

## **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

5

- i. The 2023 [Summer Seminar](#) is scheduled as a virtual session from 8 a.m. to noon Monday, August 7, 2023 in Brooklyn Park. The topic is "The Science Of Literacy". Please let me know if you would like to participate.
- ii. We will be migrating to a new website about July 21<sup>st</sup>. The platform, by [thrillshare](#), enables staff to easily post content simultaneously to the website and social media platforms. The platform is easy to navigate and visually appealing. Content will be updated as it is transferred to the new site.
- iii. The Glen A. Taylor Foundation pledged \$40,000 toward the NECC playground project.
- iv. The first meeting to negotiate the 2023-25 contract with the teachers was June 15. The parties discussed procedures and agreed that upcoming meetings would

be July 19 and August 23. Committee members for the teachers are Nicole Lecy, Emmelyn King, Tom Murphy, Connor Theis, and Alisha Weller. The district committee is Nick Thom, Jill Martens, and the superintendent.

- v. I am consulting with U of M Center for Applied Research and Educational Improvement ([CAREI](#)) to identify an appropriate school climate assessment for NPS. More information will be forthcoming.

5.b. Principal's Report	8
5.c. Student Representative's Report	
5.d. Board Committees' Reports	
6. CONSENT AGENDA	
6.a. Approval of Minutes	9
6.b. Approval of Bills in the amount of \$ \$255,530.67	11
6.c. Approval of Personnel Items	14
6.d. Accept Donations	16
MS 123B.02, Subd. 6 permits the school board to accept donations or gifts for the benefit of the district. <b>The Superintendent recommends approving the donations received.</b>	
7. POLICY 516.5 OVERDOSE MEDICATION - FIRST READING	17
Legislation approved this year requires school districts to maintain a supply of opiate antagonists at each school site. The MSBA Model Policy 516.5 Overdose Medication is attached. <b>The superintendent recommends first reading of the policy.</b>	
8. APPROVE FY 25 LTFM APPLICATION	21
9. APPROVE 2023-24 STUDENT HANDBOOK	23
Updates to the 2023-24 student handbook are completed. <b>The superintendent recommends approving the student handbook.</b> Robin will highlight the changes during the meeting.	
10. SUPERINTENDENT SEARCH	

School board action should invite search consultants to the August 9<sup>th</sup> meeting. [MSBA](#) and [SCSC](#) are based in the Nicollet area. SCSC conducted the search for NPS in 2020.

School boards have found the [Hiring The Right Superintendent](#) workshop with MSBA (Barb Dorn) to be helpful prior to starting a search. She is available on July 26 at 5 p.m. She can also facilitate a discussion around school board member communications with staff members while she is here.

At the August 9 meeting the school board should:

- vi. Choose a superintendent search firm and/or
  - vii. Select an alternative administrative configuration.
11. ACCEPT PROPOSAL FOR BUSINESS MANAGEMENT AND PAYROLL SERVICES

No qualified applicants were received for the business manager position. Proposals were solicited from [SMS](#) and [CLA](#) (our current provider) for business service proposals. The contract will include business management, payroll, payroll related HR, and oversight of accounts payable services. Other human resource responsibilities are assigned to the superintendent. The business office assistant position (5 hours daily, employed by the school district) will provide general support for business office functions and perform accounts payable duties.

<i>Annual</i>	SMS	CLA
Business Management	\$65000	\$72,000*
Payroll/HR	\$35,000	\$37,600
Totals	\$100,000	\$109,600
		*Plus \$3,600 client support fee and \$2,600 for annual audit.

The revised office staffing will reduce expenses by \$21,000 (costing attached.) **The superintendent recommends accepting**

**the Business Management Payroll/HR Proposal from SMS.** The contract term is 3 years (August 1, 2023 through July 31, 2026).

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, 7 2023  
To: School Board  
From: Dr. Malone  
RE: Meeting Notes, July 12, 2023

### 5A. Superintendent's Report

- i. The 2023 [Summer Seminar](#) is scheduled as a virtual session from 8 a.m. to noon Monday, August 7, 2023 in Brooklyn Park. The topic is “The Science Of Literacy”. Please let me know if you would like to participate.
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- v. I am consulting with U of M Center for Applied Research and Educational Improvement ([CAREI](#)) to identify an appropriate school climate assessment for NPS. More information will be forthcoming.

### 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. Legislation approved this year requires school districts to maintain a supply of opiate antagonists at each school site. The MSBA Model Policy 516.5 Overdose Medication is attached. **The superintendent recommends first reading of the policy.**

8. MS 123B.595 requires the school board to approve a ten-year facility plan each year. The plan is required for the district to receive Long-Term Facilities Maintenance (LTFM) Revenue. The revenues are included in the approved FY 23 and FY 24 General Fund Budgets.

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 superintendent recommends approving the FY 25 Long-term Facilities Maintenance Application.**

9. Updates to the 2023-24 student handbook are completed. **The superintendent recommends approving the student handbook.** Robin will highlight changes during the meeting.

10. School board action should invite superintendent search consultants to the August 9<sup>th</sup> meeting. [MSBA](#) and [SCSC](#) are based in the Nicollet area. SCSC conducted the search for NPS in 2020.

School boards have found the [Hiring The Right Superintendent](#) workshop with MSBA (Barb Dorn) to be helpful prior to starting a search. She is available on July 26 at 5 p.m. She can also facilitate a discussion around school board member communications with staff members while she is here.

At the August 9 meeting the school board should:

- Choose a superintendent search firm and/or
- Select an alternative administrative configuration.

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Please contact me with any questions or concerns.

# Board Report: July 12, 2023

Community/Parent Engagement	7-10 Thunder of Drums Corps - canceled to stay and practice at NPS. We hope to host a crew next year.
Staff Development and Early Release	Staff Development team met on June 2, 9:00-12:00. We created a district and staff plan for the 23-24 school year. Plan will be finalized and shared with the Board at the August Board meeting.
Being There Experiences (Field Trips) & Activities	
Upcoming Events	

Independent School District 507 Regular  
School Board Meeting  
Wednesday, June 14, 2023 6:00 PM Central

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

Ashley Black: Present  
Adam Erickson: Present  
Jill Martens: Present  
Scot Osborne: Present  
Mike Slater: Present  
Nick Thom: Present  
Present: 6.

#### 1. CALL TO ORDER

#### 2. ROLL CALL

#### 3. VISITOR COMMENTS

Community members present at this meeting to show concern on the superintendents new contract renewal.

#### 4. APPROVAL OF AGENDA

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

Ashley Black: Yea, Adam Erickson: Yea, Jill Martens: 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. Student Representative's Report

##### 5.c. Board Committees' Reports

#### 6. CONSENT AGENDA

Move to accept the Consent Agenda as presented. This motion, made by Jill Martens and seconded by Ashley Black, Carried.

Ashley Black: Yea, Adam Erickson: Yea, Jill Martens: 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 \$ \$374,716.58

##### 6.c. Accept Annual Summary of Student Activity Accounts

##### 6.d. Approval of Personnel Items

6.e. Approve Annual MSHSL Membership

6.f. Annual Designation Of Identified Official with Authority (IOwA)

## 7. SUPERINTENDENT CONTRACT

Motion to amend this motion. The board will actively search for a new superintendent. The board is offering a 6 month contract extension with the dates of 7/1/2023 - 12/31/2023. This motion, made by Scot Osborne and seconded by Nick Thom, Carried.

Jill Martens: Nay, Ashley Black: Yea, Adam Erickson: Yea, Scot Osborne: Yea, Mike Slater: Yea, Nick Thom: Yea

Yea: 5, Nay: 1 Jill Martens: Nay

After a lengthy discussion with board members , based on input from the community, the Superintendent's contract will be adjusted to 6 months. With the understanding if a qualified candidate is found before the term in up, he will step down early.

## 8. OPERATING REFERENDUM

Tabled this item.

## 9. DESIGNATE KDV AS SCHOOL DISTRICT FINANCIAL AUDITORS

Motion to recommend KDV to act as auditor for NPS school district FY's23,24,&25. This motion, made by Scot Osborne and seconded by Nick Thom, Carried.

Ashley Black: Yea, Adam Erickson: Yea, Jill Martens: Yea, Scot Osborne: Yea, Mike Slater: Yea, Nick Thom: Yea

Yea: 6, Nay: 0

## 10. AUTHORIZE BUSINESS MANAGER POSITION

Motion to approve this as presented. This motion, made by Mike Slater and seconded by Nick Thom, Carried.

Ashley Black: Yea, Adam Erickson: Yea, Jill Martens: Yea, Scot Osborne: Yea, Mike Slater: Yea, Nick Thom: Yea

Yea: 6, Nay: 0

## 11. APPROVE SOCCER COOPERATIVE

Motion to approve as presented. This motion, made by Ashley Black and seconded by Jill Martens, Carried.

Ashley Black: Yea, Adam Erickson: Yea, Jill Martens: Yea, Scot Osborne: Yea, Mike Slater: Yea, Nick Thom: Yea

Yea: 6, Nay: 0

## 12. ADJOURNMENT

Move to Adjourn at 7:37 pm. This motion, made by Adam Erickson and seconded by Scot Osborne, Carried.

Ashley Black: Yea, Adam Erickson: Yea, Jill Martens: Yea, Scot Osborne: Yea, Mike Slater: Yea, Nick Thom: Yea

Yea: 6, Nay: 0

## 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		49488		Wire	1 01152		INTERNAL REVENUE SERVICE		No	Yes	No	06/30/2023	26,916.20
NSBG		49489		Wire	1 01231		PUBLIC EMPLOYEES RETIREMENT		No	Yes	No	06/30/2023	6,295.46
NSBG		49490		Wire	1 01234		TEACHERS RETIREMENT ASSN		No	Yes	No	06/30/2023	11,691.40
NSBG		49491		Wire	1 01234	1099	ST OF MN-TEACHERS RETIREMENT A		No	Yes	No	06/30/2023	158.76
NSBG		49492		Wire	1 01234	1099	ST OF MN-TEACHERS RETIREMENT A		No	Yes	No	06/30/2023	44.76
NSBG		49493		Wire	1 06742		MN DEPARTMENT OF REVENUE		No	Yes	No	06/30/2023	4,803.87
NSBG		49494		Wire	1 3279		AVIBEN		No	Yes	No	06/30/2023	2,333.13
NSBG		49495		Wire	1 3433		VERIZON WIRELESS		No	Yes	No	06/30/2023	130.71
NSBG		49496		Wire	1 4738		ACH Withdrawals		No	Yes	No	06/30/2023	4,040.21
NSBG		49497		Wire	1 1829		XCEL ENERGY		No	Yes	No	06/30/2023	9,393.13
NSBG		49390	76128	Check	1 07434		AFTER PROM PARTY COMMITTEE		Yes	Yes	No	06/15/2023	165.36
NSBG		49403	76129	Check	1 5019		BENZ, SEAN		Yes	Yes	No	06/15/2023	74.97
NSBG		49388	76130	Check	1 00059		CITY OF NICOLLET		Yes	Yes	No	06/15/2023	130.55
NSBG		49398	76131	Check	1 4774		FLOR, AL		Yes	No	No	06/15/2023	129.55
NSBG		49389	76132	Check	1 02289		FREE PRESS		Yes	Yes	No	06/15/2023	943.75
NSBG		49401	76133	Check	1 4951		HOFFMAN, KENDRA		Yes	Yes	No	06/15/2023	269.21
NSBG		49402	76134	Check	1 4979		JOHNSON FITNESS & WELLNESS		Yes	No	No	06/15/2023	7,792.00
NSBG		49408	76135	Check	1 5231		MATTER, ELLIE		Yes	No	No	06/15/2023	30.00
NSBG		49392	76136	Check	1 3719		MN PEIP		Yes	Yes	No	06/15/2023	44,185.42
NSBG		49399	76137	Check	1 4873		MYSTERY SCIENCE		Yes	Yes	No	06/15/2023	3,457.48
NSBG		49393	76138	Check	1 3901		NICKEL TRANSPORTATION, INC.		Yes	Yes	No	06/15/2023	27,873.10
NSBG		49404	76139	Check	1 5118		ON SITE COMPANIES - OSSMK		Yes	Yes	No	06/15/2023	179.54
NSBG		49394	76140	Check	1 4361		OTTO BUS COMPANY, LLC		Yes	Yes	No	06/15/2023	151.95
NSBG		49395	76141	Check	1 4361		OTTO BUS COMPANY, LLC		Yes	Yes	No	06/15/2023	481.97
NSBG		49405	76142	Check	1 5120		OTTO, SCOTT		Yes	Yes	No	06/15/2023	10.00
NSBG		49409	76143	Check	1 5232		PEANUTS BASEBALL		Yes	No	No	06/15/2023	40.00
NSBG		49397	76144	Check	1 4527		PERFORMANCE FOODSERVICE - MAR:		Yes	Yes	No	06/15/2023	442.91
NSBG		49391	76145	Check	1 3369		RIDDELL/ALL AMERICAN SPORTS COR		Yes	Yes	No	06/15/2023	1,710.07
NSBG		49407	76146	Check	1 5163		THREE RIVERS PARK DISTRICT		Yes	Yes	No	06/15/2023	75.00
NSBG		49410	76147	Check	1 5233		TIEDE, MOLLY		Yes	Yes	No	06/15/2023	66.97
NSBG		49400	76148	Check	1 4877		VANRYSWYK, ASHLIE		Yes	Yes	No	06/15/2023	110.96
NSBG		49396	76149	Check	1 4408		WEST SIDE TRANSPORTATION LLC		Yes	Yes	No	06/15/2023	2,601.34
NSBG		49406	76150	Check	1 5156		WEX HEALTH, INC.		Yes	Yes	No	06/15/2023	56.25
NSBG		49411	76151	Check	1 3496		SOUTHERN STAR FASTPITCH LEAGUE		Yes	No	No	06/20/2023	1,260.00
NSBG		49417	76152	Check	1 4945		ARAMARK		Yes	Yes	No	06/22/2023	57.00
NSBG		49419	76153	Check	1 5234		FRIDGES, SYDNEE		Yes	No	No	06/22/2023	10.00
NSBG		49412	76154	Check	1 01629		HILLYARD/HUTCHINSON		Yes	Yes	Yes	06/22/2023	0.00
NSBG		49415	76155	Check	1 3410		LJP ENTERPRISES WASTE & RECYCL		Yes	Yes	No	06/22/2023	535.01
NSBG		49416	76156	Check	1 4451		LOFFLER COMPANIES		Yes	No	No	06/22/2023	219.56

## Nicollet Public Schools

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
NSBG		49414	76157	Check	1	1319	MENARDS		Yes	Yes	No	06/22/2023		98.43
NSBG		49413	76158	Check	1	01674	NICOLLET EDUCATION ASSOCIATION		Yes	No	No	06/22/2023		1,311.33
NSBG		49418	76159	Check	1	5134	O'REILLY AUTOMOTIVE, INC		Yes	Yes	No	06/22/2023		64.56
NSBG		49421	76160	Check	1	2162	CDW GOVERNMENT, INC		Yes	No	No	06/22/2023		62.37
NSBG		49420	76161	Check	1	01629	HILLYARD/HUTCHINSON		Yes	Yes	No	06/22/2023		6,418.12
NSBG		49423	76162	Check	1	5235	FARGO PUBLIC SCHOOL DISTRICT		Yes	Yes	No	06/22/2023		405.00
NSBG		49422	76163	Check	1	3163	USABLE LIFE		Yes	Yes	No	06/22/2023		338.75
NSBG		49433	76164	Check	1	2509	A+SECURITY, INC.		Yes	No	No	06/22/2023		75.00
NSBG		49442	76165	Check	1	5131	ALLINA HEALTH		Yes	Yes	No	06/22/2023		59.01
NSBG		49435	76166	Check	1	3145	AMAZON CAPITAL SERVICES		Yes	No	No	06/22/2023		89.18
NSBG		49436	76167	Check	1	3145	AMAZON CAPITAL SERVICES		Yes	No	No	06/22/2023		103.63
NSBG		49434	76168	Check	1	2963	BUSINESS CARD		Yes	Yes	No	06/22/2023		1,876.88
NSBG		49428	76169	Check	1	07230	CENTERPOINT		Yes	No	No	06/22/2023		1,990.40
NSBG		49425	76170	Check	1	00059	CITY OF NICOLLET		Yes	Yes	No	06/22/2023		658.97
NSBG		49427	76171	Check	1	02652	CRYSTAL VALLEY COOP		Yes	Yes	No	06/22/2023		659.33
NSBG		49443	76172	Check	1	5206	FOUR SEASONS SCREEN PRINTING		Yes	Yes	No	06/22/2023		195.59
NSBG		49438	76173	Check	1	4789	GIESEKE, REBECCA		Yes	Yes	No	06/22/2023		114.04
NSBG		49441	76174	Check	1	5102	HY-VEE ACCOUNTS RECEIVABLE		Yes	No	No	06/22/2023		59.55
NSBG		49437	76175	Check	1	4739	KWIK TRIP SHOPPING RECEIPT		Yes	Yes	No	06/22/2023		375.00
NSBG		49431	76176	Check	1	1693	MCKINLEY, BECKY (REIMB)		Yes	Yes	No	06/22/2023		28.13
NSBG		49430	76177	Check	1	1319	MENARDS		Yes	No	No	06/22/2023		255.51
NSBG		49440	76178	Check	1	4962	MINNESOTA VALLEY LUTHERAN HIGH ;		Yes	Yes	No	06/22/2023		621.00
NSBG		49429	76179	Check	1	07960	NICOLLET MART		Yes	No	No	06/22/2023		105.68
NSBG		49432	76180	Check	1	2403	PERSONNEL CONCEPTS COMPLIANCE		Yes	Yes	No	06/22/2023		869.99
NSBG		49426	76181	Check	1	00271	RUDENICK BUS SERVICE, LLC		Yes	Yes	No	06/22/2023		581.02
NSBG		49439	76182	Check	1	4877	VANRYSWYK, ASHLIE		Yes	Yes	No	06/22/2023		58.52
NSBG		49424	76183	Check	1	00046	ZINS IMPLEMENT, INC		Yes	No	No	06/22/2023		15.56
NSBG		49446	76184	Check	1	4451	LOFFLER COMPANIES		Yes	No	No	06/22/2023		139.00
NSBG		49444	76185	Check	1	00245	PROGROWTH BANK FOR CASH		Yes	Yes	No	06/22/2023		175.00
NSBG		49445	76186	Check	1	4286	SYSCO WESTERN MINNESOTA, INC.		Yes	No	No	06/22/2023		46.80
NSBG		49447	76187	Check	1	4989	TISH, NICOLE		Yes	Yes	No	06/22/2023		342.03
NSBG		49453	76188	Check	1	1846	A-1 KEY CITY LOCKSMITHS, INC.		Yes	No	No	06/30/2023		75.00
NSBG		49455	76189	Check	1	3145	AMAZON CAPITAL SERVICES		Yes	No	No	06/30/2023		697.79
NSBG		49461	76190	Check	1	5165	BOMGAARS		Yes	No	No	06/30/2023		10.68
NSBG		49465	76191	Check	1	07124	Capital One (Walmart)		Yes	No	No	06/30/2023		529.50
NSBG		49450	76192	Check	1	07230	CENTERPOINT		Yes	No	No	06/30/2023		99.58
NSBG		49452	76193	Check	1	1467	CLIFTONLARSONALLEN LLP		Yes	No	No	06/30/2023		5,538.75
NSBG		49456	76194	Check	1	4078	CONSOLIDATED COMMUNICATIONS		Yes	No	No	06/30/2023		1,631.91
NSBG		49449	76195	Check	1	02289	FREE PRESS		Yes	No	No	06/30/2023		162.50

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												Date		
NSBG	49448	76196	Check	1	01629		HILLYARD/HUTCHINSON		Yes	No	No	06/30/2023		95.26
NSBG	49458	76197	Check	1	4951		HOFFMAN, KENDRA		Yes	No	No	06/30/2023		16.50
NSBG	49460	76198	Check	1	5141		LOFFLER COMPANIES, INC		Yes	No	No	06/30/2023		663.92
NSBG	49454	76199	Check	1	1885		MN DEPT OF LABOR & INDUSTRY		Yes	No	No	06/30/2023		100.00
NSBG	49459	76200	Check	1	4970		MUNCE, KELLY (JERSEY'S SWEET SPC		Yes	No	No	06/30/2023		247.00
NSBG	49451	76201	Check	1	07441		MURPHY, JODI		Yes	No	No	06/30/2023		35.63
NSBG	49468	76202	Check	1	5134		O'REILLY AUTOMOTIVE, INC		Yes	No	No	06/30/2023		60.56
NSBG	49457	76203	Check	1	4631		SCHWAB VOLLHABER LUBRATT SERVI		Yes	No	No	06/30/2023		20,505.25
NSBG	49464	76204	Check	1	00020		SCHWICKERT'S TECTA LLC		Yes	No	No	06/30/2023		1,984.90
NSBG	49466	76205	Check	1	3947		SHRED RIGHT		Yes	No	No	06/30/2023		58.10
NSBG	49467	76206	Check	1	4408		WEST SIDE TRANSPORTATION LLC		Yes	No	No	06/30/2023		1,221.42
NSBG	49469	76207	Check	1	5237		WIDNER, RACHEL	Ind/Sole Proprietor	Yes	No	No	06/30/2023		70.00
NSBG	49463	76208	Check	1	3279		AVIBEN		Yes	No	No	07/05/2023		66.72
NSBG	49462	76209	Check	1	2669		BROWN & BROWN OF MN, INC.		Yes	No	No	07/05/2023		503.35
NSBG	49474	76210	Check	1	3639		E-RATE COMPLETE, LLC		Yes	No	No	07/05/2023		1,500.00
NSBG	49475	76211	Check	1	3793		FRONTLINE TECHNOLOGIES GROUP, L		Yes	No	No	07/05/2023		4,002.25
NSBG	49473	76212	Check	1	3010		FURTHER		Yes	No	No	07/05/2023		49.20
NSBG	49483	76213	Check	1	5112		GAYLORD AREA AQUATIC CENTER		Yes	No	No	07/05/2023		250.00
NSBG	49481	76214	Check	1	4951		HOFFMAN, KENDRA		Yes	No	No	07/05/2023		86.65
NSBG	49471	76215	Check	1	2030		LAKE CRYSTAL AREA REC CENTER		Yes	No	No	07/05/2023		224.00
NSBG	49476	76216	Check	1	4121		MAAE		Yes	No	No	07/05/2023		245.00
NSBG	49470	76217	Check	1	00233		MASA		Yes	No	No	07/05/2023		385.00
NSBG	49478	76218	Check	1	4767		MREA		Yes	No	No	07/05/2023		1,483.00
NSBG	49472	76219	Check	1	2904		MUSSER ENVIRONMENTAL CONSULTII		Yes	No	No	07/05/2023		4,540.90
NSBG	49479	76220	Check	1	4826		QUADIENT LEASING USA, INC.		Yes	No	No	07/05/2023		342.18
NSBG	49477	76221	Check	1	4183		REGION 1		Yes	No	No	07/05/2023		1,029.08
NSBG	49480	76222	Check	1	4877		VANRYSWYK, ASHLIE		Yes	No	No	07/05/2023		41.16
NSBG	49482	76223	Check	1	4996		WORKS INTERNATIONAL, INC.		Yes	No	No	07/05/2023		1,995.00
NSBG	49486	76224	Check	1	5218		Apptegy		Yes	No	No	07/05/2023		14,018.00
NSBG	49487	76225	Check	1	5219		Choose To Be Nice, LLC		Yes	No	No	07/05/2023		7,845.00
NSBG	49485	76226	Check	1	4943		KUEHN, WHITNEY		Yes	No	No	07/05/2023		125.00
NSBG	49484	76227	Check	1	00261		MN SCHOOL BOARDS ASSOCIATION		Yes	No	No	07/05/2023		5,934.00

Bank Total: \$255,530.67

Report Total: \$255,530.67



<b>Wage</b>
\$3,980 annual
\$17.37 per hour

--

I recommend accepting the gifts as described below.

<b>Donor Name</b>	<b>Description</b>	<b>Value</b>	<b>Purpose of Gift</b>
Lions Club	check	\$377.49	Lions Student of the Month Plaques
Lions Club	check	\$5,470	NPS Field Trips 22-23
GNACF	check	\$600.00	School Readiness Transportation

## **516.5 OVERDOSE MEDICATION**

### **I. PURPOSE**

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)<sup>i</sup>, and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

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

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

### **III. DEFINITIONS**

- A. **“Drug-related overdose”** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **“Naloxone Coordinator”** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district’s Naloxone Coordinator is [insert title of staff person appointed

as coordinator].

- C. **“Opiate”** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. **“Opiate Antagonist”** means naloxone hydrochloride (“Naloxone”) or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **“Standing Order”** means directions from the school district’s medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
  - 1. Administration type
  - 2. Dosage
  - 3. Date of issuance
  - 4. Signature of the authorized provider

#### **IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES**

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse or designee is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. The superintendent or designee will serve as the school district Naloxone Coordinator.
  - 1. The Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.

3. Guidelines and procedures:
  - a. When Naloxone is administered, the community emergency response system (911) will be activated to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
  - b. The school district nurse will be contacted to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
  - c. Attempts will be made to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
  - d. The building administrator or other administrator overseeing an event or activity must be informed of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The Naloxone Coordinator will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training.

F. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

## V. NALOXONE STORAGE

- A. The Naloxone Coordinator will determine the location for Naloxone Storage.
- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the Naloxone Coordinator determines to need access to this information to aid public health and safety as determined in the procedures and guidelines.

- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

## **VI. PRIVACY PROTECTIONS**

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 121A.21 (School Health Services)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.224 (Opiate Antagonists)  
Minn. Stat. § 144.344 (Emergency Treatment)  
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)  
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.02 (Schedules of Controlled Substances)

Minn. Stat. § 604A.01 (Good Samaritan Law)  
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)  
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)  
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)  
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)  
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

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 Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413		Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06							
<b>Instructions:</b> 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 Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.									
District Info.		Enter Information		District Info.		Enter Information			
District Name:				Date:					
District Number:				Email:					
District Contact Name:									
Contact Phone #									
Expenditure Categories		Fiscal Year (FY) Ending June 30							
		2023 (base year)	2024	2025	2026	2027	2028	2029	2030
<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	\$2,800	\$2,800	\$2,800	\$2,800
349	Other Hazardous Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
352	Environmental Health and Safety Management	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects</b>		<b>\$10,900</b>	<b>\$10,900</b>	<b>\$10,900</b>	<b>\$10,900</b>	<b>\$10,900</b>	<b>\$10,900</b>	<b>\$10,900</b>	<b>\$10,900</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	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$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>\$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 (a)							
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$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>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Remodeling for Gender-Neutral Single-User Restrooms</b>									
Finance Code		Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025							
UFARS Coding Pending	Remodeling for gender-neutral single user restroom per site.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Remodeling for Gender-Neutral Single User Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</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	\$0	\$0	\$0	\$0
<b>Total Accessibility Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</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	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
369	Building Hardware and Equipment	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400	\$11,400
380	Mechanical Systems	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
381	Plumbing	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
382	Professional Services and Salary	\$6,500	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
383	Roof Systems	\$5,000	\$5,000	\$5,000	\$150,000	\$150,000	\$5,000	\$5,000	\$5,000
384	Site Projects	\$15,400	\$15,400	\$15,400	\$15,400	\$15,400	\$15,400	\$15,400	\$15,400
<b>Total Deferred Capital Expense and Maintenance</b>		<b>\$77,300</b>	<b>\$75,800</b>	<b>\$75,800</b>	<b>\$220,800</b>	<b>\$220,800</b>	<b>\$75,800</b>	<b>\$75,800</b>	<b>\$75,800</b>
<b>Total Annual 10-Year Plan Expenditures</b>		<b>\$88,200</b>	<b>\$86,700</b>	<b>\$86,700</b>	<b>\$231,700</b>	<b>\$231,700</b>	<b>\$86,700</b>	<b>\$86,700</b>	<b>\$86,700</b>

 Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413		Projects Only		ED - 02478-09
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Stated.				
<b>District Info.</b>		<b>Enter Information</b>		
District Name:				
District Number:				
District Contact Name:				
Contact Phone #				
<b>Expenditure Categories</b>				
		2031	2032	2033
<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
349	Other Hazardous Materials	\$0	\$0	\$0
352	Environmental Health and Safety Management	\$5,500	\$5,500	\$5,500
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0
363	Fire Safety	\$2,600	\$2,600	\$2,600
366	Indoor Air Quality	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects</b>		<b>\$10,900</b>	<b>\$10,900</b>	<b>\$10,900</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
363	Fire Safety	\$0	\$0	\$0
366	Indoor Air Quality	\$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>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>				
<b>Finance Code</b>		<b>Category 3 (a)</b>		
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0
<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Remodeling for Gender-Neutral Single-User Restrooms</b>				
<b>Finance Code</b>		<b>Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025</b>		
<b>UFARS Coding Pending</b>	Remodeling for gender-neutral single user restroom per site.	\$0	\$0	\$0
<b>Total Remodeling for Gender-Neutral Single User Projects</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
<b>Total Accessibility Projects</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	\$6,000	\$6,000
369	Building Hardware and Equipment	\$8,000	\$8,000	\$8,000
370	Electrical	\$0	\$0	\$0
379	Interior Surfaces	\$11,400	\$11,400	\$11,400
380	Mechanical Systems	\$15,000	\$15,000	\$15,000
381	Plumbing	\$10,000	\$10,000	\$10,000
382	Professional Services and Salary	\$5,000	\$5,000	\$5,000
383	Roof Systems	\$5,000	\$5,000	\$5,000
384	Site Projects	\$15,400	\$15,400	\$15,400
<b>Total Deferred Capital Expense and Maintenance</b>		<b>\$75,800</b>	<b>\$75,800</b>	<b>\$75,800</b>
<b>Total Annual 10-Year Plan Expenditures</b>		<b>\$86,700</b>	<b>\$86,700</b>	<b>#REF!</b>

# NICOLLET PUBLIC SCHOOL

**K-12 Student-Parent Handbook**  
**2022-2023-2023-2024**



**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 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:** ~~Karie 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~~, **Robin Courier** 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.

### **Attendance / Daily Schedule**

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

Parents should call in their child's absence as soon as possible to avoid being called by the school. Appointments can be called prior to the day of the scheduled absence.

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~~4~~ p.m. **7-12th grade will begin with a daily Advisory time (attendance is taken), followed by a 7 period day including lunch.** Student supervision is not available before 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 7:30 a.m. or after 3:10 p.m. must report to latchkey.**

#### **Breakfast Schedule**

5th - 12th 7:40 to 8:00

K-4th 8:05 to 8:30

#### **-Lunch Schedule**

K-4 TBD

5th - 8th 11:57 to 12:25

9th - 12th 12:50 to 1:18

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

### **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 **Minor or Major behavior infraction notice from the attending adult or administrator. Minors redirect the behavior and are tracked by classroom teachers. Majors involve consequences and a written** 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 monitor student behavior trends.

## **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. **24 hour written permission slips are available in the office.**

## **Cameras**

Nicollet Public School has security cameras on the premises. **Cameras are utilized by administration and not shared with the public to protect data privacy. Cameras do not include sound.**

## Child Care/Latchkey

School-aged childcare (grades K-6) is available for a fee from ~~6:30~~7:00 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~~7:00 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~~K-4 students must wear shoes with closed backs and closed toes.
- Shorts and skirts must be at least to mid-thigh, or longer.
- 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.
- Showing excessive skin is prohibited. Attire that distracts from the educational goals of the school including, but not limited to, **extreme** bare midriffs, cropped tops, halter tops, spaghetti strap tops, strapless tops, **short shorts**, underwear worn as outerwear, muscle shirts where the sleeves are cut off 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.
- Headwear, including hats, hoods, bandanas, etc. may not be worn indoors during the school day for grades K-8.
- Headwear, including hats and bandanas, etc., that do not cover the ears, 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 **and staff** reserve the right to make a **decision-request** 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 **a request to; disciplinary action, a change of attire, the need for call a the parent or guardian to provide appropriate dress on request if not readily available, or disciplinary action due to non compliance or repeated violations.** 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.

## **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~~ **two** weeks 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 wanting to bringing a guest must obtain **a guest permission slip from the office to receive** a guest pass from the Principal at least ~~24 hours~~ **5 school days** 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 **and must obtain a permission slip from the office to receive a guest pass from the Principal.**

## **Field Trips/Contests**

### **Day Trips**

A field trip is a visit to an area outside of the normal classroom during the school day where children can try new things, have different experiences, and learn valuable life lessons. Field trips are part of the student day and considered mandatory participation unless a parent has excused their student for illness, appointments, etc... Contests may include band, choral, academics, FFA, etc... Staff completes a Field Trip/Bus request form and is signed by the principal.

### **Overnight / Multiple Day Trips**

Student representatives and/or their advisors will be required to present their plan to the school board and have the board officially approve overnight ~~the~~ trips. 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.

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## **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 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."

All visitors report to the office and receive a visitor badge. Students will be called to the office to meet their parent or guardian. Visitors may be asked to check in at the office by any staff.

### Emergency Schedule Changes

Cancellations, late starts, and early dismissals due to adverse weather conditions or other emergencies will be announced by: Infinite Campus and Facebook; TV stations WCCO, [FOX 9](#), [KARE 11](#), and KEYC.; ~~Radio KYSM, KTOE, KQYK, KDOG, KEEZ, KRBI.~~ 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.

## 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

### **Breakfast / Lunch Prices**

K-6	Single Lunch	<b>\$2.70</b>
7-12	Single lunch	<b>\$2.95</b>
K-12	Reduced single ticket	<b>Federal Rate</b>
K-12	Single Breakfast	Free (State funded)
PreK-12	Lunch	Free (State funded)
K-12	Extra Milk/Juice	<b>\$ .40</b>
K-12 5-12	Extra Serving	<b>\$1.55</b>
Adult	Single lunch/breakfast	<b>\$4.95</b>

~~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.

Parents may choose to keep a student meal account in the portal for the purpose of purchasing items from the juice/water cooler, extra servings when available, and nutritious snacks if available. Nutritious snacks will no longer be a daily offering due to the full breakfast offered each day. Parents may send a snack to school following teacher protocols at the elementary and to be available in lockers for secondary students as needed.

### **Lunch Hour Expectations**

- Appropriate behavior and language are expected.
- All breakfasts and lunches are to be eaten in the commons 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.
- 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.
- Students must clean up after themselves.
- Students may assist with table wiping.

### **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 and privileges may be revoked for a period of time determined by administration.

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 and the parent has been contacted
- the student provides transportation away from school for a student in grade 10 or below during the lunch period without said student's parent permission
- 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/Health Assistant's Office**

The school nurse's/Health Assistant's office is located within the main office. Students are asked to acquire a pass ~~receive permission~~ from their classroom teacher prior to visiting the health assistant/~~nurse~~.

## **Snack Breaks Special Day Treats**

~~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~~ or special day ~~treats, please send healthy snacks. If you have questions, please contact the Food Service~~ your child's teacher or follow their written guidelines. We need to be aware of potential allergies.

## **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.

## **Personal Electronics**

### Kindergarten - 4th Grade Students

Students in grades K-4 are ~~encouraged to~~ should 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 disruptions occur, students may be asked to place their smart watch in their backpack or turn it into the office to be picked up at the end of the day. If parents need to give their child a message they will need to should contact the office or the classroom teacher and they will be happy to convey the message. 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.

### 5th-8th Grade Students

Students in grades 5-12 8 may use personal electronic items before school, during lunch, and after school only. ~~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.~~

- no devices should be in the classroom unless directed by the teacher for instructional use
- teachers may allow occasional phone time as a reward in their classroom
- student's may not use the phone between classes or they will be confiscated and returned at the end of the school day
- Locker combinations or passwords should not be shared with peers

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

### 9th-12th Grade Students

Students in grades 9-12 may use personal electronic devices before school, after school, during lunch period and during passing time between classes. Use of personal electronic items during instructional time is at the discretion of the classroom teacher.

- devices should not be visible on the student or placed in the pocket chart provided upon entering the classroom
- teachers may allow students to use their phones during class for instructional or free time purposes
- phones will be confiscated for the remainder of the day if the student does not follow the

request to put the phone away or place it in the provided pocket chart

**(AT NO TIME ARE PHONES TO BE ON AND VISIBLE IN THE BATHROOMS OR LOCKER ROOMS - automatic one day confiscation.)**

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

- **1st Violation - the student will be asked to put the device away**
- 2<sup>nd</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. **Minor**
- 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 two (2) school days. The student will be allowed to retrieve their device at the end of the school day. **Parent will be notified. Major**
- 4th Violation – the item will be confiscated by the classroom instructor and the student is required to turn in his/her device **to the office** 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.~~ **Parent will be notified. Major**
- **5th Violation - the parent will be asked to pick up the device and asked to keep the device at home for a significant period of time as determined between the principal and a parent. Major**
- **Refusal to put the phone away and hand it to the teacher will result in administration being called followed by a detention or suspension depending on the degree of insubordination.**

**Administration and staff acknowledge phones are the personal property of the student. Confiscation is temporary and phones will always be returned to the student or the parent following the above guidelines.**

## **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 1-4 will be given a planner. Students in grades 5-12 will use a digital planner provided by the school. **determined by their classroom teacher or advisor.**

## **Pledge of Allegiance/Announcements**

All students shall recite the Pledge of Allegiance to the flag of the United States of America ~~one time~~ **the first day** 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.

Weekly announcements will be read right after the Pledge of Allegiance.

## **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. (unless it has been confiscated)
  - 5th and 6th-grade recess is determined by the classroom teacher.
  - 9th - 12th grade students may receive a pass to confer with a teacher at lunch.

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

## **Recess PBIS Raider Pride 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,~~ Instructional staff 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, parents, guests, and visitors are to enter and exit through the main entrance to the school (door S1). Parents, guests, and 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, 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 III.**

### **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.
- Using (AI) artificial intelligence to create your assigned work.
- 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):
- Using Artificial Intelligence to create work as your own.
- 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:
  - In the classroom; immediate warning to stop with a teacher/student conference follow up.
  - Identified Academic Dishonesty after the test/assignment has been turned in, a conference will be held between the student and the instructor and the parent contacted.
  - Evidenced based academic dishonesty; A conference will be called between the parents, student, social worker, and administrator.
  - Consequences will be determined at that meeting. Consequences may include detention after school to retake or rewrite the work.
- Second 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 by scheduling a conference.

- 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~~ in-school suspension.
  - The teacher will inform ~~the~~ by scheduling a parent/guardian and administration conference ~~of the student's offense~~ with the social worker.
  - 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.
- Parents are informed that their child will be discussed at SAT.

### **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.
- Students may be referred for Special Education assessment or 504 referral.

### **III. CO-CURRICULAR ACTIVITIES VI.**

#### **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

Play	(per play)	\$45 – junior high \$35
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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
	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 II. 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  
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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 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~~ **V. PBIS BEHAVIOR AND DISCIPLINE**

**Minor Behavior Infractions:** 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.~~ Instructional staff are responsible for establishing classroom management procedures conducive to student learning and engagement. Minor behaviors are handled within the classroom. Communication between home and school is essential to student improvement and success. Minor behaviors may result in teacher assigned classroom detention by communicating with parents. Minor behaviors do not require SIRs (Student Incident Reports)

**Major Behaviors Infractions:** Continued and/or repeated minor behavioral incidents may be

treated as a major behavior that includes a consequence found in Appendix A: Progressive Guidelines for Behavior and a plan of action for improvement may be implemented. 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. Majors are recorded as SIR for tracking and data purposes.  
\*Progressive Guidelines for Behavior are found in Appendix A beginning on page \_\_\_\_.

### **Detention (Majors)**

Students who earn a Major 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 (Minor)**

Minor detentions are assigned by the classroom teacher and communicated to the parent.  
~~Detention may be served with classroom teachers.~~

Minor lunchroom detentions may be assigned by supervisors or administration and handled within the scheduled lunch time.

### **Detention (Major) 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 **may** be in-school 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.

### **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  
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chemical conduct code will be explained and interpreted for each student who elects to participate in extracurricular activities. Administrators, activity coaches, and sponsors will actively encourage and solicit parents to accompany students to these meetings. Attendance will be required for those students who participate in any activity sponsored by the Minnesota State High School League (MSHSL).

### **Preventive Measures**

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

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

### **Intervention**

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

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

## **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.

## **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.

## **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.

## **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.

## **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

[Complaint Form: A formal complaint form can be picked up from the office staff and turned into the Principal or 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** ~~IV. 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)			
<b><u>Freshman Year</u></b>		<b><u>Sophomore Year</u></b>	
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	<del>7.0</del> <b>6.5</b> credits	Total	7.0 credits
<b><u>Junior Year</u></b>		<b><u>Senior Year</u></b>	
English	1.0 credit	English	1.0 credit
Math	1.0 credit	Social Studies*	0.5 credit
Social Studies	1.0 credit	Science	0.5 credit
Science	1.0 credit	<u>Elective</u>	<u>5.0 credit</u>
<u>Elective</u>	<u>3.0 credit</u>	Total	7.0 credits
Total	7.0 credits	*Economics may be taken in Gr.	
		11	

The following credit outline has been proposed to the Nicollet Board of Education through the master schedule and MDE adjustments. Final credit requirements are communicated prior to the end of the current school year for graduation.

## Graduation Credit Requirements By Subject/Department

Subject Area	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
TOTAL CREDITS	24 <span style="color: red;">23</span>

**\*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.

### 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 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 Ceremony:

- 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 or present an extended year plan for completion approved by administration prior to graduation.
  - Student must be within 1 credit to qualify for extended year.
  - Student must register for credit recovery before the graduation date.
  - Extended year must be initiated immediately following graduation date.
  - Diploma is held until documented completion has been turned in to the office.

## 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%)

Students in grades 9-12 earning Exceeds or Meets benchmark on the MCA Core Course at the respective grade level will be exempt from the Spring Final Exam.

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/ <u>CIS</u> <u>/CLEP</u> Courses		CIS/ <u>CLEP</u> 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	2.00
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

\*May be modified in Special Education (IEP) as amended by the IEP Teachers.

### 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.

**APPENDIX A. PROGRESSIVE GUIDELINES FOR BEHAVIOR**

<b>Attendance</b>			
<b>Tardy or Unexcused Tardy</b> - 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.			
Grades	First Offense	Second Offense	Third Offense
K-6	Verbal warning	Verbal warning Parent Contact	Referral to School Social Worker
7-12	Verbal warning	Verbal warning Parent Contact	Detention
**Excessive tardiness will be referred to administrator for further disciplinary actions			

<b>Chemical Infractions</b>			
<b>Possession or use of Alcohol or Chemicals</b> - 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.			
Grades	First Offense	Second Offense	Third Offense
K-12	3 day suspension Parent conference with school social worker and administration before the student is readmitted Police referral	5 day suspension Student is recommended to seek professional help for a minimum of two (2) sessions Police referral	10 day suspension Student is recommended to seek professional long term help Possible Expulsion recommendation Police referral

Minnesota State High School League	2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	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.
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**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.

Grades	First Offense	Second Offense	Third Offense
K-12	3 day suspension Parent conference with school social worker and administration before the student is readmitted Police referral	5 day suspension Student is recommended to seek professional help for a minimum of two (2) sessions Police referral	10 day suspension Student must seek professional long term help Possible Expulsion recommendation Police referral
Minnesota State High School League	2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	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.

**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.

Grades	First Offense	Second Offense	Third Offense
K-12	Disciplinary action at discretion of building administration	Detention	1-3 day suspension

Minnesota State High School League	2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	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.
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**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.

Grades	First Offense	Second Offense	Third Offense
K-12	1-3 day suspension Parent conference with school social worker and administration before the student is readmitted Police referral	3-5 day suspension Student is recommended to seek professional help for a minimum of two (2) sessions Police referral	10 day suspension Student must seek professional long term help Possible Expulsion recommendation Police referral
Minnesota State High School League	2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	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.

**Tobacco, Marijauna, E-Cigarette (Vape) 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.

Grades	First Offense	Second Offense	Third Offense
K-12	3 day suspension Parent conference with school social worker and administration before the student is readmitted	5 day suspension Student is recommended to seek professional help for a minimum of two (2) sessions	10 day suspension Student must seek professional long term help Possible Expulsion recommendation Police referral

	Police referral	Police referral	
Minnesota State High School League	2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	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.

### 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.

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

**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.”

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

**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.

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

**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.

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

**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.

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

### 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.

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

**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.

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

### 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.

Grades	First Offense	Second Offense	Third Offense
K-12	Up to 3 day suspension Possible police referral	3-5 day suspension Police referral	10 day suspension Expulsion recommendation Police referral

Minnesota State High School League	2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	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.
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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.

Grades	First Offense	Second Offense	Third Offense
K-12	Up to 3 day suspension Possible police referral	3-5 day suspension Police referral	10 day suspension Expulsion recommendation Police referral
Minnesota State High School League	2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	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.

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

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

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

Grades	First Offense	Second Offense	Third Offense
K-12	Disciplinary action at discretion of building administration	Disciplinary action at discretion of building administration	Disciplinary action at discretion of building administration
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration		

**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.

Grades	First Offense	Second Offense	Third Offense
K-12	10 day suspension Expulsion recommendation Police referral		
Minnesota State High School League	2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	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.

**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.

Grades	First Offense	Second Offense	Third Offense
K-12	10 day suspension Expulsion recommendation Police referral		

Minnesota State High School League	2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	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.
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**Breaking and Entering** - Entering a secured district location, after school hours, using an unauthorized mechanism of entering is prohibited.

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

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

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

**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.

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

**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.

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

**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.

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

**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.

Grades	First Offense	Second Offense	Third Offense
K-12	Disciplinary action at discretion of building administration	1-3 day suspension	5-10 day suspension
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration		

**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.

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

**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.

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

### Technology Infractions

**Misuse of Personal Electronic Devices** - 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.

**Grades 5-8:** Students may use personal devices before school, during lunch, and after school only.

- no devices in the classroom unless directed by the teacher
- teachers may allow occasional phone time as a reward
- phones used during instructional time while on a locker or bathroom break will be confiscated
- locker combinations or passwords should not be shared with peers.

**Grades 9-12:** Students in grades 9-12 may use personal electronic devices before school, after school, during lunch and during passing time between classes. Use of devices during instructional time is at the discretion of the classroom teacher.

- devices should not be visible on the student or can be placed in the pocket chart.
- teachers may allow students to use their phones during class

~~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.

Grades	First Offense	Second/ <u>Third</u> Offense	<u>Fourth</u> Offense <u>or</u> Refusal to turn it in to teacher
K-4	<u>Students will be asked to put their device in their locker. School is not responsible for missing items.</u>	Device confiscated and can be picked up at the end of the day either from the Teacher or Office	<u>Meeting is held between teacher, parents, student, and administration. Item is not to be returned to school.</u>
5-8	Device confiscated and can be picked up at the end of the day either from the Teacher or Office	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	Device confiscated Detention <u>Parent conference and</u> 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
9-12	<u>Student is asked to put the phone away. Students can put it away on their person or use the instructor's pocket chart.</u>	<u>Device is confiscated and can be picked up at the end of class.</u>  <u>Third request device is confiscated and picked up in the office at the end of the day.</u>	<u>Device is confiscated. Parent conference is scheduled. Parents can pick up the phone from administration. Students are required to turn in their device at the beginning of each day for the next ten days.</u>
Minnesota State High School League			Code of Conduct Disciplinary action at discretion of building administration

**Misuse of Personal Electronic Devices in LOCKER ROOMS OR BATHROOMS.**  
At no time are phones to be on and visible in the bathrooms or locker rooms. Results in, automatic one day confiscation with parent pick up.  
First, a warning will be given if the device is visible but not in use.

Grades	First Offense	Second Offense	Third Offense
K-12 <u>Students</u>	1-2 day <u>in-school</u> suspension	3-5 day suspension Possible Police referral	5 day suspension Possible Police referral

<u>recording or taking pictures.</u>	Possible Police referral		
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration		

**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.

Grades	First Offense	Second Offense	Third Offense
K-12	Disciplinary action at discretion of building administration	3-5 day suspension	10 day suspension Limited or monitored indefinitely Expulsion recommendation
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration		

**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.

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

**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.

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

**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.

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

**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.

Grades	First Offense	Second Offense	Third Offense
K-6	Disciplinary action at discretion of building administration	Disciplinary action at discretion of building administration Social worker intervention	1-3 day suspension Social worker intervention
7-12	Disciplinary action at discretion of building administration	1-3 day suspension Social worker intervention	2-10 day suspension Social worker intervention

Minnesota State High School League	2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	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.
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration		

**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.

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

**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.

Grades	First Offense	Second Offense	Third Offense
K-6	Disciplinary action at discretion of building administration	Disciplinary action at discretion of building administration	Disciplinary action at discretion of building administration
7-12	Disciplinary action at discretion of building administration	1-3 day suspension	3-5 day suspension

Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration		
<b>False Fire Alarm</b> - Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm, fire alarm system or sprinkler system is prohibited.			
Grades	First Offense	Second Offense	Third Offense
K-6	Disciplinary action at discretion of building administration	Disciplinary action at discretion of building administration	Disciplinary action at discretion of building administration
7-12	5 day suspension Police referral	10 day suspension Expulsion recommendation Police referral	
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration		
<b>Gambling</b> - 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.			
Grades	First Offense	Second Offense	Third Offense
K-6	Disciplinary action at discretion of building administration	Disciplinary action at discretion of building administration	Disciplinary action at discretion of building administration
7-12	Disciplinary action at discretion of building administration	1-3 day suspension	3-5 day suspension
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration		
<b>Harassment</b> - Has the purpose or effect of creating an intimidating, hostile or offensive working or academic <del>environment</del> <u>environment</u> . Has the purpose or effect of substantially or unreasonably <del>interfering</del> <u>interfering</u> 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.			
Grades	First Offense	Second Offense	Third Offense
K-6	Disciplinary action at discretion of building administration	Disciplinary action at discretion of building administration Social worker	1-3 day suspension Social worker intervention

		intervention	
7-12	Disciplinary action at discretion of building administration	1-3 day suspension Social worker intervention Possible Police referral	2-10 day suspension Social worker intervention Possible Police referral
Minnesota State High School League	2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	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.

**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.

Grades	First Offense	Second Offense	Third Offense
K-6	Disciplinary action at discretion of building administration	Disciplinary action at discretion of building administration Social worker intervention	1-3 day suspension Social worker intervention
7-12	Disciplinary action at discretion of building administration	1-3 day suspension Social worker intervention Possible Police referral	2-10 day suspension Social worker intervention Possible Police referral
Minnesota State High School League	2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	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.

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

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

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

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

### 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.

Grades	First Offense	Second Offense	Third Offense
7-12	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.	Parent will be notified Possible 0 or alternative assignment at discretion of Teacher Detention Probation from National Honor Society (NHS) Ineligible for all extra-	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.

		curricular activities for the next two (2) events or competition.	
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration		
<p><b>Facilitation</b> - 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.</p>			
Grades	First Offense	Second Offense	Third Offense
7-12	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.	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.	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.
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration		
<p><b>Falsification</b> - 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.</p>			
Grades	First Offense	Second Offense	Third Offense

7-12	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.	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.	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.
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration		
<b>Plagiarism</b> - 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.			
Grades	First Offense	Second Offense	Third Offense
7-12	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.	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.	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.
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration		
<b>Other Behavior Infractions</b>			

**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.

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

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

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

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

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

**Unsportsmanlike Conduct at Events**

<u>Grades</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
<u>K-6 Students must be with</u>	<u>Warning, redirection, asked to sit with adult.</u>	<u>Asked to leave.</u>	<u>Restricted from attending the next three events.</u>

<u>a parent or guardian.</u>			
<u>7-12</u>	<u>Warning, redirection</u>	<u>Parent called and student is asked to leave.</u>	<u>Parent called and student restricted from attending the next three events.</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.

Appendix B: Technology Use Parent / Student Agreement

To be attached.

Appendix C: 24 Hour Field Trip Release Form

To be attached.



## ISD No. 507 Nicollet BizOps Executive Summary

### Ongoing Outsourced Payroll Services – Semi-monthly on the 15<sup>th</sup> and the 30<sup>th</sup>

- Outsourced payroll functions –
  - Coordinate with department supervisors and/or superintendent and principal to review hours entered on electronic timesheets, and to address questions
  - Remit payroll withholdings and PERA/TRA payments
  - Process semi-monthly payroll

### Ongoing Outsourced Payroll Services – Monthly

- Outsourced payroll functions –
  - Reconciliation of payroll expense and payroll liability general ledger accounts to subledgers on a monthly basis.
  - Initial set-up, clean-up and reconciliation.

### Ongoing Outsourced Payroll Services – Quarterly/Annually

- Outsourced payroll functions –
  - Preparation of quarterly payroll tax returns
  - Preparation of annual W2s
  - Review and update codes in SMART, as needed
  - Annual review and reconciliation of payroll liabilities including but not limited to PERA, TRA, 403b, deferred compensation, VEBA, life insurance

	Monthly Cost Estimate	Annual Cost Estimate
<b>Ongoing Outsourced Payroll Services – Semi-monthly on the 15<sup>th</sup> and the 30<sup>th</sup></b>		
Payroll Processing - \$1,500 per payroll	\$3,000	\$36,000
<b>Ongoing Outsourced Payroll Services – Monthly</b>		
Initial set-up, clean-up and reconciliation.	Billed hourly	\$400 to \$2,400
After initial set-up, clean-up and reconciliation, this will be covered by the statement of work for accounting services.		
<b>Ongoing Outsourced Payroll Services – Quarterly/Annually</b>		
Per quarter	\$400	\$1,600

Annual Estimate - \$38,000 - \$40,000

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# Outsourcing Preparation Statement of Work

Date: December 14, 2022

This agreement constitutes a Statement of Work (“SOW”) to the Master Service Agreement (“MSA”) made by and between CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) and ISD #507 Nicollet (“you” and “your”) dated June 15, 2022 or any superseding MSA. The purpose of this SOW is to outline certain services you wish us to perform in connection with that agreement.

## **Scope of professional services**

Craig W. Popenhagen is responsible for the performance of the preparation engagement and other services identified in this agreement. They may be assisted by one or more of our authorized signers in the performance of the preparation engagement.

Sharon Peterson is responsible for the daily activities of the engagement.

## **Ongoing normal accounting services:**

- Outsourced accounting functions - staff
  - Process accounts payable including the preparation and issuance of checks
  - Prepare billings, record billings, enter cash receipts, and track sales tax
  - Reconcile certain accounts monthly and prepare journal entries
- Outsourced accounting functions - consulting controller
  - Assist with union contract negotiations
  - Review UFARS Coding
  - Review and approve monthly reconciliations and journal entries
  - Reconcile complex accounts monthly and prepare journal entries
  - Prepare financial information to assist with the annual audit – additional information is provided below

- Assist management with budgeting services
- Prepare monthly board packet reports
- Document accounting processes and procedures
- Continue process and procedure improvement implementation
- Report and manage cash flows
- We will prepare federal Form 1099 and Form 1096 from information provided by you and transmit federal Form 1099 to federal and state taxing authorities on your behalf
- Our 1099 preparation services could include electronically transmitting 1099 forms to federal and state taxing authorities on your behalf

**CLA shall be authorized to the following cash access services:**

- Obtain access to electronic signatures or signatures embedded into cloud-based software for the purpose of drafting payments on your behalf.
- Prepare checks and/or electronic funds transfers (EFT, ACH, wire, etc.) to be drawn upon your bank account(s) and to use the above noted methods to thereby finally approve such checks for payment by the corresponding bank(s).
- Obtain administrator access to your bank accounts for purposes of performing the duties documented in our SOW identified above.
- Initiate direct deposits or sign checks as part of the payroll processing function.

**Preparation services - financial information**

You have requested that we prepare the monthly financial information of ISD #507 Nicollet, which comprise the financial information identified below in accordance with cash (financial reporting framework).

***Financial information:***

Board Packet Summary  
 Monthly Budget Report  
 Payment Register by Bank and Check

The financial information will not include the statement of cash flows and the related notes to the financial information .

Management has requested the financial information be prepared without substantially all disclosures, which is a departure from the financial reporting framework. The financial information will identify these

departures.

The supplementary information accompanying the financial information, if requested, will be prepared and presented for purposes of additional analysis and is not a required part of the basic financial information.

### **Engagement objectives and our responsibilities**

The objective of our engagement is to prepare financial information in accordance with the financial reporting framework based on information provided by you and information generated through our outsourced accounting services.

We will conduct our preparation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARs) promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants (AICPA) and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

### **Engagement limitations**

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the financial information and the supplementary information.

Our engagement cannot be relied upon to identify or disclose any financial information misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement. You agree that we shall not be responsible for any misstatements in the entity's financial information that we may not identify as a result of misrepresentations made to us by you.

### **No assurance statement**

The financial information will not be accompanied by a report. However, management agrees that each page of the financial information will include a statement clearly indicating that no assurance is provided on them.

Our firm cannot be associated with any financial information you file with the U.S. Securities and Exchange Commission (SEC) and accordingly, the name of our firm cannot be included in any of ISD #507 Nicollet's public filings.

### **Management responsibilities**

The engagement to be performed is conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that our role is to prepare financial information in accordance with the financial reporting framework.

We are required by professional standards to identify management's responsibilities in this agreement. Those standards require that you acknowledge and understand that management, and those charged with governance, as appropriate, have the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial information in accordance with SSARs:

- a) The selection of the financial reporting framework to be applied in the preparation of the financial information and determining that the financial reporting framework is acceptable in the circumstances.
- b) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial information that are free from material misstatement, whether due to fraud or error.
- c) The prevention and detection of fraud.
- d) To ensure that the entity complies with the laws and regulations applicable to its activities.
- e) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial information.
- f) To provide us with the following:
  - a) Access to all information relevant to the preparation and fair presentation of the financial information, such as records, documentation, and other matters.
  - b) Additional information that may be requested for the purpose of the engagement.
  - c) Unrestricted access to persons within the entity with whom we determine it necessary to communicate.

We understand that you are engaging us to make recommendations and perform services to help you meet your responsibilities relevant to the preparation and fair presentation of the financial information (items a and b).

For all accounting services we may provide to you, including the preparation of your financial information, management agrees to assume all management responsibilities; oversee the services evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

**Management responsibilities relevant to CLA's access to your cash**

Someone with management authority is responsible for the processes below. All approvals listed must be documented in writing, either electronically or manually:

- Approve all invoices and check payments.
- Approve all new vendors and customers added to the accounting system.

- Approve all electronic funds transfers (EFT, ACH, wire, etc.) to external parties.
- Approve all new employees and all employee status changes prior to those employees or changes being added to the payroll system.
- Review and approve (or delegate to the CLA consulting controller if applicable) all bank statements and affiliated monthly reconciliations.
- Review and approve payroll reports prior to initiating direct deposits or processing checks.
- All requests or approvals received via email, text or IM will be confirmed via phone.

## **Fees and terms**

***The professional fees (guaranteed from July 1, 2023 through June 30, 2024) for these services are as follows:***

<b>Item</b>	<b>Fee</b>
Ongoing Normal Accounting Services	\$6,000 per month
Services performed for annual audit	\$2,600 per year

Included in the fixed fees are meetings and phone calls to discuss operations, business matters, and accounting matters of the entity. While the fixed fees entitle the entity to consultations with us, if organizational conditions change or the scope of the work requires substantial additional effort beyond what has been defined in this agreement, CLA agrees to perform the additional work at a mutually agreed upon price.

Out-of-pocket expenses such as out-of-town travel, meals, and lodging will be billed at cost and are not included in the fees quoted above. We will also add a technology and client support fee of five percent (5%) of all professional fees billed. The fee estimates are based on anticipated cooperation from your personnel and their assistance with preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fees will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate.

## **Use of financial information**

The financial information we prepare are for management's use. If you intend to reproduce and publish the financial information, they must be reproduced in their entirety.

## **Addendum A**

The Addendum A dated June 15, 2022 applies to services under this SOW.

**Agreement**

We appreciate the opportunity to provide the services described in this SOW related to the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below and return a signed copy to us to indicate your acknowledgment and understanding of, and agreement with, this SOW.

**CliftonLarsonAllen LLP**

Craig W. Popenhagen

Principal

507-280-2327

craig.popenhagen@claconnect.com

**Response**

This SOW correctly sets forth the understanding of ISD #507 Nicollet and is accepted by:

CLA  
CLA

*Craig W. Popenhagen*

---

Craig W. Popenhagen, Principal

**SIGNED** 12/20/2022, 7:02:31 PM UTC

**Client**  
ISD #507 Nicollet

*Stephen L. Malone*

---

Stephen Malone, Superintendent

**SIGNED** 12/20/2022, 8:02:21 PM UTC





July 5, 2023

Nicollet ISD #507  
1 Pine St  
Nicollet, MN 56074

Dear Mr. Malone,

Thank you for this opportunity to present SMS' proposal for business management and Payroll services.

I am available to further discuss the attached proposal at your convenience.

Respectfully,

Todd R. Netzke  
President

Enclosure

## **BUSINESS MANAGEMENT & SUPPORT SERVICES PROPOSAL**

For

**Nicollet ISD #507**

School Management Services, LLC (SMS), Minnesota's premier professional services provider of K12 business management solutions, is pleased to propose our services for professional business management and payroll services.

This recommendation and proposal includes the following sections and documents:

1. Executive Summary:
  - Goals and benefits of SMS services;
  - Scope of proposed services
  - Arrangements
2. Scope of Services and Responsibilities
3. Services Agreement and Signature Page

## Executive Summary

### Goals and benefits of SMS services

SMS goals and business strategy include the provision of innovative and cost-effective alternatives to public school districts' boards and superintendents for school business management and related school business functions.

SMS leadership and line management team members are keenly aware of the changing dynamics of public school management in the broader context of public school funding and management strategy, and we are committed to continuously improve and expand SMS service offerings to meet the changing needs of Minnesota's public schools.

We respectfully suggest that the following features and components of our services result in important tangible and intangible benefits for our public school district clients.

#### Confidence and peace of mind:

SMS client boards and superintendents are assured in that:

- SMS work performed professionally, accurately and timely;
- Administration and Board will make confident decisions based on solid financial data for the benefit of all stakeholders.

#### Cost and time savings that enable boards and administration to operate efficiently and focus on your responsibilities:

SMS client boards and superintendents are assured that having SMS on the team results in efficient operations and resource redundancy:

- SMS professional team members' core competencies are school business and finance;
- SMS understands the issues and can immediately and efficiently provide services;
- SMS continuously trains and develops our team members and have experienced resources in reserve to cover contingencies and emergencies;
- SMS employs best practices including latest technology;
- SMS will recommend and assist, if desired, with process improvement and business office structure
- SMS provides customized reporting at summary and detail levels to assist District Leaders in understanding the current and projected financial condition, thus allowing timely and appropriate action.

#### Compliance requirements are addressed efficiently and effectively:

SMS client boards and superintendents are assured that having SMS on the team results in effective, efficient and comprehensive compliance planning and execution:

- SMS supports the annual audit process by providing accurate and timely data, supplementing district resources with additional SMS staff when desired, and recommends and implements ideas that can reduce future audit costs.

In summary, the SMS team comprises more than 150 years of aggregate public school management experience. On engaging SMS, your district will be supported by our growing, professional team.

### Scope of Proposed Services

SMS agrees to provide to the Nicollet ISD #507 Professional Business Management and Payroll Services (Support Services) according to the job summary listed below. SMS provides the District full flexibility to modify the assignment of responsibilities and to make appropriate revisions to SMS' fees and expenses arrangements at the convenience of the District in accordance with the contractual provisions of the attached Services Agreement.

#### On-Site Time:

Business Manager: 1 – 2 days per month with additional on-site time as needed

Payroll: 2 days per month with additional on-site time as needed

	SMS	District
<b>Management</b>		
Provide and assist with Administrative Leadership	50%	50%
Provide and assist with financial leadership of the Nicollet ISD #507	X	
Develop strong working relationships with Administrators	X	
Develop strong working relationships with Superintendent	X	
Develop and implement effective and GASB compliant processes and procedures	X	
<b>District Operations</b>		
Business Management		
Maintains a good working relationship with Vendors & Businesses	X	
Maintains Cooperative relationships and appropriate communications with District schools in order to maintain effective public relations	X	
Assists with Marketing of District Programs and Services	X	
Request for Proposals for various needs	X	
Buildings & Grounds		
Operations	25%	75%
Budget Development & Monitoring	X	
Staff Management	25%	75%
Space Planning and Management	25%	75%
Technology		
Operations	25%	75%
Budget Development & Monitoring	X	
Staff Management	25%	75%
Human Resources		
Operations	10%	90%

Reporting & Compliance	50%	50%
Negotiations Costing	90%	10%
Bargaining Agreement Maintenance	25%	75%
<b>Budget Development &amp; Communication</b>		
Budget development & Reporting	90%	10%
Analysis	X	
Historical	X	
Comparative	X	
Communicate	X	
Budget Calendar	90%	10%
Budget Monitoring	75%	25%
Budget Communication		
Administrative Team	X	
Superintendent	X	
Hayfield ISD #203 School Board	X	
<b>Financial Planning</b>		
Develop 3-5 Year Financial Plan	X	
Base Assumptions	50%	50%
Build Group Consensus Amongst District Leaders (Finance Committee)	50%	50%
Reduction and/or Investment Goals	50%	50%
Enrollment Projections	50%	50%
Staff Planning	50%	50%
Cash Flow Projections	X	
<b>General Accounting</b>		
Maintain General Ledger (In compliance with GASB)	X	
Payroll Liabilities Reconciliation	X	
Bank Reconciliation	X	
Journal Entries	X	
UFARS Compliance	X	
Perkins Grant Coordination and Administration	X	
Federal, State and Local Grants Reporting and Compliance	75%	25%
Implement Best Practices	75%	25%
Prescribe and Apply Internal Controls Whenever Possible	75%	25%
Daily Cash Management	X	
Prepare Board Budget and Treasurer Report	X	
<b>Payroll/HR</b>		
Process Payroll According To District Calendar	X	
Calculate and Remit Federal and State Payroll Taxes & Prepare State and Federal Payroll Tax Returns	X	
State Employment and Unemployment Reporting	X	
State Retirement Reporting (TRA and PERA)	X	
Process Statutory and Other Miscellaneous Deductions and Withholdings	X	

Benefits Administration	X
Issue W2's	X
STAR Reporting	X
ACA Compliance	X
<b>Accounts Payable</b>	
Provide Accounts Payable Training	X
<b>Audit Planning &amp; Coordination</b>	
Plan & Coordinate Annual Audit	X
Prepare all Asset & Liability Supporting Schedules	X
Calculate and Schedule State, Federal and Local Revenues & Receivables:	
State Aids	
Tuition	X
Federal Aids	X
Property Taxes	X
Long-Term Debt	X
Fixed Assets	X
<b>Committee Representation</b>	
Attend Appropriate Committee's Upon Request	X
<b>School Board and Governing Meetings</b>	
Attend Board Meetings upon request	X
Prepare and Present Business Related Board Action Items	X
Recommend and Prepare Business Policies	X

## Arrangements

The Nicollet ISD #507 will receive SMS Professional Business Management & Payroll Services in accordance with the following arrangements.

Commencing August 1, 2023, SMS shall be paid compensation for the services proposed herein at the rate of:

Business Management: \$65,000

Payroll & HR Services: \$35,000

\$100,000 (12 Month Contract) paid according to the following schedule:

Semi-annually, in advance: \$50,000

Accounts Payable Training: \$50/hr

Federal Grants Management Services: \$150/hr on an as needed basis at the request of the Superintendent

Travel & Incidental fees:

- Mileage reimbursed at Federal IRS Rate
- Lodging: up to \$120/night

Construction Project Compensation shall be paid if the District sells a Bond for the completion of a Building project. The Fee structure is based on the dollar value of the approved Building Project:

\$20,000,000 or less: 1 time payment of \$5,000

Between \$20,000,001 and \$49,999,999: 1 time payment of \$10,000

\$50,000,000 or more: 1 time payment of \$15,000

Fee arrangements for years 2 & 3 shall increase at a rate of 3%

### 1. Business Manager & Support Services Responsibilities

It shall be the responsibility of SMS to compensate outside consultants retained or hired by SMS to fulfill obligations under this Agreement.

## **SMS Services Agreement**

THIS AGREEMENT, is made and entered into by and between the Nicollet ISD #507 (hereinafter referred to as the "School District"), and School Management Services (hereinafter referred to as the "Contractor").

### **Scope of Services**

The Contractor agrees to provide professional Business Management and Payroll Services to the School District according to the proceeding Scope of Services Summary.

### **Articles of Agreement & Recitals**

WHEREAS, the School District is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; and

WHEREAS, the School District desires to retain and compensate a qualified consultant to provide such services on the terms and conditions hereinafter set forth; and

WHEREAS, the Contractor understands and agrees that:

1. The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees arising out of the Contractor's activities;
2. The Contractor shall have no authority to bind the School District for the performance of any services or to obligate the School District. The Contractor is not an agent, servant, or employee of the School District and shall not make any such representations or hold himself/herself out as such;
3. The Contractor shall be the exclusive accounting consultant for the School District during the term of this Agreement;
4. The Contractor shall perform all professional services in a competent and professional manner, acting in the best interests of the School District at all times.
5. The Contractor shall not accrue any continuing contract rights for the services performed under this contract.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follows:

#### **ARTICLE I**

##### **LIABILITY INSURANCE**

Section 1 Liability Insurance: The Contractor shall obtain professional liability insurance, at his/her expense, with coverage satisfactory to School District, in its sole discretion, which liability insurance Contractor must secure and maintain during the term of this Agreement. Contractor must provide School District with proof of liability insurance coverage prior to performing services under this Agreement.

#### **ARTICLE II**

##### **DURATION OF THE AGREEMENT**

Section 1 Duration: This Agreement shall commence on upon board ratification of this agreement and will remain in effect for a period three years. This Agreement will remain

in full force and effect during the term of this Agreement, but may be terminated as provided in sections 2 and 3.

Section 2 School District's Termination Rights: School district may terminate this Agreement upon sixty (60) days written notice in the event the School District determines in its sole discretion that it is not in the School District's best interests to continue using Contractor's services.

Section 3 Contractor's Termination Rights: Contractor may terminate this Agreement upon thirty (30) days written notice to School District (i) in the event School District does not pay Contractor compensation within fifteen (15) days after invoice is received by School District. In the event of non-payment by the School District, Contractor shall give School District an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days to remit such payment, prior to giving a notice of termination. Contractor may terminate this Agreement upon sixty (60) days written notice in the event the Contractor determines in its sole discretion that it is not in the Contractor's best interests to continue providing services.

### ARTICLE III

#### RENEWAL OF THE AGREEMENT

Section 1 Renewal Period: Not less than thirty (30) days prior to the expiration of this Agreement, the School District may provide written notice of intent to renew this Agreement for an additional term upon terms and conditions agreed upon by both parties to the Agreement.

### ARTICLE IV

#### INDEMNIFICATION

Section 1 Release and Indemnify: The Contractor agrees to defend, hold harmless, and indemnify the School District and its board members, its administration, its employees, its officers, its attorneys, insurers, agents, consultants, and representatives from any and all damages and claims that may arise by reason of any acts or omissions on the part of the Contractor, or of the Contractor's employees or agents, in regard to the Contractor's performance under this Agreement, including, but not limited to, any and all liabilities, demands, losses, claims, damages, fines, judgments, attorneys' and witness fees.

### ARTICLE V

#### GENERAL

Section 1 Authorized School District Agent: The School District's authorized agent for the purpose of administration of this Agreement is the School Board. Said agent shall have final authority for approval and acceptance of the Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

Section 2 Amendments: No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

Section 3 Assignability: The Contractor's rights and obligations under this Agreement are personal and not assignable or transferable.

Section 4 Data: Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the Contractor in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the School District, and any such data and materials shall be remitted to the School District by the Contractor upon completion, expiration, or termination of this Agreement. Further, any such data and materials shall be treated and

maintained by the Contractor in accordance with applicable federal, state and local laws regarding data privacy.

Section 5 Entire Agreement: This Agreement is the entire agreement between the School District and the Contractor and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

Section 6 Severability: All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein and such holding shall not invalidate or render unenforceable any other provision hereof.

**Signature Page**

**AGREEMENT FOR THE PROVISION OF PROFESSIONAL SERVICES TO  
NICOLLET ISD #507**

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

Nicollet ISD #507  
1 Pine St  
Nicollet, MN 56074

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

School Management Services, LLC  
19750 Muirfield Circle  
Shorewood, MN 55331

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**EIN: 56-2545979**  
**S-Corp, 1099 not needed**

