

## **Agenda**

1. CALL TO ORDER

2. ROLL CALL

3. VISITOR COMMENTS

The school board meeting is a meeting in the public, not a public meeting. Nicollet School Board Policy provides that persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized, violations of data privacy, or inappropriate comments.

4. APPROVAL OF AGENDA

5. REPORTS AND PRESENTATION

5.a. Superintendent's Report

4

The 2022 [Summer Seminar](#) is scheduled as a virtual session from 8 a.m. to noon Thursday, August 4, 2022. Please let me know if you would like to participate.

I am meeting with the GNACF board again on July 20. We continue discuss potential financial support for the daycare playground.

The school district is partnering with [Kinect Ed](#) to promote equity and inclusion. We intend to increase the capacity of staff members, administrators, and students to ensure a culture of inclusion. We are promoting an inclusive learning environment, so every student is safe and successful. The Kinect Ed facilitators will help students and staff build respectful connections with one another. An action plan will

be developed over the next few weeks. The inclusion plan will include training for staff and students.

5.b. Principal's Report 7

5.c. Student Representative's Report

5.d. Board Committees' Reports

6. CONSENT AGENDA

**The superintendent recommends approving the consent agenda.**

6.a. Approval of Minutes 8

6.b. Approval of Bills in the amount of \$360,455.58 10

6.c. Approval of Personnel Items 16

6.d. Accept Donations 18

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.**

7. SET ADULT LUNCH PRICE FOR 2022-23 SCHOOL YEAR

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, of \$3.25 per meal for the upcoming school year. However, due to our positive food service fund balance, Nicollet is exempt from the requirement increase student meal prices this year.

**The superintendent recommends increasing the price of adult lunches by \$0.10 to \$4.15 for the 2022-23 school year. The student lunch prices will remain the same (K-6 \$2.70, 7-12 \$2.95)**

8. STUDENT HANDBOOK 19

The 2022-23 student handbook is completed. **The superintendent recommends approving the student handbook.**

A. New language beginning on page 23 specifies the consequences for various student behavior infractions. The

consequences were developed by the Nicollet PBIS (Positive Behavior Intervention Strategy) team.

B. Page 7 includes the headwear policy approved by the school board on February 9.

9. APPROVE FY 23 LONG TERM FACILITIES MAINTAINENCE APPLICATION 81

10. FIRST READING OF POLICIES

The following policies are revised to reflect updates recommended by MSBA. Deleted language is shown as ~~strikethrough~~. New language is underlined. This is the first reading of the policies. **The superintendent recommends no board action.**

C. 506 Student Discipline

- a. Adds violation of the school district's one-to-one device rules and regulations to the list of examples of unacceptable student behavior.
- b. Adds removal from class as a consequence for assault.
- c. Replaces "Behavior Referral" with "Student Incident Referral"
- d. Updates statutory legal references

D. 205 Open Meetings and Closed Meetings

- a. Grammatical changes
- b. Adds "The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract" as required by statute.

10.a. 506 STUDENT DISCIPLINE 84

10.b. 205 OPEN MEETINGS AND CLOSED MEETINGS 105

11. RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION 114

**The superintendent recommends approving the RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION.**

12. 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](mailto:isd507.k12.mn.us)

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

Date: July, 9 2022  
To: School Board  
From: Dr. Malone  
RE: Meeting Notes, July 13, 2022

### 5A. Superintendent's Report

- i. The 2022 [Summer Seminar](#) is scheduled as a virtual session from 8 a.m. to noon Thursday, August 4, 2022. Please let me know if you would like to participate.
- ii. I am meeting with the GNACF board again on July 20. We continue discuss potential financial support for the daycare playground.
- iii. The school district is partnering with [Kinect Ed](#) to promote equity and inclusion. We intend to increase the capacity of staff members, administrators, and students to ensure a culture of inclusion. We are promoting an inclusive learning environment so every student is safe and successful. The Kinect Ed facilitators will help students and staff build respectful connections with one another. An action plan will be developed over the next few weeks. The inclusion plan will include training for staff and students.

### 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.**

7. 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, of \$3.25 per meal for the upcoming school year. However, due to our positive food service fund balance, Nicollet is exempt from the requirement increase student meal prices this year.

**The superintendent recommends increasing the price of adult lunches by \$0.10 to \$4.15 for the 2022-23 school year. The student lunch prices will remain the same (K-6 \$2.70, 7-12 \$2.95)**

8. The 2022-23 student handbook is completed. **The superintendent recommends approving the student handbook.**
  - A. New language beginning on page 23 specifies the consequences for various student behavior infractions. The consequences were developed by the Nicollet PBIS (Positive Behavior Intervention Strategy) team.
  - B. Page 7 includes the headwear policy approved by the school board on February 9.
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 22 and FY 23 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.

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 23 Long-term Facilities Maintenance Application.**

10. The following policies are revised to reflect updates recommended by MSBA. Deleted language is shown as ~~struckthrough~~. New language is underlined. This is the first reading of the policies. **The superintendent recommends no board action.**
  - A. 506 Student Discipline
    - i. Adds violation of the school district's one-to-one device rules and regulations to the list of examples of unacceptable student behavior.
    - ii. Adds removal from class as a consequence for assault.
    - iii. Replaces "Behavior Referral" with "Student Incident Referral"
    - iv. Updates statutory legal references
  - B. 205 Open Meetings and Closed Meetings
    - i. Grammatical changes
    - ii. Adds "The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract" as required by statute.

11. **The superintendent recommends approving the RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION.**

Please contact me with any questions or concerns.



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



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### **Principal's Report 7-13-2022**

#### **Celebrations:**

Congratulations to all students and coaches who participated in state-level competitions. We have many students and teams to be proud of. Hard work pays off!

#### **Summer School/Extended School Year (ESY) Update:**

Summer school was a success. The summer school staff did a fantastic job making sure our students had a great experience. We were fortunate to have more staff this year because of COVID monies. The students also were able to go on field trips such as; Oxbow, Fairmont Water Park, and Chutes and Ladders.

#### **K-12 Student/Parent Handbook '22-'23 New Language and Deletions:**

I do not have the table of contents updated yet. I will update it when the draft has been approved since there are additions and deletions that will be taking place. Let me know if you have any questions.

#### **Deep Portage:**

We have been unable to find staff members to serve as advisors for the Deep Portage Trip. Accordingly, the trip has been canceled for the fall of 2022. We are exploring an alternative activity for 9th graders this fall. We are open to suggestions from parents. I have communicated this to the parents.

Independent School District 507 Regular  
School Board Meeting  
Wednesday, June 8, 2022 6:00 PM Central

1 Pine St, Nicollet, MN 56074, Community  
Room  
1 Pine St  
Nicollet, MN 56074

Ashley Black: Present, Cathy Blowers: Present, Adam Erickson: Present, Scot Osborne: Present,  
Mike Slater: Present, Nick Thom: Present. Present: 6.

1. CALL TO ORDER

2. ROLL CALL

3. VISITOR COMMENTS

4. APPROVAL OF AGENDA

Move to accept the Agenda as presented. This motion, made by Scot Osborne and seconded  
by Nick Thom, Carried.

Ashley Black: Yea, Cathy Blowers: Yea, Adam Erickson: Yea, Scot Osborne: Yea, Mike  
Slater: Yea, Nick Thom: Yea  
Yea: 6, Nay: 0

5. REPORTS AND PRESENTATION

5.a. Superintendent's Report

5.b. Principal's Report

5.c. Student Representative's Report

5.d. Board Committees' Reports

6. CONSENT AGENDA

Move to accept the Consent Agenda as presented. This motion, made by Scot Osborne and  
seconded by Mike Slater, Carried.

Ashley Black: Yea, Cathy Blowers: Yea, Adam Erickson: Yea, Scot Osborne: Yea, Mike  
Slater: Yea, Nick Thom: Yea  
Yea: 6, Nay: 0

6.a. Approval of Minutes

6.b. Approval of Bills in the amount of \$291,962.82

6.c. Approval of Personnel Items

6.d. Approve MSHSL Membership For 2022-23 School Year

7. APPROVE FY 23 PRELIMINARY COMMUNITY EDUCATION FUND BUDGETS

Motion to approve FY 2023 Community Ed Fund Budgets. This motion, made by Nick  
Thom and seconded by Ashley Black, Carried.

Ashley Black: Yea, Cathy Blowers: Yea, Adam Erickson: Yea, Scot Osborne: Yea, Mike  
Slater: Yea, Nick Thom: Yea  
Yea: 6, Nay: 0

8. ADJOURNMENT

Move to Adjourn at 6:54. This motion, made by Cathy Blowers and seconded by Mike Slater, Carried.

Ashley Black: Yea, Cathy Blowers: Yea, Adam Erickson: Yea, Scot Osborne: Yea, Mike Slater: Yea, Nick Thom: Yea

Yea: 6, Nay: 0

## BOARD PACKET SUMMARY

### Bank Account Balance as of:

	June 20, 2022
Progrowth Bank - Checking	\$ 442,339.73
MSDLAF	1,223,427.59
Petty Cash	750.00
Total	<u>\$ 1,666,517.32</u>

### Net June 2022 Payrolls

	M202212
Fund 1 General	\$ 137,847.50
Fund 2 Food Service	6,876.65
Fund 4 Community Service	11,301.86
Fund 24 Fitness Center	1,071.83
Fund 34 Daycare	36,946.75
Fund 44 Latchkey	350.00
Total	<u>\$ - \$ 194,394.59</u>

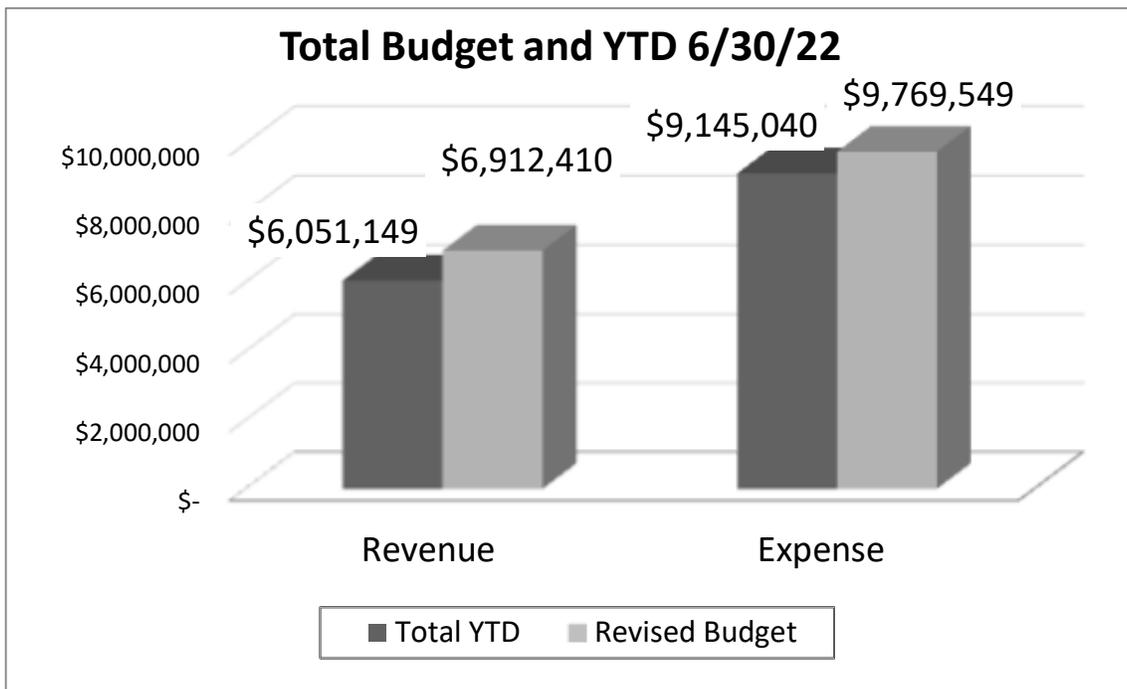
### Paid Bills June - July 2022

Fund 1 General	\$ 312,639.26
Fund 2 Food Service	34,049.02
Fund 4 Community Service	5,948.02
Fund 6 Construction Fund	-
Fund 7 Debt Service	475.00
Fund 18 Custodial	-
Fund 24 Fitness Center	85.00
Fund 25 Student Activities	4,318.05
Fund 34 Daycare	1,945.37
Fund 44 Latchkey	995.86
Total	<u>\$ 360,455.58</u>

TOTAL FINANCE \$ 554,850.17

**Nicollet ISD 507**  
**Monthly Budget Report**  
**June 30, 2022**

	<u>Revenue</u>	<u>% of Total</u>	<u>Expense</u>	<u>% of Total</u>
<b>Revised Budget</b>	\$ 6,912,410		\$ 9,769,549	
<b>Month Ending:</b>				
7/31/2021	\$ (195,527)	-2.8%	\$ 270,601	2.8%
8/31/2021	\$ 650,392	9.4%	\$ 1,513,849	15.5%
9/30/2021	\$ 533,390	7.7%	\$ 1,612,413	16.5%
10/31/2021	\$ 559,657	8.1%	\$ 523,258	5.4%
11/30/2021	\$ 360,453	5.2%	\$ 747,794	7.7%
12/31/2021	\$ 645,208	9.3%	\$ 491,249	5.0%
1/31/2022	\$ 546,798	7.9%	\$ 1,135,589	11.6%
2/29/2022	\$ 480,213	6.9%	\$ 559,431	5.7%
3/31/2022	\$ 626,373	9.1%	\$ 535,523	5.5%
4/30/2022	\$ 625,028	9.0%	\$ 601,551	6.2%
5/31/2022	\$ 508,877	7.4%	\$ 511,786	5.2%
6/30/2022	\$ 710,288	10.3%	\$ 641,995	6.6%
<b>Total YTD</b>	<u>\$ 6,051,149</u>	<u>87.5%</u>	<u>\$ 9,145,040</u>	<u>93.6%</u>



## Nicollet Public Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Date	Amount
									Print	Recon	Void		
NSBG		47665		Wire	1 01152		INTERNAL REVENUE SERVICE		No	Yes	No	06/30/2022	58,362.98
NSBG		47666		Wire	1 01231		PUBLIC EMPLOYEES RETIREMENT		No	Yes	No	06/30/2022	12,550.87
NSBG		47667		Wire	1 01234		TEACHERS RETIREMENT ASSN		No	Yes	No	06/30/2022	25,467.70
NSBG		47668		Wire	1 01234	1099	ST OF MN-TEACHERS RETIREMENT A		No	Yes	No	06/30/2022	601.74
NSBG		47669		Wire	1 06742		MN DEPARTMENT OF REVENUE		No	Yes	No	06/30/2022	10,131.10
NSBG		47670		Wire	1 1829		XCEL ENERGY		No	Yes	No	06/30/2022	9,373.37
NSBG		47671		Wire	1 3279		AVIBEN		No	Yes	No	06/30/2022	5,489.95
NSBG		47672		Wire	1 3433		VERIZON WIRELESS		No	Yes	No	06/30/2022	69.68
NSBG		47673		Wire	1 5008		ICW GROUP/INSURANCE COMPANY OI		No	Yes	No	06/30/2022	5,230.78
NSBG		47694		Wire	1 4738		ACH Withdrawals		No	Yes	No	06/30/2022	9,194.53
NSBG		42046	69583	Check	1 4096		COURRIER, CHAD		Yes	Yes	Yes	06/20/2022	(50.00)
NSBG		43321	70711	Check	1 4531		LINSCHIED, REBECCA		Yes	Yes	Yes	06/20/2022	(21.95)
NSBG		43904	71265	Check	1 3859		RABENHORST, BRANDON		Yes	Yes	Yes	06/22/2022	(120.00)
NSBG		44349	71638	Check	1 4856		JOHNSON, ALEX		Yes	Yes	Yes	06/20/2022	(30.00)
NSBG		44295	71670	Check	1 2141		SHAY, CHRIS		Yes	Yes	Yes	06/20/2022	(57.50)
NSBG		44331	71671	Check	1 4795		SHAY, MICHELLE		Yes	Yes	Yes	06/20/2022	(20.00)
NSBG		44341	71677	Check	1 4847		TORGERSON, DAN		Yes	Yes	Yes	06/22/2022	(45.00)
NSBG		44683	71978	Check	1 4333		SCHENDEL, KRISTEN		Yes	Yes	Yes	06/22/2022	(54.21)
NSBG		45796	72993	Check	1 4963		REED, JULES		Yes	Yes	Yes	06/20/2022	(6.00)
NSBG		47570	74541	Check	1 4569		BERNAU, JAMES		Yes	Yes	No	06/08/2022	1,200.00
NSBG		47565	74542	Check	1 2991		CITY OF NORTH MANKATO		Yes	Yes	No	06/08/2022	850.00
NSBG		47568	74543	Check	1 4116		HULKE, JOAN		Yes	Yes	No	06/08/2022	100.00
NSBG		47567	74544	Check	1 4051		KEARNEY, PAT		Yes	Yes	No	06/08/2022	327.96
NSBG		47571	74545	Check	1 4739		KWIK TRIP SHOPPING RECEIPT		Yes	Yes	No	06/08/2022	2,612.50
NSBG		47563	74546	Check	1 07097		MCKINLEY, BECKY		Yes	Yes	No	06/08/2022	1,224.97
NSBG		47564	74547	Check	1 2677		METZGER, MICHELE		Yes	Yes	No	06/08/2022	228.90
NSBG		47572	74548	Check	1 5023		MYER, SARAH		Yes	Yes	No	06/08/2022	20.50
NSBG		47573	74549	Check	1 5110		PHAENGKHOUANE, REBECCA		Yes	Yes	No	06/08/2022	135.34
NSBG		47561	74550	Check	1 00245		PROGROWTH BANK FOR CASH		Yes	Yes	No	06/08/2022	1,000.00
NSBG		47569	74551	Check	1 4127		SELBY, LISA		Yes	No	No	06/08/2022	100.00
NSBG		47562	74552	Check	1 06713		VALLEY CONFERENCE		Yes	Yes	No	06/08/2022	1,093.02
NSBG		47574	74553	Check	1 5111		VIDRIO, SARAH		Yes	Yes	No	06/08/2022	24.92
NSBG		47566	74554	Check	1 3359		WOW ZONE		Yes	Yes	No	06/08/2022	680.00
NSBG		47607	74555	Check	1 5069		ADVANTAGE COLLECTION PROFESSIC		Yes	Yes	No	06/15/2022	171.98
NSBG		47590	74556	Check	1 3145		AMAZON CAPITAL SERVICES		Yes	Yes	No	06/15/2022	320.73
NSBG		47605	74557	Check	1 4945		ARAMARK		Yes	Yes	No	06/15/2022	53.57
NSBG		47612	74558	Check	1 5115		ASMUS, ALYSSA		Yes	No	No	06/15/2022	10.00
NSBG		47613	74559	Check	1 5116		BRUNS, CRAIG		Yes	Yes	No	06/15/2022	46.00
NSBG		47610	74560	Check	1 5113		CARDENAS, DEMTRIA		Yes	No	No	06/15/2022	13.18

## Nicollet Public Schools

### Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
NSBG		47575	74561	Check	1	00059	CITY OF NICOLLET		Yes	Yes	No	06/15/2022	826.98
NSBG		47588	74562	Check	1	2991	CITY OF NORTH MANKATO		Yes	Yes	No	06/15/2022	120.00
NSBG		47596	74563	Check	1	3935	CREATIVE AD SOLUTIONS, INC.		Yes	Yes	No	06/15/2022	28.39
NSBG		47578	74564	Check	1	02652	CRYSTAL VALLEY COOP		Yes	Yes	No	06/15/2022	712.70
NSBG		47594	74565	Check	1	3793	FRONTLINE TECHNOLOGIES GROUP, I		Yes	Yes	No	06/15/2022	3,723.02
NSBG		47609	74566	Check	1	5112	GAYLORD AREA AQUATIC CENTER		Yes	Yes	No	06/15/2022	280.00
NSBG		47580	74567	Check	1	07082	GOPHER SPORT		Yes	Yes	No	06/15/2022	4,412.32
NSBG		47600	74568	Check	1	4682	GURSTEL LAW FIRM PC	Partnership	Yes	Yes	No	06/15/2022	1,535.78
NSBG		47577	74569	Check	1	01629	HILLYARD/HUTCHINSON		Yes	Yes	No	06/15/2022	224.32
NSBG		47606	74570	Check	1	4951	HOFFMAN, KENDRA		Yes	Yes	No	06/15/2022	42.21
NSBG		47591	74571	Check	1	3154	INNOVATIVE OFFICE SOLUTIONS		Yes	Yes	No	06/15/2022	26,960.76
NSBG		47608	74572	Check	1	5098	Institute for Multi-Sensory Education		Yes	Yes	No	06/15/2022	1,275.00
NSBG		47589	74573	Check	1	3129	JM PROMOTIONS		Yes	No	No	06/15/2022	2,188.00
NSBG		47586	74574	Check	1	2022	KENDELL DOORS & HARDWARE, LLC		Yes	Yes	No	06/15/2022	737.00
NSBG		47587	74575	Check	1	2508	MANKATO CONTROL SYSTEMS INC.		Yes	No	No	06/15/2022	1,326.16
NSBG		47592	74576	Check	1	3162	MCDOWELL AGENCY, INC.		Yes	Yes	No	06/15/2022	160.00
NSBG		47581	74577	Check	1	07547	MCGRAW-HILL EDUCATION, INC.		Yes	Yes	No	06/15/2022	1,368.80
NSBG		47584	74578	Check	1	1319	MENARDS		Yes	Yes	No	06/15/2022	25.97
NSBG		47582	74579	Check	1	07655	MIDWEST VOLLEYBALL WAREHOUSE		Yes	Yes	No	06/15/2022	1,584.22
NSBG		47576	74580	Check	1	01131	MINNESOTA VALLEY EDUCATION DISTI		Yes	No	No	06/15/2022	7,779.00
NSBG		47597	74581	Check	1	4072	MISSISSIPPI WELDERS SUPPLY COMP,		Yes	Yes	No	06/15/2022	78.74
NSBG		47593	74582	Check	1	3719	MN PEIP		Yes	Yes	No	06/15/2022	45,636.26
NSBG		47601	74583	Check	1	4767	MREA		Yes	Yes	No	06/15/2022	1,507.00
NSBG		47595	74584	Check	1	3901	NICKEL TRANSPORTATION, INC.		Yes	Yes	No	06/15/2022	23,622.61
NSBG		47598	74585	Check	1	4183	REGION 1		Yes	Yes	No	06/15/2022	981.70
NSBG		47583	74586	Check	1	1094	ROSIN, BARB		Yes	Yes	No	06/15/2022	197.92
NSBG		47579	74587	Check	1	07009	THE MUSIC MART		Yes	Yes	No	06/15/2022	18.07
NSBG		47585	74588	Check	1	1908	UNITED STATES POSTAL SERVICE		Yes	Yes	No	06/15/2022	130.00
NSBG		47604	74589	Check	1	4900	United Team Elite		Yes	Yes	No	06/15/2022	184.00
NSBG		47602	74590	Check	1	4814	VILLAGE FLOWER		Yes	Yes	No	06/15/2022	367.50
NSBG		47603	74591	Check	1	4877	WIENS, ASHLIE		Yes	Yes	No	06/15/2022	81.25
NSBG		47599	74592	Check	1	4429	WW COMMUNICATIONS AND SECURIT		Yes	Yes	No	06/15/2022	350.00
NSBG		47611	74593	Check	1	5114	YARGER, SAMANTHA		Yes	Yes	No	06/15/2022	27.00
NSBG		47619	74594	Check	1	3204	BODDY, SUSAN		Yes	Yes	No	06/22/2022	364.51
NSBG		47615	74595	Check	1	07230	CENTERPOINT		Yes	Yes	No	06/22/2022	1,625.91
NSBG		47617	74596	Check	1	3010	FURTHER		Yes	Yes	No	06/22/2022	106.85
NSBG		47620	74597	Check	1	3234	HENDRYCKS BUS CO		Yes	No	No	06/22/2022	3,817.89
NSBG		47623	74598	Check	1	4951	HOFFMAN, KENDRA		Yes	Yes	No	06/22/2022	237.59
NSBG		47616	74599	Check	1	2608	JOHNSON, RACHEL		Yes	No	No	06/22/2022	190.00

## Nicollet Public Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
NSBG		47621	74600	Check	1	3410	LJP ENTERPRISES WASTE & RECYCL		Yes	Yes	No	06/22/2022		480.06
NSBG		47614	74601	Check	1	07097	MCKINLEY, BECKY		Yes	Yes	No	06/22/2022		734.66
NSBG		47618	74602	Check	1	3163	USABLE LIFE		Yes	Yes	No	06/22/2022		443.25
NSBG		47624	74603	Check	1	5117	VAN METER INC ACCTS REC		Yes	Yes	No	06/22/2022		719.67
NSBG		47622	74604	Check	1	4408	WEST SIDE TRANSPORTATION LLC		Yes	Yes	No	06/22/2022		3,534.21
NSBG		47625	74605	Check	1	01674	NICOLLET EDUCATION ASSOCIATION		Yes	Yes	No	06/22/2022		2,650.97
NSBG		47626	74606	Check	1	5031	MINNESOTA DEPARTMENT OF COMME		Yes	Yes	No	06/22/2022		185.45
NSBG		47627	74607	Check	1	3859	RABENHORST, BRANDON		Yes	Yes	No	06/22/2022		120.00
NSBG		47628	74608	Check	1	4333	SCHENDEL, KRISTEN		Yes	Yes	No	06/22/2022		54.21
NSBG		47629	74609	Check	1	4847	TORGERSON, DAN		Yes	No	No	06/22/2022		45.00
NSBG		47645	74610	Check	1	2509	A+SECURITY, INC.		Yes	No	No	06/29/2022		75.00
NSBG		47648	74611	Check	1	3145	AMAZON CAPITAL SERVICES		Yes	No	No	06/29/2022		18.27
NSBG		47650	74612	Check	1	3337	APPLIANCE TEK, LLC		Yes	No	No	06/29/2022		4,155.52
NSBG		47646	74613	Check	1	2963	BUSINESS CARD		Yes	No	No	06/29/2022		632.16
NSBG		47647	74614	Check	1	2963	BUSINESS CARD		Yes	No	No	06/29/2022		1,741.08
NSBG		47643	74615	Check	1	1756	C & S SUPPLY CO., INC.		Yes	No	No	06/29/2022		132.72
NSBG		47657	74616	Check	1	4622	CANON FINANCIAL SERVICES INC		Yes	No	No	06/29/2022		532.09
NSBG		47638	74617	Check	1	07230	CENTERPOINT		Yes	No	No	06/29/2022		190.59
NSBG		47661	74618	Check	1	4932	COLE PAPERS, INC.		Yes	No	No	06/29/2022		272.04
NSBG		47652	74619	Check	1	4078	CONSOLIDATED COMMUNICATIONS		Yes	No	No	06/29/2022		1,461.82
NSBG		47663	74620	Check	1	5119	DEAN'S CONSTRUCTION		Yes	No	No	06/29/2022		1,680.00
NSBG		47640	74621	Check	1	07709	FISCHER, LISA		Yes	No	No	06/29/2022		13.75
NSBG		47632	74622	Check	1	02289	FREE PRESS		Yes	No	No	06/29/2022		78.68
NSBG		47649	74623	Check	1	3154	INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	06/29/2022		1,620.66
NSBG		47644	74624	Check	1	2022	KENDELL DOORS & HARDWARE, LLC		Yes	No	No	06/29/2022		769.00
NSBG		47631	74625	Check	1	00704	LAKESHORE LEARNING MATERIALS		Yes	No	No	06/29/2022		87.15
NSBG		47635	74626	Check	1	07040	LAWSON PRODUCTS, INC.		Yes	No	No	06/29/2022		184.25
NSBG		47636	74627	Check	1	07097	MCKINLEY, BECKY		Yes	Yes	No	06/29/2022		7.38
NSBG		47653	74628	Check	1	4141	MEISTER, KATY		Yes	No	No	06/29/2022		78.00
NSBG		47642	74629	Check	1	1319	MENARDS		Yes	No	No	06/29/2022		2.69
NSBG		47639	74630	Check	1	07441	MURPHY, JODI		Yes	No	No	06/29/2022		727.62
NSBG		47633	74631	Check	1	02310	NICOLLET COUNTY PUBLIC HEALTH		Yes	No	No	06/29/2022		19,598.67
NSBG		47662	74632	Check	1	5118	ON SITE COMPANIES - OSSMK		Yes	No	No	06/29/2022		191.83
NSBG		47654	74633	Check	1	4361	OTTO BUS COMPANY, LLC		Yes	No	No	06/29/2022		685.93
NSBG		47655	74634	Check	1	4361	OTTO BUS COMPANY, LLC		Yes	No	No	06/29/2022		799.13
NSBG		47664	74635	Check	1	5120	OTTO, SCOTT		Yes	No	No	06/29/2022		40.00
NSBG		47660	74636	Check	1	4918	QUADIENT FINANCE USA, INC.		Yes	No	No	06/29/2022		593.87
NSBG		47659	74637	Check	1	4826	QUADIENT LEASING USA, INC.		Yes	No	No	06/29/2022		342.18
NSBG		47634	74638	Check	1	02421	QUILL CORPORATION		Yes	No	No	06/29/2022		319.76

## Nicollet Public Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
NSBG		47630	74639	Check	1	00271	RUDENICK BUS SERVICE, LLC		Yes	No	No	06/29/2022	914.76
NSBG		47641	74640	Check	1	08107	SCHOOL SPECIALTY, INC.		Yes	No	No	06/29/2022	162.31
NSBG		47651	74641	Check	1	3947	SHRED RIGHT		Yes	No	No	06/29/2022	36.70
NSBG		47658	74642	Check	1	4745	SPS COMPANIES, INC.		Yes	No	No	06/29/2022	121.10
NSBG		47637	74643	Check	1	07124	WALMART COMMUNITY/SYNCB		Yes	No	No	06/29/2022	493.43
NSBG		47656	74644	Check	1	4429	WW COMMUNICATIONS AND SECURIT		Yes	No	No	06/29/2022	500.00
NSBG		47685	74645	Check	1	2509	A+SECURITY, INC.		Yes	No	No	07/06/2022	1,509.50
NSBG		47680	74646	Check	1	1690	BOND TRUST SERVICES CORPORATIC		Yes	No	No	07/06/2022	475.00
NSBG		47689	74647	Check	1	5121	BUDGET BLINDS		Yes	No	No	07/06/2022	698.00
NSBG		47683	74648	Check	1	2162	CDW GOVERNMENT, INC		Yes	No	No	07/06/2022	8,004.13
NSBG		47681	74649	Check	1	1759	ECOLAB		Yes	No	No	07/06/2022	344.31
NSBG		47676	74650	Check	1	02289	FREE PRESS		Yes	No	No	07/06/2022	640.42
NSBG		47687	74651	Check	1	4671	JOHNSON CONTROLS FIRE PROTECTI LLC - C Corp		Yes	No	No	07/06/2022	621.84
NSBG		47677	74652	Check	1	06987	LLOYD LUMBER		Yes	No	No	07/06/2022	1,474.41
NSBG		47686	74653	Check	1	4451	LOFFLER COMPANIES		Yes	No	No	07/06/2022	25.10
NSBG		47688	74654	Check	1	4931	Mankato Bearing Company		Yes	No	No	07/06/2022	56.37
NSBG		47684	74655	Check	1	2508	MANKATO CONTROL SYSTEMS INC.		Yes	No	No	07/06/2022	3,301.83
NSBG		47682	74656	Check	1	1885	MN DEPT OF LABOR & INDUSTRY		Yes	No	No	07/06/2022	100.00
NSBG		47675	74657	Check	1	00261	MN SCHOOL BOARDS ASSOCIATION		Yes	No	No	07/06/2022	5,911.00
NSBG		47679	74658	Check	1	1094	ROSIN, BARB		Yes	No	No	07/06/2022	23.92
NSBG		47674	74659	Check	1	00020	SCHWICKERT'S TECTA LLC		Yes	No	No	07/06/2022	310.73
NSBG		47678	74660	Check	1	07009	THE MUSIC MART		Yes	No	No	07/06/2022	312.70
NSBG		47692	74661	Check	1	3279	AVIBEN		Yes	No	No	07/06/2022	61.66
NSBG		47690	74662	Check	1	1467	CLIFTONLARSONALLEN LLP		Yes	No	No	07/06/2022	4,910.00
NSBG		47691	74663	Check	1	3162	MCDOWELL AGENCY, INC.		Yes	No	No	07/06/2022	155.00
NSBG		47693	74664	Check	1	3884	QUADE, JACOB		Yes	No	No	07/06/2022	2,175.00
Bank Total:												\$360,455.58	
Report Total:												\$360,455.58	

DATE: July 2022

Name	Status	Job Title	Location	Hrs Per Day/FTE	Group	Replacing	Effective
Alvarez, Rebeca	New Hire	Teacher Aide	NECC	PT	NECC		6/7/2022
Duis, Riley	Resignation	Paraproffesional	K-12	1 FTE	Para		6/6/2022
Johnson, Rachel	Rehire	Library Aide/Lunch Cashier	K-12	PT	Admin	Madyson Connolly	9/1/2022
Ness, Elizabeth	Resignation	Paraproffesional	K-12	1 FTE	Para		6/6/2022
Pagel, Katelyn	New Hire	Assistant Teacher	NECC	1 FTE	NECC		6/13/2022
Schumann, Calie	New Hire	Assistant Teacher	NECC	1 FTE	NECC		6/20/2022
Selby, Hayley	New Hire	HS Aide	NECC	PT	NECC		6/13/2022
Jans, Corey	New Hire	Head Fotball	Activities			Kevin Calsbeek	7/15/2022

<b>Wage</b>
\$10.65 (Step 1)
\$14.18 (Step 13)
\$15.05 (Step 11)
\$15.05 (Step 11)
\$10.65 (Step 1)
\$3,291 (Step 4)

--

I recommend accepting the gifts as described below.

<b>Donor Name</b>	<b>Description</b>	<b>Value</b>	<b>Purpose of Gift</b>
Greater Nicollet Area Community	check	\$5,000.00	NECC Fundraising
Nicollet Lions Club	check	\$2,000	Latchkey Summer Feild trips
Nicollet Lions Club	check	\$3,188.77	Elementary Field trips

# **NICOLLET PUBLIC SCHOOL**

## **K-12 Student-Parent Handbook**

**2021-2022 2022-2023**



### **Mission Statement:**

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

Approved 7/13/22

### *The Drivers of Our Words and Actions*

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

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

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

The Nicollet School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities. The district has designated the following individuals to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments Act of 1972.

**Section 504 Coordinator:** Kari Lauwagie, Social Worker, One Pine Street, Nicollet MN 56074; (507) 232-3411 x2112; [karie.lauwagie@isd507.k12.mn.us](mailto:karie.lauwagie@isd507.k12.mn.us)

**Title IX Coordinator:** James Bernau, Activities Director, One Pine Street, Nicollet MN 56074 507-232-3411 x1170; [james.bernau@isd507.k12.mn.us](mailto:james.bernau@isd507.k12.mn.us)

**Principal:** Todd Toulouse, One Pine Street, Nicollet MN 56074 (507) 232-3411 x3118 [todd.toulouse@isd507.k12.mn.us](mailto:todd.toulouse@isd507.k12.mn.us)

**Superintendent:** Dr. Stephen L. Malone, One Pine Street, Nicollet MN 56074; 507-232-3411 x3103 [stephen.malone@isd507.k12.mn.us](mailto:stephen.malone@isd507.k12.mn.us)

## I. GENERAL INFORMATION K-12

This handbook and its contents were approved by the Nicollet School Board at its meeting on **July 13, 2022**. 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. **The administration may modify the guidelines in this handbook based on circumstances.** 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. 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 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 monitoring 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 the 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 of 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. - 7:30 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.

## 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, t-shirts, pants, 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, t-shirts, pants, 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, muscle shirts where the sleeves are cutoff and cut down the sides, 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.~~
- Showing excessive skin is prohibited. Examples include but not limited to, muscle shirts, crop tops, and low necklines.
- ~~Headwear, including hats, hoods, bandanas, etc. may not be worn indoors during the school day.~~
- Headwear, including hats, hoods, bandanas, etc. may not be worn indoors during the school day for grades K-8.
- Headwear, including hats, hoods, bandanas, etc. may be permitted for grades 9-12 at the discretion of the school district.

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

- 1<sup>st</sup> Violation – Warning from the classroom instructor.
- 2<sup>nd</sup> 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.

- 3<sup>rd</sup> 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 will also receive 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 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~~ **7:30** 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~~ **7:30** 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 advisors 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 the departure date. The 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 an 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 the 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 ~~an instant alert system~~ [Infinite Campus](#) 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~~ [Infinite Campus and Facebook](#); 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.

### **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.

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	<b>Federal Rate</b>
Adult	Single lunch	<del>\$4.05</del> <b>\$4.15</b>
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 commons 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 commons cafeteria.
- Students in grade K-4 are not allowed to use the microwave for safety reasons.
- 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 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 is not in good academic standing
- 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.
- the student receives any unexcused absences for any class 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. Students will not be allowed to use their Smart watches to communicate with parents during the school day. If parents need to give their child a message they will need to contact the office or the classroom teacher. 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 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:

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> 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.
- 3<sup>rd</sup> 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 a 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).~~ 1-6 will be given a planner. Students in grades 7-12 will use a digital planner provided by the school.

## 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-6 have outside recess time daily.**
  - Students may play on the playground and in designated grassy areas. Students must be in view of playground supervisors at all times.
  - When the temperature "Feels Like" 0°F or below, students will remain indoors.
  - Students must come to school adequately dressed for the weather. If a student does not come appropriately dressed (snow pants, dry gloves, boots, etc), they will be asked to stay on the blacktop.
  - Students may not bring personal items to recess (except 5th and 6th grade).
- **Students in grades 5-12 remain in a designated and supervised area during lunch.**
  - Students in grades 5-8 may be able to use the gymnasium after eating.
  - Students may bring personal items for recess.
  - 5th and 6th-grade recess ~~will also be~~ is 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.

## 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 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 wise placement. However, parents sometimes have information of a different nature that needs 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.

## **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](http://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 the 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 Student Assistance Team, 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 the 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. 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 an 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), Keynote (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 letter winners 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 letter winners. Students in grade six may 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 (Not applicable 22-23 school year) All Are Free**

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
	<b>NPS</b> 7-12 Students	Free

	Senior Citizens	\$5
Season Tickets	Adults	\$110
	K-6 Students	\$55 (\$75 - \$20 Booster Club contribution)
	<b>NPS</b> 7-12 Students	Free
	Senior Citizens	\$70
Punch Card 6 Contests	Adults	\$35
	K-6 / non NPS Students	\$25
	Senior Citizens	\$25
Band/Choir Concert Tickets	Adults	\$2
	K-6 / non NPS Students	\$1
	<b>NPS</b> 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 that arise.

### **Administrator's Responsibility**

1. Be familiar with all procedures governing attendance and 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**

The state statute clearly states that the school administration determines excused or unexcused absences.

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 the school is canceled)
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
12. Going to lunch off campus (K-10th Grade)

\*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. The

school counselor social worker or administrator 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-6 who are more than (30) minutes late will result in an absence.
- Students 7-12 more than (10) minutes late will result in an absence.

### **Loss of Credit**

A high school student who exceeds the maximum number of unexcused 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 the 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.

Continued and/or repeated minor behavioral incidents will be treated as a major behavior that includes a consequence and a plan of action for improvement.

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### **Attendance**

**Tardy or Unexcused Tardy** - A student not in class when the bell rings is considered tardy. Students K-6 who are more than 30 minutes late will result in an absence. Students 7-12 more than 10 minutes late will result in an absence. Students arriving at school after the start of the first period will need to check in at the main office. For more information see District Policy 503.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-6</u>	<u>Verbal warning</u>	<u>Verbal warning</u> <u>Parent Contact</u>	<u>Referral to School Social Worker</u>
<u>7-12</u>	<u>Verbal warning</u>	<u>Verbal warning</u> <u>Parent Contact</u>	<u>Detention</u>

**\*\*Excessive tardiness will be referred to administrator for further disciplinary actions**

### **Chemical Infractions**

**Possession or use of Alcohol or Chemicals** - The possession or use of any alcohol, narcotic, illegal substance, controlled substances or drug paraphernalia is prohibited while on district property, participating in a district-sponsored activity or traveling in a district vehicle. In addition to consequences listed below loss of officer positions in athletics, music, and other activities would apply. Minnesota State High School League rules also apply.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>3 day suspension</u> <u>Parent conference with school social worker and administration before the student is readmitted</u> <u>Police referral</u>	<u>5 day suspension</u> <u>Student is recommended to seek professional help for a minimum of two (2) sessions</u> <u>Police referral</u>	<u>10 day suspension</u> <u>Student is recommended to seek professional long term help</u> <u>Possible Expulsion recommendation</u> <u>Police referral</u>
<u>Minnesota State High School League</u>	<u>2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.</u>	<u>6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.</u>	<u>12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If student verified to be enrolled and participating in a chemical dependency program or other treatment program for a minimum of 6 weeks the student can be certified for reinstatement. Verification of enrollment must be by the counselor or treatment center.</u>

**Possession with intent to distribute or sell Alcohol or Chemicals** - Selling, distributing, delivering, exchanging, or intending to sell, deliver, exchange or distribute any alcoholic, narcotic, illegal substances, or controlled substance on district property, while participating in a district-sponsored activity or traveling in a district vehicle is prohibited. In addition to consequences listed below loss of officer positions in athletics, music, and other activities

would apply. Minnesota State Highschool League rules also apply.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>3 day suspension</u> <u>Parent conference with school social worker and administration before the student is readmitted</u> <u>Police referral</u>	<u>5 day suspension</u> <u>Student is recommended to seek professional help for a minimum of two (2) sessions</u> <u>Police referral</u>	<u>10 day suspension</u> <u>Student must seek professional long term help</u> <u>Possible Expulsion recommendation</u> <u>Police referral</u>
<u>Minnesota State High School League</u>	<u>2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.</u>	<u>6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.</u>	<u>12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If student verified to be enrolled and participating in a chemical dependency program or other treatment program for a minimum of 6 weeks the student can be certified for reinstatement. Verification of enrollment must be by the counselor or treatment center.</u>

**Medication Misuse (over-the-counter)** - Any student in possession of or using an "over-the-counter" medication must do so in a manner consistent with district policy (see Policy 516). Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any "over-the-counter" medication is prohibited.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>Disciplinary action at discretion of building administration</u>	<u>Detention</u>	<u>1-3 day suspension</u>
<u>Minnesota State High School League</u>	<u>2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.</u>	<u>6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.</u>	<u>12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If student verified to be enrolled and participating in a chemical dependency program or other treatment program for a minimum of 6 weeks the student can be certified for reinstatement. Verification of enrollment must be by the counselor or treatment center.</u>

**Medication Misuse (Prescription)** - Any student in possession of or using a prescription medication must do so in a manner consistent with district policy (see Policy 516). Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any prescription medication is prohibited.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>1-3 day suspension</u> <u>Parent conference with school social worker and administration before the student is readmitted</u> <u>Police referral</u>	<u>3-5 day suspension</u> <u>Student is recommended to seek professional help for a minimum of two (2) sessions</u> <u>Police referral</u>	<u>10 day suspension</u> <u>Student must seek professional long term help</u> <u>Possible Expulsion recommendation</u> <u>Police referral</u>
<u>Minnesota State High School League</u>	<u>2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.</u>	<u>6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.</u>	<u>12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If student verified to be enrolled and participating in a chemical dependency program or other treatment program for a minimum of 6 weeks the student can be certified for reinstatement. Verification of enrollment must be by the counselor or treatment center.</u>

**Tobacco use or possession** - Possession or use of tobacco is prohibited, including e-cigarettes and other items used for the use of tobacco or other illegal substances.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>3 day suspension</u> <u>Parent conference with school social worker and administration before the student is readmitted</u> <u>Police referral</u>	<u>5 day suspension</u> <u>Student is recommended to seek professional help for a minimum of two (2) sessions</u> <u>Police referral</u>	<u>10 day suspension</u> <u>Student must seek professional long term help</u> <u>Possible Expulsion recommendation</u> <u>Police referral</u>
<u>Minnesota State High School League</u>	<u>2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.</u>	<u>6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.</u>	<u>12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If student verified to be enrolled and participating in a chemical dependency program or other treatment program for a minimum of 6 weeks the student can be certified for</u>

			<u>reinstatement. Verification of enrollment must be by the counselor or treatment center.</u>
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**Dangerous and/or Nuisance Items**

**Firearms** - Minnesota state law requires that school boards must expel for a period of at least one year, a student who is determined to have brought a firearm to school. The definition of a firearm is found at 18 U.S.C. § 921. The school board may modify this expulsion requirement on a case- by-case basis. For more information see District Policy 501.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>10 day suspension</u> <u>Expulsion recommendation</u> <u>Police referral</u>	<u>Expulsion recommendation</u> <u>Police referral</u>	
<u>Minnesota State High School League</u>	<u>Code of Conduct</u> <u>Disciplinary action at discretion of building administration</u>	<u>Code of Conduct</u> <u>Disciplinary action at discretion of building administration</u>	

**Fireworks** - Possession, distribution or use of any type of fireworks (sparklers, firecrackers, smoke bombs) or ammunition is prohibited. Use of any fireworks that creates a serious disturbance or safety hazard may be considered a violation of “Weapons Policy Category I.”

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>5 day suspension</u> <u>Police referral</u>	<u>5-10 day suspension</u> <u>Police Referral</u> <u>Possible Expulsion recommendation</u>	<u>10 day suspension</u> <u>Police Referral</u> <u>Expulsion recommendation</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct</u> <u>Disciplinary action at discretion of building administration</u>		

**Other Category I Weapons** - Outlined in Weapons Policy as other guns of all types including pellet, B-B, stun, look-alike, and non-functioning guns that could be used to threaten others. Knives, switchblades or automatically opening blades, daggers, swords, razors. Artificial knuckles or other objects designed to be worn over the fist or knuckles. Blackjacks, clubs, nunchucks, throwing stars. Bow and arrows, slingshots. Another device or instrument used to intimidate, threaten or inflict harm. Full Weapons Policy can be found in the District Policy 501.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>1-5 day suspension</u> <u>Police referral</u>	<u>5-10 day suspension</u> <u>Police Referral</u> <u>Expulsion</u>	<u>10 day suspension</u> <u>Police Referral</u> <u>Expulsion recommendation</u>

		<u>recommendation</u>	
<u>Minnesota State High School League</u>	<u>Code of Conduct Disciplinary action at discretion of building administration</u>		

**Nuisance Objects (Category II Weapons)** - Misuse or distribution of any object that causes distractions or a nuisance is prohibited. These objects may include but are not limited to, throwing darts, air horns, laser pointers, lighters, radios, squirt guns, video games, snaps, stink bombs, bolt cutters, crowbars, other unauthorized tools, and other nuisance items and toys.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>Disciplinary action at discretion of building administration</u>	<u>1-3 day suspension</u>	<u>5 day suspension Expulsion recommendation Possible Police referral</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct Disciplinary action at discretion of building administration</u>		

**Potentially Dangerous Items** - Possessing potentially dangerous items that if misused may be considered dangerous, illegal or could possibly cause harm are prohibited. If it is discovered that a student has accidentally brought such an item to school, the student may not be considered in possession of a weapon. Nonetheless, because students are responsible for what they bring to school and possession of these items is prohibited, the consequences outlined below apply. If a student directly or indirectly threatens another person or persons with such an object, the student will be determined to be in possession of a weapon and appropriate action will be taken in accordance with district policy.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>Disciplinary action at discretion of building administration</u>	<u>1-3 day suspension</u>	<u>5 day suspension Expulsion recommendation Possible Police referral</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct Disciplinary action at discretion of building administration</u>		

### **Vehicle Infractions**

**Driving, Careless or Reckless** - Driving any motorized or non-motorized vehicle on district property in such a manner as to endanger people or property is prohibited.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
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<u>K-12</u>	<u>Driving privilege revoked for identified time period</u> <u>Possible police referral</u>	<u>3 day suspension</u> <u>Driving privilege revoked for identified time period</u> <u>Police referral</u>	<u>5 day suspension</u> <u>Loss of driving privilege</u> <u>Police referral</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct</u> <u>Disciplinary action at discretion of building administration</u>		

**Transportation** - All rules that apply to building and classroom behavior apply while riding a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with district policy. Students endangering persons or property may lose bus riding privileges immediately and for an indefinite period.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>Verbal Warning</u>	<u>1-5 day suspension</u> <u>Loss of riding privilege for 10 days</u>	<u>3-5 day suspension</u> <u>Loss of bus riding privileges for the remainder of the school year</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct</u> <u>Disciplinary action at discretion of building administration</u>		

### **Physical Interactions**

**Assault** - Committing an act which intentionally inflicts or attempts to inflict bodily harm or with the intent to cause fear of immediate bodily harm, death or attempting to or threatening to inflict bodily harm upon another person is prohibited.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>Up to 3 day suspension</u> <u>Possible police referral</u>	<u>3-5 day suspension</u> <u>Police referral</u>	<u>10 day suspension</u> <u>Expulsion recommendation</u> <u>Police referral</u>
<u>Minnesota State High School League</u>	<u>2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.</u>	<u>6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.</u>	<u>12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If student verified to be enrolled and participating in a chemical dependency program or other treatment program for a minimum of 6 weeks the student can be certified for reinstatement. Verification of enrollment must be by the</u>

			<u>counselor or treatment center.</u>
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**Aggravated Assault** - Committing an assault upon another person with a weapon or an assault that inflicts great bodily harm upon another person is prohibited.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>Up to 3 day suspension</u> <u>Possible police referral</u>	<u>3-5 day suspension</u> <u>Police referral</u>	<u>10 day suspension</u> <u>Expulsion recommendation</u> <u>Police referral</u>
<u>Minnesota State High School League</u>	<u>2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.</u>	<u>6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.</u>	<u>12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If student verified to be enrolled and participating in a chemical dependency program or other treatment program for a minimum of 6 weeks the student can be certified for reinstatement. Verification of enrollment must be by the counselor or treatment center.</u>

**Fighting** - Engaging in any form of fighting where blows are exchanged is prohibited.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-6</u>	<u>Disciplinary action at discretion of building administration</u>	<u>1-3 day suspension</u>	<u>3-10 day suspension</u>
<u>7-12</u>	<u>1-3 day suspension</u> <u>Possible Police referral</u>	<u>3-5 day suspension</u> <u>Police referral</u>	<u>10 day suspension</u> <u>Expulsion recommendation</u> <u>Police referral</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct</u> <u>Disciplinary action at discretion of building administration</u>		

**Pushing, Shoving, Scuffling** - Physical contact that could harm others, but is not defined as an assault or fighting, is prohibited.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>Disciplinary action at discretion of building administration</u>	<u>Disciplinary action at discretion of building administration</u>	<u>Disciplinary action at discretion of building administration</u>

<u>Minnesota State High School League</u>	<u>Code of Conduct</u> <u>Disciplinary action at discretion of building administration</u>		
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**Sexual Violence** - Engaging in a non-consensual 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 will not be tolerated. 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.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>10 day suspension</u> <u>Expulsion recommendation</u> <u>Police referral</u>		
<u>Minnesota State High School League</u>	<u>2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.</u>	<u>6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.</u>	<u>12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If student verified to be enrolled and participating in a chemical dependency program or other treatment program for a minimum of 6 weeks the student can be certified for reinstatement. Verification of enrollment must be by the counselor or treatment center.</u>

### **Property Infractions**

**Arson** - The intentional setting of a fire that results in, or could have potentially resulted in, the destruction or damage to district property or other property or that endangers or potentially endangers others by means of fire is prohibited.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>10 day suspension</u> <u>Expulsion recommendation</u> <u>Police referral</u>		
<u>Minnesota State High School League</u>	<u>2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.</u>	<u>6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.</u>	<u>12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If student verified to be enrolled and participating in a chemical</u>

			<u>dependency program or other treatment program for a minimum of 6 weeks the student can be certified for reinstatement. Verification of enrollment must be by the counselor or treatment center.</u>
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**Breaking and Entering** - Entering a secured district location, after school hours, using an unauthorized mechanism of entering is prohibited.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>5 day suspension</u> <u>Police referral</u>	<u>10 day suspension</u> <u>Expulsion recommendation</u> <u>Police referral</u>	
<u>Minnesota State High School League</u>	<u>Code of Conduct</u> <u>Disciplinary action at discretion of building administration</u>		

**Unauthorized use of Fire Extinguisher** - Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are prohibited.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>Disciplinary action at discretion of building administration</u>	<u>3-5 day suspension</u> <u>Police referral</u>	<u>10 day suspension</u> <u>Expulsion recommendation</u> <u>Police referral</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct</u> <u>Disciplinary action at discretion of building administration</u>		

**Robbery or Extortion** - Taking property from another person by the use of force, the threat of force compelling acquiescence, or under false pretenses is prohibited.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>1-3 day suspension</u> <u>Police referral</u>	<u>3-5 day suspension</u> <u>Police referral</u>	<u>10 day suspension</u> <u>Expulsion recommendation</u> <u>Police referral</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct</u> <u>Disciplinary action at discretion of building administration</u>		

**Security System Tampering** - Any action that is intended to deactivate, damage, or destroy any security system of the district is prohibited. This action includes, but is not limited to, the disabling of or tampering with a district security camera, fire alarm or an automatic locking door apparatus.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>1-3 day suspension</u> <u>Police referral</u>	<u>3-5 day suspension</u> <u>Police referral</u> <u>Expulsion recommendation</u>	<u>10 day suspension</u> <u>Expulsion recommendation</u> <u>Police referral</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct</u> <u>Disciplinary action at discretion of building administration</u>		

**Theft, Receiving or Possessing Stolen Property** - The unauthorized taking, using, transferring, hiding or possessing of property of another person without the consent of the owner or the receiving of such property is prohibited. Restitution, when appropriate, will be required.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12 Minor &gt;\$500</u>	<u>Disciplinary action at discretion of building administration</u> <u>Restitution</u>	<u>1-3 day suspension</u> <u>Restitution</u>	<u>10 day suspension</u> <u>Expulsion recommendation</u> <u>Restitution</u> <u>Police referral</u>
<u>K-12 Major &lt;\$500</u>	<u>1-3 day suspension</u> <u>Restitution</u> <u>Police referral</u>	<u>3-5 day suspension</u> <u>Restitution</u> <u>Police referral</u>	<u>10 day suspension</u> <u>Expulsion recommendation</u> <u>Restitution</u> <u>Police referral</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct</u> <u>Disciplinary action at discretion of building administration</u>		

**Trespassing** - Remaining on school property without authorization is prohibited. Students are not to go into district buildings unless they have permission from the building administrator or attending a district-sponsored event. Any student on suspension who goes to a district location without permission is subject to being charged with trespassing and an increase in suspension time. Admitting others through a locked or secured entrance without the permission of district employees is also classified as trespassing.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>Disciplinary action at discretion of building administration</u>	<u>1-3 day suspension</u>	<u>5-10 day suspension</u>

<u>Minnesota State High School League</u>	<u>Code of Conduct Disciplinary action at discretion of building administration</u>		
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**Vandalism (Minor - damage less than \$500) - Littering, defacing (including placement of graffiti), cutting, damaging or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.**

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>Disciplinary action at discretion of building administration</u>	<u>1-3 day suspension Restitution Police referral</u>	<u>10 day suspension Expulsion recommendation Restitution Police referral</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct Disciplinary action at discretion of building administration</u>		

**Vandalism (Major - damage more than \$500) - Littering, defacing (including placement of graffiti), cutting, damaging or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.**

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>1-3 day suspension Restitution Police referral</u>	<u>3-5 day suspension Restitutiion Police referral</u>	<u>10 day suspension Expulsion recommendation Restitution Police referral</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct Disciplinary action at discretion of building administration</u>		

### **Technology Infractions**

**Misuse of Personal Electronic Devices - K-4 are encouraged to leave all personal electronics at home. Grades 5-12 may use personal electronic items during lunch period and during passing time between classes only. Use of cell phones or personal electronic mobile devices during instructional time is at the discretion of a teacher, for academic use only and in a way that is not disruptive to the educational process including use in class or in any way that sacrifices, or potentially sacrifices, and academic integrity.**

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-4</u>	<u>Device confiscated and can be picked up at the end of the day either</u>	<u>Device confiscated Detention Parent must pick up</u>	<u>Device confiscated Detention Parent must pick up electronic</u>

	<u>from the Teacher or Office</u>	<u>electronic device</u>	<u>device</u>
<u>5-12</u>	<u>Device confiscated and can be picked up at the end of the day either from the Teacher or Office</u>	<u>Device confiscated Detention Parent must pick up electronic device Student is required to turn their device in at the beginning of each school day for two (2) school day. student can retrieve their device at the end of the school day</u>	<u>Device confiscated Detention Parent must pick up electronic device 1 day suspension Student is required to turn their device in at the beginning of each school day for ten (10) school days. student can retrieve their device at the end of the school day</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct Disciplinary action at discretion of building administration</u>		

**Misuse of Photographic or Recording Device** - Use of any photographic or recording device, film camera, digital camera, cell phone camera and video camera that impinges upon the rights of others is prohibited. This prohibition includes the distribution or receipt of a picture(s)/recording that impinges upon the personal privacy of another. Misuse of any device in a school locker room, school bathroom or elsewhere in a way that violates the personal privacy of the individual may result in the immediate initiation of the expulsion process.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>1-2 day suspension Possible Police referral</u>	<u>3-5 day suspension Possible Police referral</u>	<u>5 day suspension Possible Police referral</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct Disciplinary action at discretion of building administration</u>		

**Misuse of District Technology and Telecommunications** - Misuse of technologies, equipment, or network (computers, iPads or other district devices); deletion or violation of password-protected information, computer programs, data, passwords, or system files; inappropriate accessing of files, directories, and Internet sites; deliberate contamination of the system; unethical use of information; or violation of copyright laws is prohibited. In addition, network access may be monitored and/or limited as a result of technology and/or telecommunication misuse.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>Disciplinary action at discretion of building</u>	<u>3-5 day suspension</u>	<u>10 day suspension Limited or monitored</u>

	<u>administration</u>		<u>indefinitely</u> <u>Expulsion recommendation</u>
<u>Minnesota</u> <u>State High</u> <u>School</u> <u>League</u>	<u>Code of Conduct</u> <u>Disciplinary action at</u> <u>discretion of building</u> <u>administration</u>		

**Breach of District Technology and Telecommunications** - The deliberate breach of the school district network and technology resources is prohibited and may result in disciplinary actions, including but not limited to suspension, police referral, and recommendation for expulsion.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>5 day suspension</u> <u>Police referral</u> <u>Social Worker referral</u>	<u>10 day suspension</u> <u>Expulsion</u> <u>recommendation</u> <u>Police referral</u>	
<u>Minnesota</u> <u>State High</u> <u>School</u> <u>League</u>	<u>Code of Conduct</u> <u>Disciplinary action at</u> <u>discretion of building</u> <u>administration</u>		

### **Threatening and/or Disruptive Behavior**

**Verbal Abuse** - The use of language that is abusive, obscene, threatening, profane, disrespectful, intimidating, or inflammatory, either oral or written, by a student towards a staff member or another student that degrades other people because of their race, religion, ethnic background, or physical or mental challenges will not be tolerated. Verbal abuse may also be addressed under the guidelines for harassment and/or bullying, when appropriate.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-6</u>	<u>Disciplinary action at</u> <u>discretion of building</u> <u>administration</u>	<u>1-3 day suspension</u>	<u>3-5 day suspension</u>
<u>7-12</u>	<u>Disciplinary action at</u> <u>discretion of building</u> <u>administration</u>	<u>3-5 day suspension</u>	<u>10 day suspension</u> <u>Expulsion recommendation</u> <u>Police referral</u>
<u>Minnesota</u> <u>State High</u> <u>School</u> <u>League</u>	<u>Code of Conduct</u> <u>Disciplinary action at</u> <u>discretion of building</u> <u>administration</u>		

**Bomb Threat or Terroristic Threat** - Making, publishing or conveying in any manner a bomb threat or any other type of terroristic threat pertaining to a school location or event is prohibited.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-6</u>	<u>Disciplinary action at discretion of building administration</u>		
<u>7-12</u>	<u>10 day suspension</u> <u>Expulsion recommendation</u> <u>Police referral</u>		
<u>Minnesota State High School League</u>	<u>Code of Conduct</u> <u>Disciplinary action at discretion of building administration</u>		

**Bullying or Intimidating Behavior** - Bullying or intimidating behavior of any type, including through the use of technology and the internet, is prohibited. Bullying or intimidating behavior may also be addressed under the guidelines for harassment and/or verbal abuse, when appropriate. A full description of the Bullying Policy is in this Handbook.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-6</u>	<u>Disciplinary action at discretion of building administration</u>	<u>Disciplinary action at discretion of building administration</u> <u>Social worker intervention</u>	<u>1-3 day suspension</u> <u>Social worker intervention</u>
<u>7-12</u>	<u>Disciplinary action at discretion of building administration</u>	<u>1-3 day suspension</u> <u>Social worker intervention</u>	<u>2-10 day suspension</u> <u>Social worker intervention</u>
<u>Minnesota State High School League</u>	<u>2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.</u>	<u>6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.</u>	<u>12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If student verified to be enrolled and participating in a chemical dependency program or other treatment program for a minimum of 6 weeks the student can be certified for reinstatement. Verification of enrollment must be by the counselor or treatment center.</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct</u> <u>Disciplinary action at discretion of building administration</u>		

**Disorderly Conduct** - Disorderly conduct is prohibited. Disorderly conduct is an act that the student knows or has reasonable grounds to know will alarm, anger, disturb others or provoke an assault or breach of the peace. Disorderly conduct may also be engaging in offensive, obscene, abusive, boisterous or noisy conduct or gestures or offensive, obscene or abusive language tending reasonably to arouse alarm, anger or resentment in others.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-6</u>	<u>Disciplinary action at discretion of building administration</u>	<u>Disciplinary action at discretion of building administration</u>	<u>Disciplinary action at discretion of building administration</u>
<u>7-12</u>	<u>Disciplinary action at discretion of building administration</u>	<u>2-5 day suspension</u>	<u>10 day suspension</u> <u>Expulsion recommendation</u> <u>Police referral</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct</u> <u>Disciplinary action at discretion of building administration</u>		

**Disruptive or Disrespectful Behavior** - Disruptive or disrespectful behavior is language or behavior that disrupts or threatens to disrupt the peace and good order of the school environment or school-sponsored activity.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-6</u>	<u>Disciplinary action at discretion of building administration</u>	<u>Disciplinary action at discretion of building administration</u>	<u>Disciplinary action at discretion of building administration</u>
<u>7-12</u>	<u>Disciplinary action at discretion of building administration</u>	<u>1-3 day suspension</u>	<u>3-5 day suspension</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct</u> <u>Disciplinary action at discretion of building administration</u>		

**False Fire Alarm** - Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm, fire alarm system or sprinkler system is prohibited.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-6</u>	<u>Disciplinary action at discretion of building administration</u>	<u>Disciplinary action at discretion of building administration</u>	<u>Disciplinary action at discretion of building administration</u>
<u>7-12</u>	<u>5 day suspension</u> <u>Police referral</u>	<u>10 day suspension</u> <u>Expulsion recommendation</u> <u>Police referral</u>	

<u>Minnesota State High School League</u>	<u>Code of Conduct</u> <u>Disciplinary action at discretion of building administration</u>		
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**Gambling** - Gambling, including but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games, and other items used to promote a game of chance) is prohibited.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-6</u>	<u>Disciplinary action at discretion of building administration</u>	<u>Disciplinary action at discretion of building administration</u>	<u>Disciplinary action at discretion of building administration</u>
<u>7-12</u>	<u>Disciplinary action at discretion of building administration</u>	<u>1-3 day suspension</u>	<u>3-5 day suspension</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct</u> <u>Disciplinary action at discretion of building administration</u>		

**Harassment** - 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, Religious Harassment Policy, and Sexual Harassment Policy is on file in the District Office and is available to the public.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-6</u>	<u>Disciplinary action at discretion of building administration</u>	<u>Disciplinary action at discretion of building administration</u> <u>Social worker intervention</u>	<u>1-3 day suspension</u> <u>Social worker intervention</u>
<u>7-12</u>	<u>Disciplinary action at discretion of building administration</u>	<u>1-3 day suspension</u> <u>Social worker intervention</u> <u>Possible Police referral</u>	<u>2-10 day suspension</u> <u>Social worker intervention</u> <u>Possible Police referral</u>

<u>Minnesota State High School League</u>	<u>2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.</u>	<u>6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.</u>	<u>12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If student verified to be enrolled and participating in a chemical dependency program or other treatment program for a minimum of 6 weeks the student can be certified for reinstatement. Verification of enrollment must be by the counselor or treatment center.</u>
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**Hazing** - 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. A complete Hazing policy is on file in the District Office and is available to the public.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-6</u>	<u>Disciplinary action at discretion of building administration</u>	<u>Disciplinary action at discretion of building administration</u> <u>Social worker intervention</u>	<u>1-3 day suspension</u> <u>Social worker intervention</u>
<u>7-12</u>	<u>Disciplinary action at discretion of building administration</u>	<u>1-3 day suspension</u> <u>Social worker intervention</u> <u>Possible Police referral</u>	<u>2-10 day suspension</u> <u>Social worker intervention</u> <u>Possible Police referral</u>
<u>Minnesota State High School League</u>	<u>2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.</u>	<u>6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.</u>	<u>12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If student verified to be enrolled and participating in a chemical dependency program or other treatment program for a minimum of 6 weeks the student can be certified for reinstatement. Verification of enrollment must be by the counselor or treatment center.</u>

**Insubordination** - A deliberate refusal to follow an appropriate direction or to identify one's self when requested is prohibited.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
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<u>K-12</u>	<u>Disciplinary action at discretion of classroom teacher or building administration</u>	<u>1-3 day suspension</u>	<u>3-5 day suspension</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct Disciplinary action at discretion of building administration</u>		

**Threatening Group Activity** - Threatening group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, etc. are prohibited.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>7-12</u>	<u>3 day suspension Social Worker Intervention</u>	<u>5 day suspension</u>	<u>10 day suspension Expulsion recommendation Police referral</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct Disciplinary action at discretion of building administration</u>		

### **Academic Dishonesty**

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 or plagiarism occurred.

**Cheating** - Seeking to obtain credit or improved scores through the use of deception. Examples include: Copying homework, looking at another student's quiz or test, asking a student what was on a quiz or test, using secretive methods including putting information on phones or calculators, and using electronic foreign language translators instead of teacher approved materials, using a former student's work and claiming it as one's own, using study aids such as Cliff notes or Spark notes instead of reading assigned materials.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>7-12</u>	<u>Parent will be notified Possible 0 or alternative assignment at discretion of Teacher Probation from National Honor Society (NHS) Ineligible for all extra-curricular activities for the next (1) event or competition.</u>	<u>Parent will be notified Possible 0 or alternative assignment at discretion of Teacher Detention Probation from National Honor Society (NHS) Ineligible for all extra-curricular activities for the next</u>	<u>Parent will be notified Possible 0 or alternative assignment at discretion of Teacher Detention Probation from National Honor Society (NHS) Ineligible for all extra-curricular activities for the next three (3) events or competition.</u>

		<u>two (2) events or competition.</u>	
<u>Minnesota State High School League</u>	<u>Code of Conduct Disciplinary action at discretion of building administration</u>		

**Facilitation** - Helping another student obtain credit or improved scores through the use of deception. Examples include: Allowing another student to copy your homework, allowing another student to look at your test or quiz, reporting to another student what is on test or quiz, working with another student on an assignment and submitting the same answers without the permission of the instructor, texting answers to another student.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>7-12</u>	<u>Parent will be notified Possible 0 or alternative assignment at discretion of Teacher Probation from National Honor Society (NHS) Ineligible for all extra-curricular activities for the next (1) event or competition.</u>	<u>Parent will be notified Possible 0 or alternative assignment at discretion of Teacher Detention Probation from National Honor Society (NHS) Ineligible for all extra-curricular activities for the next two (2) events or competition.</u>	<u>Parent will be notified Possible 0 or alternative assignment at discretion of Teacher Detention Probation from National Honor Society (NHS) Ineligible for all extra-curricular activities for the next three (3) events or competition.</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct Disciplinary action at discretion of building administration</u>		

**Falsification** - Fabrication. Examples include: Misrepresenting yourself in any way to your teacher regarding the work you have done including saying you turned in an assignment when you have not, forging a parent's signature on a document required for class, missing class in order to avoid turning in a paper or taking a test, submitting the same work to two instructors without the express permission from both instructors, making up information/data or a citation in any paper or project, and gaining unauthorized access to tests.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
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<u>7-12</u>	<u>Parent will be notified Possible 0 or alternative assignment at discretion of Teacher Probation from National Honor Society (NHS) Ineligible for all extra-curricular activities for the next (1) event or competition.</u>	<u>Parent will be notified Possible 0 or alternative assignment at discretion of Teacher Detention Probation from National Honor Society (NHS) Ineligible for all extra-curricular activities for the next two (2) events or competition.</u>	<u>Parent will be notified Possible 0 or alternative assignment at discretion of Teacher Detention Probation from National Honor Society (NHS) Ineligible for all extra-curricular activities for the next three (3) events or competition.</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct Disciplinary action at discretion of building administration</u>		

**Plagiarism** - Representing the words or ideas of another as one's own in any paper or assignment. Examples include: Copying information off the internet or any other printed material and pretending this information is your own writing. Everything on the internet is not public domain. You must credit the source of those who created them or you are, essentially, stealing. Failure to cite sources properly including not using quotation marks when needed and not acknowledging sources when paraphrasing.

<u>Grades</u>	<u>First Office</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>7-12</u>	<u>Parent will be notified Possible 0 or alternative assignment at discretion of Teacher Probation from National Honor Society (NHS) Ineligible for all extra-curricular activities for the next (1) event or competition.</u>	<u>Parent will be notified Possible 0 or alternative assignment at discretion of Teacher Detention Probation from National Honor Society (NHS) Ineligible for all extra-curricular activities for the next two (2) events or competition.</u>	<u>Parent will be notified Possible 0 or alternative assignment at discretion of Teacher Detention Probation from National Honor Society (NHS) Ineligible for all extra-curricular activities for the next three (3) events or competition.</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct Disciplinary action at discretion of building administration</u>		

**Other Behavior Infractions**

**Dress and Appearance** - Inappropriate clothing or appearance is prohibited. Administrators reserve the right to deny admission to school functions based on dress or appearance determined to be inappropriate or disruptive to the educational process. When a student is found in violation of these guidelines, the student will be directed to make modifications or be sent home for the day. For more information on appropriate dress and appearance see the Clothing and Attire portion of the Student/Parent Handbook and/or District Policy 504.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-12</u>	<u>Warning Request to change attire Parent or guardian provide appropriate dress</u>	<u>Repeat of 1st offense Disciplinary action at discretion of building administration</u>	<u>Detention **Additional infractions would lead to 1 day suspension</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct Disciplinary action at discretion of building administration</u>		

**False Reporting** - Intentionally reporting false information about the behavior of a student or employee is prohibited.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>7-12</u>	<u>Detention</u>	<u>1-3 day suspension</u>	<u>3-5 day suspension</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct Disciplinary action at discretion of building administration</u>		

**Records or Identification Falsification** - Falsifying signatures or data, misrepresenting identity, or forging notes is prohibited.

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>7-12</u>	<u>Disciplinary action at discretion of building administration</u>	<u>1-3 day suspension</u>	<u>3-5 day suspension</u>
<u>Minnesota State High School League</u>	<u>Code of Conduct Disciplinary action at discretion of building administration</u>		

Discipline situations not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school or district's needs.

## **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 that 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 the 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  
*Nicollet Public School K-12 Student Handbook 2022-2023*

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 an as effective and confidential a 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:** The 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.
- The 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; 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, the 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](http://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 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 defense and any other recourse in the district discipline policy.

In all cases, the alleged actor will be entitled to raise 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 the 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 the 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	Elective	5.0 credit
Elective	3.0 credit		
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	Credits
Art/Music	1.0
Careers	.5
Computer	.5
English	4.0
Phy Ed/Health	1.0
Math	3.0
Social Studies	3.5
Science	3.5
Elective	7.0
<b>TOTAL CREDITS</b>	<b>24</b>

**\*Minnesota Department of Education (MDE)** requires students receiving a Minnesota High School Diploma to 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 8<sup>th</sup> grader, he/she **must earn a B+ or higher** as a year-end grade in his/her math class in 7<sup>th</sup> 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 7<sup>th</sup> grade math class (Math 7 or Algebra I Standards).~~

~~For a student to enroll in Algebra I Standards as 7<sup>th</sup> 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 the 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 through the 1st semester of their senior year will receive a gold tassel.
- Students must complete all graduation requirements to walk at commencement.

### **Grading**

The high school uses a semester-based grading system. In grades 9-12, 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%)

1st Quarter		2nd Quarter		Final Exam		Semester Grade
45%	+	45%	+	10%	=	100%

### 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

## **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 from a course, the student may be placed in a study hall.
- Students who choose to drop the 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 the seventh course after the first quarter they 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 the 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 the 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, downloading, and email violations may result in the following: removal from use of technology and detention, in-school suspension, removal from a class for the remainder of the semester.
- Theft, vandalism, sexual or pornographic material violations will result in the following:
  - 1<sup>st</sup> Violation – Removal from computer use for the remainder of the semester and in-school suspension.
  - 2<sup>nd</sup> 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 the 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 the recommendation to charge.
  - iv. Recommendation to the Superintendent by the board regarding expulsion.
- iv. Federal law requires the expulsion from school, for a period of not less than one year, any student who brings a firearm to school. The school board may modify this requirement on a case-by-case basis.

**c. Category I Violation of Other Youths and Adults, Including Employees**

- i. Immediate policy involvement with the 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 the 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 the student(s) that may include:
- iv. Initial suspension from school for up to five days.

- v. Involvement of police with the 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 the 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 students. 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 a 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 students participation in military training, who are performing duties.
  - ii. School district approved firearm safety courses or activities conducted on school property.
  - iii. The School district approved possession and use of dangerous weapons by a 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 the 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.



Division of School Finance  
 400 NE Stinson Blvd  
 Minneapolis, MN 55413

Long-Term Facility Maintenance Ten-Year Ex

**Instructions:** Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2021, section 123B.595, subd. 10. Enter by Uniform Financial and A

District Info.	Enter Information	District Info.	Enter Information
District Name:	Nicollet Public School	Date:	July 6, 2022
District Number:	507	Email:	lindsey.heine@isd507.k12.mn.us
District Contact Name:	Lindsey Heine		
Contact Phone #	507-232-3411		

Expenditure Categories		2022 (base year)	2023	2024	2025
<b>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.</b>					
<b>Finance Code</b>	<b>Category (1)</b>				
347	Physical Hazards	\$2,800	\$2,800	\$2,800	\$2,800
349	Other Hazardous Materials	\$0	\$0	\$0	\$1,250
352	Environmental Health and Safety Management	\$5,500	\$7,500	\$7,500	\$7,500
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0
363	Fire Safety	\$7,000	\$2,600	\$2,600	\$2,600
366	Indoor Air Quality	\$0	\$0	\$0	\$0
	<b>Total Health and Safety Capital Projects</b>	<b>\$15,300</b>	<b>\$12,900</b>	<b>\$12,900</b>	<b>\$14,150</b>
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year</b>					
<b>Finance Code</b>	<b>Category (2)</b>				
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$2,177,672	\$0	\$0	\$0
	<b>Total Health and Safety Capital Projects \$100,000 or More</b>	<b>\$2,177,672</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>					
<b>Finance Code</b>	<b>Category (3)</b>				
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0
	<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Accessibility</b>					
<b>Finance Code</b>	<b>Category (4)</b>				
367	Accessibility	\$0	\$0	\$0	\$0
	<b>Total Accessibility Projects</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Deferred Capital Expenditures and Maintenance Projects</b>					
<b>Finance Code</b>	<b>Category (5)</b>				
368	Building Envelope	\$6,000	\$0	\$4,000	\$0
369	Building Hardware and Equipment	\$8,000	\$3,200	\$3,200	\$8,200
370	Electrical	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$18,000	\$11,400	\$11,400	\$11,400
380	Mechanical Systems	\$305,884	\$5,000	\$5,000	\$5,000
381	Plumbing	\$6,300	\$10,000	\$10,000	\$10,000
382	Professional Services and Salary	\$100,001	\$0	\$0	\$0
383	Roof Systems	\$5,000	\$0	\$0	\$0
384	Site Projects	\$15,400	\$29,000	\$4,000	\$4,000
	<b>Total Deferred Capital Expense and Maintenance</b>	<b>\$464,585</b>	<b>\$58,600</b>	<b>\$37,600</b>	<b>\$38,600</b>
<b>Total Annual 10-Year Plan Expenditures</b>		<b>\$2,657,557</b>	<b>\$71,500</b>	<b>\$50,500</b>	<b>\$52,750</b>



Division of School Finance  
400 NE Stinson Blvd  
Minneapolis, MN 55413

**Expenditure Application (LTFM) - Fund 01 and Fund 06**

**Instructions:** Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnccounting Reporting Standards (UFARS) finance code and by fiscal year in the

District Info.		Enter Information			
District Name:	Nicollet Public School				
District Number:	507				
District Contact Name:	Lindsey Heine				
Contact Phone #	507-232-3411				
Expenditure Categories		Fiscal Year (FY) Ending June 30			
		2026	2027	2028	2029
<b>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.</b>					
Finance Code	Category (1)				
347	Physical Hazards	\$2,800	\$2,800	\$2,800	\$2,800
349	Other Hazardous Materials	\$0	\$0	\$1,250	\$1,250
352	Environmental Health and Safety Management	\$7,500	\$7,500	\$7,500	\$7,500
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0
363	Fire Safety	\$2,600	\$2,600	\$2,600	\$2,600
366	Indoor Air Quality	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects</b>		<b>\$12,900</b>	<b>\$12,900</b>	<b>\$14,150</b>	<b>\$14,150</b>
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year</b>					
Finance Code	Category (2)				
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects \$100,000 or More</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>					
Finance Code	Category (3)				
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0
<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Accessibility</b>					
Finance Code	Category (4)				
367	Accessibility	\$0	\$0	\$0	\$0
<b>Total Accessibility Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Deferred Capital Expenditures and Maintenance Projects</b>					
Finance Code	Category (5)				
368	Building Envelope	\$4,000	\$0	\$4,000	\$0
369	Building Hardware and Equipment	\$3,200	\$3,200	\$8,200	\$3,200
370	Electrical	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$11,400	\$11,400	\$11,400	\$11,400
380	Mechanical Systems	\$5,000	\$5,000	\$5,000	\$5,000
381	Plumbing	\$10,000	\$10,000	\$10,000	\$10,000
382	Professional Services and Salary	\$0	\$0	\$0	\$0
383	Roof Systems	\$0	\$0	\$0	\$0
384	Site Projects	\$4,000	\$4,000	\$50,000	\$4,000
<b>Total Deferred Capital Expense and Maintenance</b>		<b>\$37,600</b>	<b>\$33,600</b>	<b>\$88,600</b>	<b>\$33,600</b>
<b>Total Annual 10-Year Plan Expenditures</b>		<b>\$50,500</b>	<b>\$46,500</b>	<b>\$102,750</b>	<b>\$47,750</b>

		<b>Division of School Finance</b> <b>400 NE Stinson Blvd</b> <b>Minneapolis, MN 55413</b>		<b>6 Projects Only</b>		<b>ED - 02478-08</b>	
<b>Instructions:</b> Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnie cells provided.							
<b>District Info.</b>		<b>Enter Information</b>					
District Name:		Nicollet Public School					
District Number:		507					
District Contact Name:		Lindsey Heine					
Contact Phone #		507-232-3411					
<b>Expenditure Categories</b>							
				<b>2030</b>	<b>2031</b>	<b>2032</b>	
<b>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.</b>							
<b>Finance Code</b>		<b>Category (1)</b>					
347		Physical Hazards					
349		Other Hazardous Materials					
352		Environmental Health and Safety Management					
358		Asbestos Removal and Encapsulation					
363		Fire Safety					
366		Indoor Air Quality					
		<b>Total Health and Safety Capital Projects</b>					
				\$14,150	\$14,150	\$14,150	
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year</b>							
<b>Finance Code</b>		<b>Category (2)</b>					
358		Asbestos Removal and Encapsulation					
363		Fire Safety					
366		Indoor Air Quality					
		<b>Total Health and Safety Capital Projects \$100,000 or More</b>					
				\$0	\$0	\$0	
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>							
<b>Finance Code</b>		<b>Category (3)</b>					
355		Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.					
		<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>					
				\$0	\$0	\$0	
<b>Accessibility</b>							
<b>Finance Code</b>		<b>Category (4)</b>					
367		Accessibility					
		<b>Total Accessibility Projects</b>					
				\$0	\$0	\$0	
<b>Deferred Capital Expenditures and Maintenance Projects</b>							
<b>Finance Code</b>		<b>Category (5)</b>					
368		Building Envelope					
369		Building Hardware and Equipment					
370		Electrical					
379		Interior Surfaces					
380		Mechanical Systems					
381		Plumbing					
382		Professional Services and Salary					
383		Roof Systems					
384		Site Projects					
		<b>Total Deferred Capital Expense and Maintenance</b>					
				\$33,600	\$33,600	\$33,600	
<b>Total Annual 10-Year Plan Expenditures</b>				<b>\$47,750</b>	<b>\$47,750</b>	<b>\$47,750</b>	

*Adopted: May 16, 2016*

*Revised: October 9, 2019*

## **506 STUDENT DISCIPLINE**

### **I. PURPOSE**

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

### **II. GENERAL STATEMENT OF POLICY**

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

### III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her 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.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher 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.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

#### **IV. STUDENT RIGHTS**

All students have the right to an education and the right to learn.

#### **V. STUDENT RESPONSIBILITIES**

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

## VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
  2. The use of profanity or obscene language, or the possession of obscene materials;
  3. Gambling, including, but not limited to, playing a game of chance for stakes;
  4. Violation of the school district's Hazing Prohibition Policy (#526);
  5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
  6. Violation of the school district's Student Attendance Policy (#503);
  7. Opposition to authority using physical force or violence;
  8. Using, possessing, or distributing tobacco, tobacco-related paraphernalia in violation of the school district's Tobacco-free Environment Policy (#419);
  9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;

10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy (#501);
14. Violation of the school district's Violence Prevention Policy (#413);
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy (#524);
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;

23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy (#709);
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy (#502);
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy (#527);
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy (#514);
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy (#413);

37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy (#505);
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## **VII. DISCIPLINARY ACTION OPTIONS**

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for

any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;

- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

### VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than five (5) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's

parent or guardian to discuss the problem that is causing the student to be removed from class.

**C. Procedures for Removal of a Student from a Class.**

1. When a student is removed from class, the staff member removing the student will, at a minimum, call the office to let an administrator know that the student is being removed. An adult may also accompany the student to the office, or an administrator may come to remove the student;
2. No prior approvals are necessary for removing a student; however, a student who has already been removed from a class the maximum number of times will be returned to class;
3. The staff member removing the student will complete a ~~Behavior Referral~~ Student Incident Referral as soon as is practical.

**D. Responsibility for and Custody of a Student Removed from Class.**

1. Student is to walk directly to the office;
2. Students may come to the office unaccompanied or accompanied, depending on the severity of the disruption and the age and level of responsibility of the student;
3. Upon arrival to the office, the student will meet with an administrator who will determine the consequence and what the student will do during the removal;
4. Administration has control over and responsibility for a student after he/she is removed from class.

**E. Procedures for Return of a Student to a Class from Which the Student Was Removed.**

1. The Administrator will determine the action needed for the return of a student to a class from which the student was removed;
2. Readmission may include, but is not limited to a verbal and/or written apology; restitution; conference with the teacher, student and/or parent; or a formal readmission or behavior plan.

**F. Procedures for Notification.**

1. The Administrator will call the student's parent/guardian and send a copy of the ~~Behavior Referral~~ Student Incident Referral to the parent/guardian after a student has been sent to the office for a major violation. If the violation results in suspension, the Administrator will also mail written

notification to the parent/guardian in accordance with the Pupil Fair Dismissal Act;

2. Notifications may include e-mails, phone calls, written correspondence, conferences and/or formal readmission or behavior plans.

**G. Disabled Students; Special Provisions.**

1. The Case Manager will be informed when a student who receives special education services has been removed from class;
2. The Case manager will determine if there is a need to have an IEP team meeting to review the student's current IEP and/or determine whether or not the removal was caused by a manifestation of the student's disability; and
3. The Administrator will determine if there is a need to refer a student who is not currently receiving special education services to the Student Assistance Team for special education referral.

**H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.**

- ~~1. The District has a chemical Abuse Pre Assessment Team that is led by the School Social Worker;~~
- ~~2. The District has a School and Community Advisory Team to address chemical abuse problems in the District that is led by the School Social Worker;~~
3. Staff members who suspect student chemical abuse will report the suspected abuse directly to the School Social Worker either verbally or in writing.

**I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.**

1. The District uses School-wide positive Behavior Supports (PBIS) as a student discipline model;
2. Minor behaviors are handled directly by the staff member who observed them. Elementary teachers complete and send a copy of the ~~Behavior Referral~~ Student Incident Report home to the parent. If the staff member is not an elementary teacher, the staff member notifies the office and the office staff mails one copy to the parent/guardian;
3. Major behaviors are handled by the Administrator, the student is removed from the situation immediately and meets with the Administrator. The staff member who observed the behavior completes the ~~Behavior Referral~~

Student Incident Report as soon as is practical. The Administrator write the results of the conference with the student on the ~~Behavior Referral~~ Student Incident Report and ~~mails one~~ provides a copy to the parent/guardian and ~~returns a second~~ a copy to the teacher. The Administrator also calls the parent/guardian;

4. Discipline is handled according to the ~~attached flow chart~~. PBIS Discipline Disposition chart.

**J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.**

1. ~~Behavior Referral~~ Student Incident Report are sent home for all major behavior infractions;
2. The Administrator calls parents/guardians for all major behavior infractions;
3. The student may be referred to the Student Assistance and/or Child Study teams.

**K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.**

1. Student behavioral data is gathered and shared monthly with the Positive Behavior Intervention Supports (PBIS) Team;
2. The PBIS Team recommends interventions for the student. These interventions may include referral to the Student Assistance or Child Study teams.

**IX. DISMISSAL**

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for

actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the student’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same

student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;

- b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

- 1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
- 2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
- 3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
- 4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or

guardian.

5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian,

or authorized representative shall be given access to all school district

records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender,

race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

## **X. ADMISSION OR READMISSION PLAN**

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

## **XI. NOTIFICATION OF POLICY VIOLATIONS**

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

## **XII. STUDENT DISCIPLINE RECORDS**

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

## **XIII. DISABLED STUDENTS**

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law,

conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

#### **XIV. OPEN ENROLLED STUDENTS**

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

#### **XV. DISTRIBUTION OF POLICY**

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

#### **XVI. REVIEW OF POLICY**

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.26 (School Preassessment Teams)  
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. § 121A.582 (Reasonable Force)  
Minn. Stat. §§ 121A.60-121A.61 (Removal from Class)  
Minn. Stat. § 122A.42 (General Control of Schools)  
Minn. Stat. § 123A.05 (Area Learning Center Organization)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)  
Minn. Stat. Ch.125A (Students with Disabilities)  
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. Ch. 260C (Juvenile Court Act)  
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)  
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

**Cross References:**

MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)  
MSBA/MASA Model Policy 501 (School Weapons)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 503 (Student Attendance)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)  
MSBA/MASA Model Policy 610 (Field Trips)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

## **205 OPEN MEETINGS AND CLOSED MEETINGS**

### **I. PURPOSE**

- A. The school board embraces ~~the philosophy of openness~~ accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficient~~er~~ in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting ~~the~~ an individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

### **II. GENERAL STATEMENT OF POLICY**

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

### **III. DEFINITION**

“Meeting” means a gathering of at least a quorum ~~or more members~~ of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

### **IV. PROCEDURES**

- A. Meetings
  - 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at ~~its primary~~ the school district offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.

- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least twenty-four 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

~~7. Health Pandemic or Declared Emergency Meetings during Pandemic or Chapter 12 Emergency.~~

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or ~~other electronic means~~ interactive technology in compliance with Minn. Stat. § 13D.021.

8. Meetings Conducted by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Google Meets, Skype or similar electronic means in compliance with Minn. Stat. § 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal or minutes kept for that purpose, ~~and~~ ~~the~~ journal or any minutes used to record votes of a meeting must be open shall be available to the public during all normal business hours at the ~~administrative~~ school district's administrative offices ~~of the school district.~~

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Open Meetings and Data

- ~~1.~~ Meetings may not be closed to discuss ~~merely because the~~ data except as provided under Minnesota law. ~~to be discussed are not public data.~~
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy
  - a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA).

b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation ~~sessions~~ meetings, and hearings between the school board and its employees or their respective representatives are public meetings. ~~These~~ Mediation meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or

threatened, or when the school board needs advice above the level of general legal advice, ~~i.e.,~~ for example regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within fourteen 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach ~~the~~ its reasons in writing within 10 days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A ~~closed~~ meeting closed for this purpose must be electronically

recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
  - (1) to determine the asking price for real or personal property to be sold by the school district;
  - (2) to review confidential or nonpublic appraisal data; and
  - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the

closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

**Legal References:**

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 121A.47, Subd. 5 (~~Student Dismissal Hearing~~ Exclusion and Expulsion Procedures)  
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)  
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)  
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)  
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)  
*Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)  
*Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)  
*The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. App. 2004)  
*Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)  
*Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993)  
*Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988)  
*Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983)  
*Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)  
Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)  
Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)  
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)  
Admin. Advisory Op. No. 19-008 (May 22, 2019)  
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)  
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)  
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)  
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)  
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)  
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)  
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)  
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)  
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)  
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

**Cross References:**

Policy 204 (School Board Meeting Minutes)  
Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
Policy 207 (Public Hearings)  
Policy 406 (Public and Private Personnel Data) MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Law Bulletin “C” (Minnesota’s Open Meeting Law)

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

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

1. It is necessary for the school district to hold its general election for the purpose of electing three school board members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution.

The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 8th day of November, 2022.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.