislation established the Long-term Facilities Maintenance Revenue Program to replace Health and Safety Revenue, Deferred Maintenance Revenue, and Alternative Facilities Bonding and Levy programs, effective in FY 2017.

Bill Blashek and I reviewed the long-term facilities maintenance needs of the district to develop the application. Major facilities projects are individually approved by the school board. The plan includes placeholder budget items in anticipation of possible projects in the years ahead. The plan is revised annually. **I recommend approving the FY 22 Long-term Facilities Maintenance Revenue Application.**
10. The 2021-22 student handbook is completed. New language clarifies the procedure secondary students to add or drop classes. Additional language clarifies the headwear policy. **The superintendent recommends approving the 2021-22 student handbook.**
11. The school board should determine the amount of the operating referendum for the November 2nd election. The following items are attached:

- a. NPS Referendum History
- b. General Fund Analysis
- c. Operating Referendum Calculation

The general education funding formula increase, approved last month by the legislature, will provide an additional \$40,000 of revenue to Nicollet. The expiring referendum is \$818.11 per pupil unit. An additional \$400 per pupil unit is needed to avoid further budget reductions. **The superintendent recommends the referendum amount for the ballot be \$1,218.11.**

Please contact me with any questions or concerns.



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



Principal's Report 7-14-2021

Summer School/Extended School Year (ESY) Update:

Summer school was a success (36 students attended). Thank you to the Legion for allowing us to use the facility while construction was going on at school. The summer school staff did a fantastic job of being flexible and making sure our students had a great experience.

Staff Development Plan Update:

The team and administration will start to form the plan for the upcoming school year once teachers are back on campus. I anticipate various Professional Learning Communities (PLC) taking place as the main goal. Certified staff will end up choosing a PLC to be a part of.

K-12 Student/Parent Handbook '21-'22 New Language and Deletions:

Let me know if you have any questions.

Independent School District 507 Regular School Board Meeting

Wednesday, June 9, 2021 6:00 PM
Community Room, 1 Pine St, Nicollet, MN 56074

Ashley Black: Present
Adam Erickson: Present
Scot Osborne: Present
Mike Slater: Present
Nick Thom: Present
Phillip Wills: Present

1. CALL TO ORDER

2. ROLL CALL

3. VISITOR COMMENTS

4. APPROVAL OF AGENDA

Action(s):

Move to accept the Agenda as presented. This motion, made by Mike Slater and seconded by Ashley Black, Carried.

Voting Detail:

Ashley Black: Yea

Adam Erickson: Yea

Scot Osborne: Yea

Mike Slater: Yea

Nick Thom: Yea

Phillip Wills: Yea

Voting Summary: Yea: 6, Nay: 0

5. REPORTS AND PRESENTATION

a. Superintendent's Report

b. Principal's Report

c. Student Representative's Report

d. Board Committees' Reports

6. CONSENT AGENDA

Action(s):

Move to accept the Consent Agenda as presented. This motion, made by Nick Thom and seconded by Phillip Wills, Carried.

Voting Detail:

Ashley Black: Yea

Adam
Erickson: Yea
Scot Osborne: Yea

Mike Slater: Yea

Nick Thom: Yea
Phillip
Wills: Yea

Voting Summary: Yea: 6, Nay: 0

- a. Approval of Minutes
- b. Approval of Bills in the amount of \$344,562.84
- c. Approval of Personnel Items
- d. Approve 2021-22 MSHSL Membership

7. SET PRESCHOOL TUITION RATES

Action(s):

Set preschool tuition rates . This motion, made by Scot Osborne and seconded by Ashley Black, Carried.

Voting Detail:

Ashley Black: Yea

Adam
Erickson: Yea
Scot Osborne: Yea

Mike Slater: Yea

Nick Thom: Yea
Phillip
Wills: Yea

Voting Summary: Yea: 6, Nay: 0

8. DETERMINE OPERATING REFERNDUM AMOUNT FOR NOVEMBER 2 BALLOT

Discussion: Discussion for upcoming referendum.

9. ADJOURNMENT

Action(s):

Move to Adjourn at 6:39. This motion, made by Nick Thom and seconded by Ashley Black, Carried.

Voting Detail:

Ashley Black: Yea

Adam
Erickson: Yea
Scot Osborne: Yea

Mike Slater: Yea

Nick Thom: Yea

Phillip
Wills: Yea

Voting Summary: Yea: 6, Nay: 0

Board Secretary

BOARD PACKET SUMMARY

Bank Account Balance as of:

	June 30, 2021
Progrowth Bank - Checking	\$ 1,646,298.67
MSDLAF	3,588,970.59
Petty Cash	750.00
Total	<u>\$ 5,236,019.26</u>

Net June 2021 Payrolls

	S202112
Fund 1 General	\$ 137,549.64
Fund 2 Food Service	6,091.59
Fund 4 Community Service	9,224.71
Fund 24 Fitness Center	719.05
Fund 34 Daycare	31,267.79
Fund 44 Latchkey	1,839.59
Total	<u>\$ 186,692.37</u>

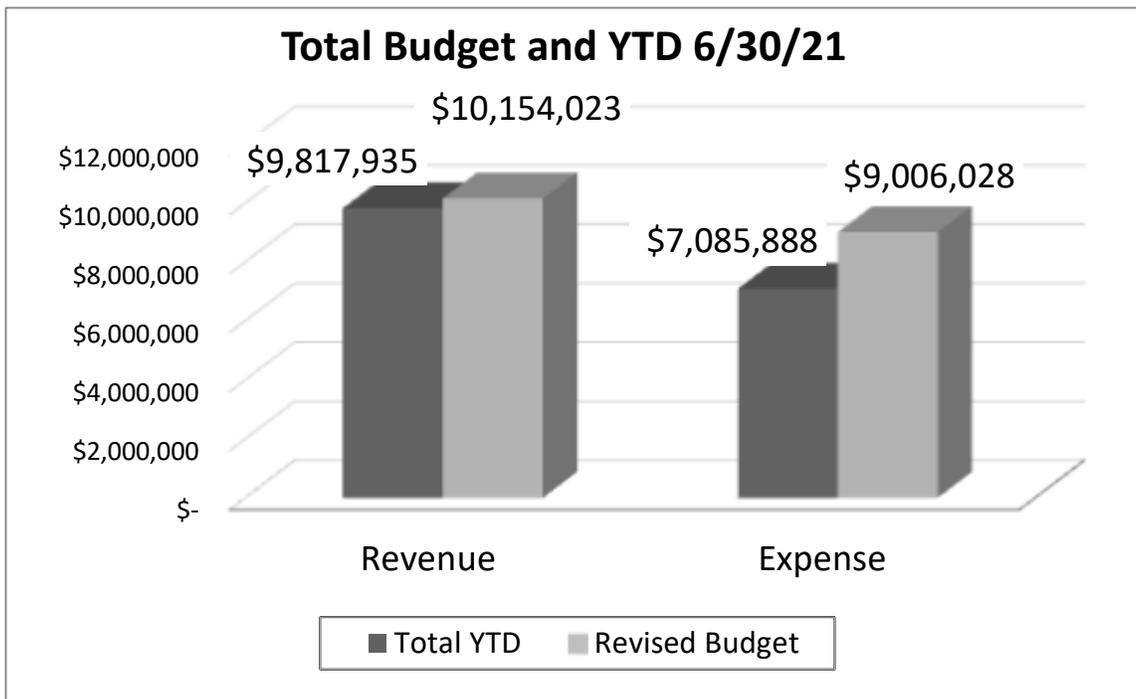
Paid Bills June - July 2021

Fund 1 General	\$ 173,570.53
Fund 2 Food Service	3,078.42
Fund 4 Community Service	4,051.80
Fund 6 Construction Fund	582,623.32
Fund 7 Debt Service	-
Fund 18 Custodial	-
Fund 24 Fitness Center	-
Fund 25 Student Activities	4,491.75
Fund 34 Daycare	1,605.03
Fund 44 Latchkey	782.04
Total	<u>\$ 770,202.89</u>

TOTAL FINANCE \$ 1,173,842.32

**Nicollet ISD 507
Monthly Budget Report
June 30, 2021**

	<u>Revenue</u>	<u>% of Total</u>	<u>Expense</u>	<u>% of Total</u>
Revised Budget	\$ 10,154,023		\$ 9,006,028	
Month Ending:				
7/31/2020	\$ 180,674	1.8%	\$ 221,277	2.5%
8/31/2020	\$ 668,774	6.6%	\$ 182,374	2.0%
9/30/2020	\$ 44,346	0.4%	\$ 590,632	6.6%
10/31/2020	\$ 483,088	4.8%	\$ 476,087	5.3%
11/30/2020	\$ 393,595	3.9%	\$ 457,820	5.1%
12/31/2020	\$ 4,573,498	45.0%	\$ 574,970	6.4%
1/31/2021	\$ 554,847	5.5%	\$ 1,081,412	12.0%
2/29/2021	\$ 463,668	4.6%	\$ 676,600	7.5%
3/31/2021	\$ 562,693	5.5%	\$ 543,589	6.0%
4/30/2021	\$ 532,870	5.2%	\$ 551,346	6.1%
5/31/2021	\$ 654,204	6.4%	\$ 653,906	7.3%
6/30/2021	\$ 705,678	6.9%	\$ 1,075,875	11.9%
Total YTD	<u>\$ 9,817,935</u>	<u>96.7%</u>	<u>\$ 7,085,888</u>	<u>78.7%</u>



Nicollet Public Schools Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0507		NSBG	45745	72946	Check	1	1867		ACT	Yes	Yes	No	USD	06/09/2021	1,196.00
			45744	72947	Check	1	07709		FISCHER, LISA	Yes	Yes	No	USD	06/09/2021	24.01
			45747	72948	Check	1	3420		FLUEGGE, MELISSA	Yes	Yes	No	USD	06/09/2021	902.00
			45754	72949	Check	1	4959		GOPHER STATE FIRE EQUIPMENT CO	Yes	No	No	USD	06/09/2021	3,295.00
			45748	72950	Check	1	4323		JOHNSON, JESSIE	Yes	Yes	No	USD	06/09/2021	225.00
			45751	72951	Check	1	4739		KWIK TRIP SHOPPING RECEIPT	Yes	Yes	No	USD	06/09/2021	2,640.00
			45746	72952	Check	1	2508		MANKATO CONTROL SYSTEMS INC.	Yes	Yes	No	USD	06/09/2021	4,572.08
			45750	72953	Check	1	4509		OERTLI, MEGAN	Yes	Yes	No	USD	06/09/2021	82.18
			45742	72954	Check	1	07365		REGION 2A	Yes	Yes	No	USD	06/09/2021	630.00
			45743	72955	Check	1	07365		REGION 2A	Yes	Yes	No	USD	06/09/2021	870.00
			45749	72956	Check	1	4333		SCHENDEL, KRISTEN	Yes	Yes	No	USD	06/09/2021	84.22
			45741	72957	Check	1	00020		SCHWICKERT'S TECTA LLC	Yes	Yes	No	USD	06/09/2021	277.88
			45753	72958	Check	1	4957		VALLEYFAIR GROUP SALES	Yes	Yes	No	USD	06/09/2021	1,074.85
			45752	72959	Check	1	4884		WEBER, ANGELA	Yes	Yes	No	USD	06/09/2021	19.97
			45755	72960	Check	1	01674		NICOLLET EDUCATION ASSOCIATION	Yes	Yes	No	USD	06/09/2021	2,845.80
			45771	72961	Check	1	3145		AMAZON CAPITAL SERVICES	Yes	Yes	No	USD	06/16/2021	711.86
			45785	72962	Check	1	4748		BLICK ART MATERIALS	Yes	Yes	No	USD	06/16/2021	97.57
			45765	72963	Check	1	07230		CENTERPOINT	Yes	Yes	No	USD	06/16/2021	611.33
			45783	72964	Check	1	4489		CHROMEBOOKPARTS.COM	Yes	Yes	No	USD	06/16/2021	96.99
			45757	72965	Check	1	00059		CITY OF NICOLLET	Yes	Yes	No	USD	06/16/2021	813.19
			45791	72966	Check	1	4932		COLE PAPERS, INC.	Yes	Yes	No	USD	06/16/2021	577.78
			45776	72967	Check	1	3935		CREATIVE AD SOLUTIONS, INC.	Yes	Yes	No	USD	06/16/2021	254.72
			45763	72968	Check	1	02652		CRYSTAL VALLEY COOP	Yes	Yes	No	USD	06/16/2021	309.37
			45784	72969	Check	1	4633		DFAULT PUBLISHING INC.	Yes	No	No	USD	06/16/2021	15.30
			45762	72970	Check	1	02289		FREE PRESS	Yes	Yes	No	USD	06/16/2021	107.95
			45774	72971	Check	1	3793		FRONTLINE TECHNOLOGIES GROUF	Yes	Yes	No	USD	06/16/2021	3,528.93
			45770	72972	Check	1	3010		FURTHER	Yes	Yes	No	USD	06/16/2021	104.50
			45794	72973	Check	1	4960		GUARANTEED ELECTRIC SERVICE	Yes	Yes	No	USD	06/16/2021	20,330.00
			45786	72974	Check	1	4765		HOUSE OF PRINT	Yes	Yes	No	USD	06/16/2021	419.78
			45760	72975	Check	1	00403		JOURNAL	Yes	Yes	No	USD	06/16/2021	38.00
			45772	72976	Check	1	3410		LJP ENTERPRISES WASTE & RECYC	Yes	Yes	No	USD	06/16/2021	531.91
			45793	72977	Check	1	4958		MADLIA POST OFFICE	Yes	Yes	No	USD	06/16/2021	168.64
			45790	72978	Check	1	4931		Mankato Bearing Company	Yes	Yes	No	USD	06/16/2021	33.30
			45769	72979	Check	1	2508		MANKATO CONTROL SYSTEMS INC.	Yes	Yes	No	USD	06/16/2021	1,360.40
			45766	72980	Check	1	1319		MENARDS	Yes	Yes	No	USD	06/16/2021	274.51
			45761	72981	Check	1	01131		MINNESOTA VALLEY EDUCATION DIS	Yes	Yes	No	USD	06/16/2021	19,551.00
			45795	72982	Check	1	4962		MINNESOTA VALLEY LUTHERAN HIGI	Yes	Yes	No	USD	06/16/2021	1,449.00
			45777	72983	Check	1	4072		MISSISSIPPI WELDERS SUPPLY COM	Yes	Yes	No	USD	06/16/2021	76.26
			45768	72984	Check	1	2421		MN DEPT OF HEALTH	Yes	Yes	No	USD	06/16/2021	180.00
			45773	72985	Check	1	3719		MN PEIP	Yes	Yes	No	USD	06/16/2021	48,193.68
			45789	72986	Check	1	4914		Nexus Solutions - Mpls	Yes	No	No	USD	06/16/2021	11,619.60

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0507		NSBG	45775	72987	Check	1	3901		NICKEL TRANSPORTATION, INC.	Yes	Yes	No	USD	06/16/2021	10,028.73
			45758	72988	Check	1	00116		NICKLASSON ATHLETIC CO. INC	Yes	Yes	No	USD	06/16/2021	420.00
			45780	72989	Check	1	4361		OTTO BUS COMPANY, LLC	Yes	Yes	No	USD	06/16/2021	301.72
			45781	72990	Check	1	4361		OTTO BUS COMPANY, LLC	Yes	Yes	No	USD	06/16/2021	247.11
			45767	72991	Check	1	2403		PERSONNEL CONCEPTS COMPLIAN	Yes	Yes	No	USD	06/16/2021	299.85
			45759	72992	Check	1	00245		PROGROWTH BANK FOR CASH	Yes	Yes	No	USD	06/16/2021	120.00
			45796	72993	Check	1	4963		REED, JULES	Yes	No	No	USD	06/16/2021	6.00
			45778	72994	Check	1	4183		REGION 1	Yes	No	No	USD	06/16/2021	967.29
			45787	72995	Check	1	4860		SCHOOLMATE	Yes	Yes	No	USD	06/16/2021	1,352.55
			45779	72996	Check	1	4286		SYSCO WESTERN MINNESOTA, INC.	Yes	Yes	No	USD	06/16/2021	1,070.04
			45764	72997	Check	1	07009		THE MUSIC MART	Yes	Yes	No	USD	06/16/2021	70.49
			45792	72998	Check	1	4950		UHL COMPANY, INC.	Yes	Yes	No	USD	06/16/2021	8,236.50
			45788	72999	Check	1	4884		WEBER, ANGELA	Yes	Yes	No	USD	06/16/2021	110.05
			45782	73000	Check	1	4408		WEST SIDE TRANSPORTATION LLC	Yes	Yes	No	USD	06/16/2021	8,469.35
			45756	73001	Check	1	00046		ZINS IMPLEMENT, INC	Yes	Yes	No	USD	06/16/2021	2,982.03
			45805	73002	Check	1	3204		BODDY, SUSAN	Yes	No	No	USD	06/23/2021	338.08
			45809	73003	Check	1	4964		BODE, LISA	Yes	No	No	USD	06/23/2021	82.00
			45802	73004	Check	1	2963		BUSINESS CARD	Yes	Yes	No	USD	06/23/2021	384.63
			45803	73005	Check	1	2963		BUSINESS CARD	Yes	Yes	No	USD	06/23/2021	693.03
			45806	73006	Check	1	4706		JARDON, KATHERINE	Yes	Yes	No	USD	06/23/2021	30.00
			45801	73007	Check	1	2508		MANKATO CONTROL SYSTEMS INC.	Yes	Yes	No	USD	06/23/2021	2,887.10
			45799	73008	Check	1	07876		MN ASSOCIATION OF SEC TO PRINC	Yes	No	No	USD	06/23/2021	40.00
			45798	73009	Check	1	07441		MURPHY, JODI	Yes	No	No	USD	06/23/2021	247.40
			45797	73010	Check	1	02310		NICOLLET COUNTY PUBLIC HEALTH	Yes	No	No	USD	06/23/2021	18,424.18
			45800	73011	Check	1	2263		OTTO ELECTRIC INC	Yes	Yes	No	USD	06/23/2021	243.01
			45808	73012	Check	1	4963		REED, JULES	Yes	Yes	No	USD	06/23/2021	40.65
			45804	73013	Check	1	3163		USABLE LIFE	Yes	No	No	USD	06/23/2021	332.50
			45807	73014	Check	1	4814		VILLAGE FLOWER	Yes	Yes	No	USD	06/23/2021	288.75
			45876	73043	Check	1	2509		A+SECURITY, INC.	Yes	No	No	USD	06/29/2021	217.50
			45887	73044	Check	1	4412		AVID CENTER	Yes	No	No	USD	06/29/2021	850.00
			45873	73045	Check	1	1756		C & S SUPPLY CO., INC.	Yes	No	No	USD	06/29/2021	516.87
			45888	73046	Check	1	4622		CANON FINANCIAL SERVICES INC	Yes	No	No	USD	06/29/2021	532.09
			45872	73047	Check	1	1467		CLIFTONLARSONALLEN LLP	Yes	No	No	USD	06/29/2021	4,585.00
			45882	73048	Check	1	4078		CONSOLIDATED COMMUNICATIONS	Yes	No	No	USD	06/29/2021	1,619.90
			45874	73049	Check	1	1830		GRAPHIC EDGE, INC.	Yes	No	No	USD	06/29/2021	507.81
			45869	73050	Check	1	01629		HILLYARD/HUTCHINSON	Yes	No	No	USD	06/29/2021	37.12
			45878	73051	Check	1	3154		INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	06/29/2021	59.54
			45885	73052	Check	1	4323		JOHNSON, JESSIE	Yes	No	No	USD	06/29/2021	27.96
			45890	73053	Check	1	4879		KROHN, LORI	Yes	No	No	USD	06/29/2021	78.60
			45868	73054	Check	1	00704		LAKESHORE LEARNING MATERIALS	Yes	No	No	USD	06/29/2021	149.49
			45883	73055	Check	1	4254		MADSON, LISA	Yes	No	No	USD	06/29/2021	10.95

Nicollet Public Schools
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0507		NSBG	45875	73056	Check	1	2508		MANKATO CONTROL SYSTEMS INC.	Yes	No	No	USD	06/29/2021	2,926.21
			45889	73057	Check	1	4833		MANS, KELLY	Yes	No	No	USD	06/29/2021	127.60
			45871	73058	Check	1	1423		NEREM, SHAWN	Yes	No	No	USD	06/29/2021	19.65
			45893	73059	Check	1	4966		OLSON, LINDSEY	Yes	No	No	USD	06/29/2021	70.00
			45867	73060	Check	1	00245		PROGROWTH BANK FOR CASH	Yes	Yes	No	USD	06/29/2021	175.00
			45880	73061	Check	1	3993		PUGH, ANNA	Yes	No	No	USD	06/29/2021	18.15
			45877	73062	Check	1	3068		RUDENICK, VICKIE	Yes	No	No	USD	06/29/2021	73.75
			45886	73063	Check	1	4333		SCHENDEL, KRISTEN	Yes	No	No	USD	06/29/2021	30.99
			45866	73064	Check	1	00134		SCHOOL HEALTH CORPORATION	Yes	No	No	USD	06/29/2021	232.93
			45879	73065	Check	1	3947		SHRED RIGHT	Yes	No	No	USD	06/29/2021	33.02
			45892	73066	Check	1	4965		SIRTOLA, NICOLE	Yes	No	No	USD	06/29/2021	113.02
			45884	73067	Check	1	4286		SYSCO WESTERN MINNESOTA, INC.	Yes	No	No	USD	06/29/2021	1,701.30
			45870	73068	Check	1	07124		WALMART COMMUNITY/SYNCB	Yes	No	No	USD	06/29/2021	655.64
			45891	73069	Check	1	4884		WEBER, ANGELA	Yes	No	No	USD	06/29/2021	5.48
			45881	73070	Check	1	3996		WILLS, AMY	Yes	No	No	USD	06/29/2021	38.15
			45894	73071	Check	1	00261		MN SCHOOL BOARDS ASSOCIATION	Yes	No	No	USD	07/01/2021	5,929.00
			45895	73072	Check	1	4767		MREA	Yes	No	No	USD	07/01/2021	1,505.00
			45896	73073	Check	1	4933		SHOUTPOINT, INC.	Yes	No	No	USD	07/01/2021	1,133.29
			45910	73074	Check	1	3256		BLASHACK, BILL	Yes	No	No	USD	07/07/2021	15.98
			45907	73075	Check	1	2968		BOCK, CRYSTAL	Yes	No	No	USD	07/07/2021	10.65
			45920	73076	Check	1	4949		EBERT CONSTRUCTION	Yes	No	No	USD	07/07/2021	181,035.89
			45913	73077	Check	1	3966		ECO WATER SYSTEMS OF NEW ULM	Yes	No	No	USD	07/07/2021	293.41
			45902	73078	Check	1	07709		FISCHER, LISA	Yes	No	No	USD	07/07/2021	7.96
			45916	73079	Check	1	4749		FLO-RITE PLUMBING, LLC	Yes	No	No	USD	07/07/2021	883.50
			45900	73080	Check	1	02289		FREE PRESS	Yes	No	No	USD	07/07/2021	26.45
			45923	73081	Check	1	4967		GAG SHEET METAL, INC.	Yes	No	No	USD	07/07/2021	143,217.33
			45922	73082	Check	1	4960		GUARANTEED ELECTRIC SERVICE	Yes	No	No	USD	07/07/2021	50,350.00
			45909	73083	Check	1	3234		HENDRYCKS BUS CO	Yes	No	No	USD	07/07/2021	420.99
			45925	73084	Check	1	4970		JERSEY'S SWEET SPOT	Yes	No	No	USD	07/07/2021	213.00
			45899	73085	Check	1	00403		JOURNAL	Yes	No	No	USD	07/07/2021	25.60
			45901	73086	Check	1	06987		LLOYD LUMBER	Yes	No	No	USD	07/07/2021	590.00
			45919	73087	Check	1	4931		Mankato Bearing Company	Yes	No	No	USD	07/07/2021	62.92
			45906	73088	Check	1	2508		MANKATO CONTROL SYSTEMS INC.	Yes	No	No	USD	07/07/2021	280.77
			45908	73089	Check	1	3162		MCDOWELL AGENCY, INC.	Yes	No	No	USD	07/07/2021	90.00
			45914	73090	Check	1	4141		MEISTER, KATY	Yes	No	No	USD	07/07/2021	19.97
			45924	73091	Check	1	4968		MIDWEST MECHANICAL SOLUTIONS	Yes	No	No	USD	07/07/2021	102,077.50
			45905	73092	Check	1	1885		MN DEPT OF LABOR & INDUSTRY	Yes	No	No	USD	07/07/2021	100.00
			45918	73093	Check	1	4914		Nexus Solutions - Mpls	Yes	No	No	USD	07/07/2021	49,464.00
			45912	73094	Check	1	3884		QUADE, JACOB	Yes	No	No	USD	07/07/2021	4,425.00
			45911	73095	Check	1	3369		RIDDELL/ALL AMERICAN SPORTS CC	Yes	No	No	USD	07/07/2021	3,150.00
			45904	73096	Check	1	1094		ROSIN, BARB	Yes	No	No	USD	07/07/2021	139.88

Nicollet Public Schools Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0507		NSBG	45898	73097	Check	1	00271		RUDENICK, SCOTT	Yes	No	No	USD	07/07/2021	295.24
			45915	73098	Check	1	4333		SCHENDEL, KRISTEN	Yes	No	No	USD	07/07/2021	45.00
			45903	73099	Check	1	08107		SCHOOL SPECIALTY, INC.	Yes	No	No	USD	07/07/2021	453.95
			45897	73100	Check	1	00020		SCHWICKERT'S TECTA LLC	Yes	No	No	USD	07/07/2021	3,161.67
			45921	73101	Check	1	4950		UHL COMPANY, INC.	Yes	No	No	USD	07/07/2021	16,292.50
			45917	73102	Check	1	4877		WIENS, ASHLIE	Yes	No	No	USD	07/07/2021	165.12
Bank Total: NSBG														\$770,202.89	
Report Total:														\$770,202.89	

I recommend accepting the gifts as described below.

Donor Name	Description of Gift	Value	Purpose of Gift
Keith and Kelly Gerber	Cash	\$250	Summer Ball program Com Ed
Nicollet Conservation	Cash	\$250	Community Ed Program
Post 510 Legion Club	Cash	\$40	Summer Ball program Com Ed

**RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY**

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

1. The period for filing affidavits of candidacy for the office of school board member of the District shall begin on July 27, 2021 and shall close on August 10, 2021. An affidavit of candidacy must be filed in the office of the school district election clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. August 10, 2021.

2. The school election district clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy and the prior posting of such notice by the clerk is hereby ratified and approved in all respects.

3. The school district election clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.

4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 507
(NICOLLET), STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 507 (Nicollet) shall begin on July 27, 2021 and shall close at 5:00 o'clock p.m. on August 10, 2021.

The special election shall be held on Tuesday, November 2, 2021. At that election, one member will be elected to the School Board to fill a vacated term beginning immediately after receiving the certificate of election, filing the bond, and taking the oath of office and ending on January 1, 2023.

Affidavits of Candidacy are available on the District's website (www.isd507.k12.mn.us) or from the school district election clerk, One Pine St., Nicollet, Minnesota 56074. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the special election, and must have no other affidavit on file for any other office at the special election or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district election clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 10, 2021.

Dated: _____, 2021

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		Enter Information			District Info		Enter Information					
District Name:	Nicollet Public School	Date:	June 23, 2021									
District Number:	507	Email:	lindy.heine@isd507.k12.mn.us									
District Contact Name:	Lindsay Heine											
Contact Phone #:	507-232-3411											
Fiscal Year (FY) Ending June 30												
Expenditure Categories												
		2021 (base year)	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
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.												
Finance Code		Category (1)										
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	\$1,250	\$0	\$0	\$0	\$1,250	\$0	\$0	\$1,250	\$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		\$14,150	\$12,900	\$12,900	\$12,900	\$14,150	\$12,900	\$12,900	\$14,150	\$14,150	\$14,150	\$14,150
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year												
Finance Code		Category (2)										
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	\$1,926,470	\$825,630	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$1,926,470	\$825,630	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code		Category (3)										
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												
Finance Code		Category (4)										
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												
Finance Code		Category (5)										
368	Building Envelope	\$0	\$4,000	\$0	\$4,000	\$0	\$4,000	\$0	\$4,000	\$0	\$0	\$0
369	Building Hardware and Equipment	\$3,200	\$3,200	\$3,200	\$3,200	\$8,200	\$3,200	\$3,200	\$8,200	\$3,200	\$3,200	\$3,200
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400
380	Mechanical Systems	\$586,280	\$254,120	\$5,000	\$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	\$9,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$50,000	\$4,000	\$4,000	\$4,000
Total Deferred Capital Expense and Maintenance		\$619,880	\$286,720	\$33,600	\$37,600	\$38,600	\$37,600	\$33,600	\$88,600	\$33,600	\$33,600	\$33,600
Total Annual 10-Year Plan Expenditures		\$2,560,500	\$1,125,250	\$46,500	\$50,500	\$52,750	\$50,500	\$46,500	\$102,750	\$47,750	\$47,750	\$47,750

NICOLLET PUBLIC SCHOOL
K-12 Student/Parent Handbook
2020-2021 2021-2022



Mission Statement:

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

Approved 8/12/20-7/14/21

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.

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 off 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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NONDISCRIMINATION STATEMENT

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.

I. GENERAL INFORMATION K-12

This handbook and its contents were approved by the Nicollet School Board at its meeting on **August 12, 2020** **11, 2021**. 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, 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)

Positive, Behavior, Intervention, and Supports (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.

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). SIRs are created and monitored through Infinite Campus. SIRs will be communicated to parents by hard copy, email or phone call. This is one form of communication between the classroom, office, and home. SIRs are used to monitor student behavior trends.

Parents can use the Parent Portal to monitor their son/daughter's behavior incidents and to set up email notifications. 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. Bicycle 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 on 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 NECC serves children ages 6 week-olds to 5 1/2 year old for a fee. For more information, contact the Director of NECC at (507)232-3411.~~

Clothing and Attire

All students are expected to wear appropriate attire reflective of the professional setting and environment of the 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-6 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 feature offensive and/or vulgar words, pictures, or drawings that name, advertise or promote sexually related products or activities are 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.

A student violation of the headwear rule will result in the following:

- 1st Violation – Warning from the classroom teacher.
- 2nd Violation – The headwear will be confiscated by the classroom instructor. The instructor will contact parents, and turn it into the office. The student can retrieve it at the end of the school day.
- 3rd Violation – The item will be confiscated by the classroom instructor and the student is required to turn in his/her headwear at the beginning of each school day for ten (10) school days. The student will be allowed to retrieve their headwear at the end of the school day. The student's parents will be contacted by the administration and will also receive a detention.

The 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 the 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 K-6th 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~~ 7-12th 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-6 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

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 positions. 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 to prevent student and staff movement in the building. Staff members check the hallway for students, lock doors, cover windows and continue instruction. Students and staff are not released from areas until the

lockdown is lifted. Code Yellow is used for medical emergencies, locker checks, or other situations not posing a threat to the students in the classroom.

Code Red Lockdowns are utilized for situations when there is reasonable suspicion students and staff are at risk. Students and staff are expected to remain quiet in designated safe spots. After a Code Red, parents are notified via instant alert system when safe and appropriate.

Protection and Safety

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.”

Emergency Schedule Changes

Cancellations, late starts, and early dismissals due to adverse weather conditions or other emergencies will be announced by: Instant Alert; TV stations WCCO and KEYC; Radio KYSM, KTOE, KQYK, KDOG, KEEZ, KRBI; 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.

Minnesota State Statute 121A.72 states: 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 dependent on the classroom physical space.

Nutrition

Lunch Prices

K-6	Single Lunch	\$2.70
7-12	Single lunch	\$2.95
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.

Leaving During School Hours

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~~ [Study Hall](#) or Lunch hours requires parent permission.

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.

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 the 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.

Students in grades 5-8 are asked to keep their personal electronic items (cellphones, etc.) in their lockers during the school day.

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 the 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 the 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.

Pesticide Policy

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.

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 7-12 must carry his/her student planner to each class and anytime the student is modulating during classes. 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).

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 may be led 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~~6~~ have 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 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.
 - 5th and 6th-grade recess will also be determined by the classroom teacher.

*****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. Final decisions will be made by staff and 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 student council advisor.

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.

II. 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 composed 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 will determine if cheating/plagiarism has occurred.

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.

III. 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 Appeals

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), **and** 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.

Awards and Honors

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 students/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 activity 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. Students in grade six will receive certificates of participation. Students in Grades 7-12 may earn pins, letters or service bars.

Students are eligible to receive one letter award.

Activity 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
	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	

Co-Curricular and Job Training Absences

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

IV. 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-4⁶ who are more than (30) minutes late will result in an absence
- Students 7⁵-12 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.

V. BEHAVIOR AND DISCIPLINE

Consequences for minor behavior notices will be appropriate to the action, age of child, previous incidents, 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. Administration holds the right to add and/or modify consequences based on the circumstances of an incident.

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 School Board 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 a 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 various attributes which may need attention. An 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

Students who earn detention will serve on Wednesday afternoons for 1 hour. Students will be notified and assigned detention by the 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 designee based on staff availability, but determined at least one (1) week prior. 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 your 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. 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 an incident. Any staff member can assign detention to students to be served in their classroom. Wednesday detentions will be assigned by the Principal or designee.

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

Minnesota State Statute 121.A582 states a school employee, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

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.

VI. GRADUATION STANDARDS

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 click **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 are communicated prior to the end of the current school year for graduation..

Graduation Credit Requirements By Subject/Department

Subject Area	Class of 2021	Class of 2022 -- and beyond <u>Credits</u>
Art/Music	1.0	1.0
Careers	.5	.5
Computer	1.0	.5
English	4.0	4.0
Phy Ed/Health	1.5	1.0
Math	3.0	3.0
Social Studies	3.5	3.5
Science	3.5	3.5
Elective	8.0	7.0
TOTAL CREDITS	26	24

~~*Students earning a 3.333 cumulative GPA in Grades 9-12 through the 1st semester of their senior year will receive a gold tassel.~~

~~*Students must complete all graduation requirements 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 the above chart is considered 1 year.

Middle School Advanced Math 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.

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.

Report Cards

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

Honor Roll

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.

At Graduation:

- Students earning a 3.333 cumulative GPA in Grades 9-12 will receive a gold tassel.
- Students must complete all graduation requirements to walk at commencement.

Grading

High school uses a semester-based grading system. In grades ~~7~~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>1st Quarter</u>		<u>2nd Quarter</u>		<u>Final Exam</u>		<u>Semester Grade</u>	
<u>45%</u>	<u>±</u>	<u>45%</u>	<u>±</u>	<u>10%</u>	<u>=</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.

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

Grade Uniformity

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

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.~~

Program Changes

Students are required to carry a minimum of 6 classes each semester.

- 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.

- If you choose to drop a course and would then be enrolled in less than the minimum of 6 courses you may receive a grade of WF (Withdraw Failing) which would count as an F in the computation of GPA. When withdrawing a course, the student may be placed in a study hall.
- Students who choose to drop a seventh course may do so during the first quarter of the course and receive a W (Withdraw) which does not impact GPA
 - If a student decides to drop a seventh course after the first quarter may receive a WF for the course.
- Students may not add classes after the first week of the semester.

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.

Technology Use

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 students 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 police 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.

OPERATING REFERENDUM ELECTION HISTORY

Year Held	Start Pay	Net \$/Pupil Unit (PU)	# Years	Pass?		# Yes Votes	# No Votes
				Yes=1 No=0			
1993	1994	600.00	5	1		Missing	Missing
1997	1999	600.00	5	1		405	89
2002	2003	581.21	5	1		847	306
2006	2007	218.09	5	1		648	505
2010	2011	600.00	5	0		490	620
2011	2012	800.00	5	1		549	145
2011	2012	300.00	5	1		455	240
2013	2014	450.00	3	1		339	185
2016	2017	818.11	5	1		912	460

		Unassigned General Fund			<i>referendum need</i>		
		Balance	Revenue	Expense	Variance	Balance	
	6/30/21	\$638,841	\$4,430,486	\$4,482,452	-\$51,966	\$586,875	6/30/22
	FY 22 Gen Ed Formula Increase		\$40,000		-\$11,966	\$574,909	6/30/22
	Operating Refendum Expires FY 23		-\$333,000		-\$344,966	\$229,943	6/30/23
	ESSER III Expires FY 24		-\$150,000		-\$494,966	-\$265,023	6/30/24

ISD 507 Nicollet, Minnesota

Exploring Voter Approved Revenue Raising Opportunities available under MS 126C.17

Date prepared: 05/04/2021

USE THESE TWO SHADED CELLS TO UPDATE SCENARIO INFORMATION



Enter Residential Homestead Market Value	182,000
PLEASE NOTE ALL TAX IMPACT CALCULATIONS WILL UTILIZE THIS FIGURE	

As a brief example, what will the required Notice to Taxpayers look like?

BALLOT QUESTION #1 - EXAMPLE

Enter New Request Portion for Operating Levy Referendum	400.00
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ONLY portion of NEW Operating Referendum Revenue	163,200.00
Loss of Equity Revenue	(8,960.70)
How much NET NEW revenue will the request bring?	154,239.30

Estimated District State Aid Percentages shown below

First Tier Aid % (first \$460 per Adj PU)	5.440%
Second Tier Aid % (next \$000 per Adj PU)	0.000%

Does this NEW Request Maximize the State's Aid Participation? **YES**

		Effective Taxes Payable 2022	
RMV Rate:	0.077340%		
Property Value	New Authority		
	Annual Impact	Monthly Impact	
75,000	58.01	4.83	
100,000	77.34	6.45	
125,000	96.68	8.06	
150,000	116.01	9.67	
175,000	135.35	11.28	
182,000	140.76	11.73	
200,000	154.68	12.89	
225,000	174.02	14.50	
250,000	193.35	16.11	
275,000	212.69	17.72	
300,000	232.02	19.34	

SUMMARY OF TOTAL OPERATING REFERENDUM (EXISTING PLUS NEW) AUTHORITY

	Existing / Renewal	New Request	Total		State Aid %
Op. Ref. Revenue per Adj. PU	818.11	400.00	1,218.11		
Operating Ref. Revenue Only	333,788.88	163,200.00	496,988.88	Current Authority	3.059%
Operating Ref. Aid Only	10,210.62	-	10,210.62	New Request Only	0.000%
Operating Ref. Levy Only	323,578.26	163,200.00	486,778.26	New plus Existing	2.054%

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