

INDEPENDENT SCHOOL DISTRICT NO. 308  
NEVIS PUBLIC SCHOOLS

STUDENT AND PARENT  
HANDBOOK

210 Pleasant Street  
PO Box 138  
Nevis, Minnesota 56467  
218-652-3500  
[www.nevis308.org](http://www.nevis308.org)

2025 - 2026



Learning together...  
Achieving quality together.

**SCHOOL BOARD**

Chairperson:	Mr. Andrew Lindow
Vice Chairperson:	Mr. David McGee
Clerk:	Ms. Aimee Plumley
Treasurer:	Mr. Karrin Lindow
Director:	Mrs. Jennifer McNamee
Director:	Mr. Ben Hass

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

**Nevis School District** is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Superintendent Gregg Parks, 210 Pleasant Street, Nevis, Minnesota, 218-652-3500, as the district's human rights officer to handle inquiries regarding nondiscrimination.

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

## Your Rights Under Section 504

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

### WHAT IS SECTION 504?

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

### YOUR CHILD'S EDUCATION

Your child has the right to:

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

## **YOUR CHILD'S EDUCATIONAL RECORDS**

You have the right to:

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

## **THE SECTION 504 PROCESS**

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

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

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

## **IF YOU DISAGREE WITH THE DISTRICT'S DECISION**

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

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

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

### **Office for Civil Rights, Chicago Office**

U.S. Department of Education

Citigroup Center

500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544

312-730-1560; [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

## TABLE OF CONTENTS

### All School

Academic Policies .....	4	Lost and Found .....	17
Access Rights-Custodial/Non-Custodial Parent's Policies .....	5	Lunch .....	8
Accidents and Illness .....	5	Mandated Reporting .....	17
Aids .....	5	Media Center .....	17
Alcohol, Tobacco and Drugs .....	12	Medications .....	16
Announcements .....	5	Middle School .....	18
Appeal Process .....	5	Mid-Term Progress Reports .....	5
Asbestos Management Plan .....	5	Movies .....	18
Assemblies .....	6	Multi-Tiered Systems of Support .....	18
Attendance .....	6	Narcan .....	16
Band Fees .....	14	Parent Right to Know .....	18
Beverages .....	8	Parent-Teacher Conferences .....	4
Bicycle Rack .....	8	Personal Computers / Tablets .....	18
Bomb/Terroristic Threat .....	13	Pets .....	19
Breakfast .....	8	Physical Education .....	19
Bulletin Boards .....	8	Pledge of Allegiance .....	4
Bullying .....	8	Police Interrogation .....	19
Bus Pass .....	9	Principal Discretion .....	19
Bus Transportation .....	9	Problems Regarding School .....	19
Cell Phones .....	10	Progress Reports .....	4
Citizenship .....	4	Project Fees .....	14
Closed Campus .....	11	Property and Equipment .....	20
Conclusion .....	23	Regulated Behavior Intervention Rule .....	20
Custodial Area .....	11	Religious Activities .....	20
Data Privacy .....	11	Report Cards .....	5
Directory Information .....	11	School Closing .....	20
Distribution of Materials .....	11	School Colors .....	3
DNR-DNI .....	12	School Mascot .....	3
Doctor's Release .....	19	School Pictures .....	20
Dress Code .....	11	School Song .....	3
E-Day .....	12	School Sponsored Publications .....	20
Electronic Devices .....	10	Section 504 .....	20
Emergency Drills .....	13	Sportsmanship Code .....	3
Equal Educational Opportunity .....	13	Staff .....	1
Extended School Year .....	13	Star Spangled Banner .....	4
Fan Bus .....	13	Student Records .....	11
Fees .....	14	Suicide Prevention .....	16
Fire Drills .....	13	Supplies .....	21
Fitness Center .....	14	Surveillance Cameras .....	21
Harassment and Violence Prohibition .....	15	Survey Policy .....	21
Hazing .....	15	Telemedicine Services .....	22
Health .....	15	Tennesen Warning .....	21
Homework .....	16	Testing .....	21
Illness .....	15	Textbook Loss or Damage .....	14
Immunizations .....	15	Ticket Prices .....	21
Internet .....	16	Tobacco-Free Campus and Vehicles .....	22
Leave the Building Permits .....	16	Tornado Drills .....	13
Length of School Day .....	17	Trespassing .....	22
Lock Down Drills .....	13	Trips .....	22
Locker Damage .....	20	Truancy .....	8, 22
Locker/Desk Search .....	17	Valuables .....	22
Lockers .....	17	Vision Statement .....	3
		Visitors .....	22
		Volunteers .....	23

Weapons Prohibition .....	23
Welcome .....	3
<b>District</b>	
Bullying Policy .....	49
Harassment Policy .....	54
Hazing/Initiation Policy .....	57
Inhaler Use .....	57
Medication Policy .....	57
Pest Control Materials.....	57
Prescription .....	57
Tylenol/Ibuprofen .....	57
Weapons Policy .....	58
<b>Elementary</b>	
After School Activities .....	26
Athletics .....	26
Birthdays .....	26
Computer .....	27
Curriculum.....	27
Discipline Policy.....	27
Fan Bus .....	27
Field Trips .....	27
Honor Roll .....	27
Kindergarten .....	28
Leave the Building .....	28
Length of School Day.....	28
Recess.....	28
Retention.....	28
Snacks.....	28
Social Skills Development.....	28
Tardy .....	7, 28
Title I.....	29
<b>High School</b>	
Academic Policies .....	29
After School Activities .....	30
Area Learning Exploration Program .....	31
Athletic and Competitive Activities.....	31
Athletic and Competitive Activities Rules .....	32
Athletic Attendance .....	36
Career Advisor.....	29
Cheating .....	37
Class Advisors .....	38
Class Meetings .....	38
Class Rank.....	29
Class Schedule Changes .....	38
Closed Noon Hour .....	38
College Visits .....	29
Computer .....	38
Credits .....	29
Dances and Activities .....	31
Detection Canines .....	39
Detention .....	39
Discipline Policies .....	39
Driver's Education .....	45
Eighteen-Year-Old Students .....	45

Eligibility .....	32
Extra Curricular & Co-Curricular .....	32
Foreign Exchange Students .....	45
Fundraising .....	45
GPA .....	29
Grading .....	46
Graduation.....	46
Graduation Requirements .....	30
Homecoming/Snow Days Royalty.....	46
Honor Roll .....	30
Honor Students.....	30
Internet Use.....	38
Juvenile Center Credits .....	30
Lettering .....	33
MSHSL Violations.....	35
National Honor Society.....	46
Online Courses.....	29
Online Learning.....	46
Parking .....	47
Passes .....	47
Physical Education .....	47
Post Secondary Education Options (PSEO).....	47
Pregnancy .....	48
Prom .....	48
Rules Meeting.....	33
Seniors .....	48
Skipping .....	7, 43
Spectator Conduct .....	37
Suspensions/Expulsions.....	49
Tardy.....	7
Three Sport Athlete .....	37
Triple A Award .....	37
Work Program .....	49

### **Pre-K/School Readiness**

Attendance .....	23
Bathroom.....	24
Birthdays.....	24
Breakfast.....	24
Bus Transportation .....	24
Calendar.....	24
Dress .....	24
Fees.....	25
Field Trips .....	25
Grievances .....	25
Length of School Day .....	25
Lunch .....	24
Program Goals .....	24
Recess .....	25
Registration Forms .....	25
Rest Time .....	26
School Closing.....	26
Snacks .....	26
Toys.....	26
Visitors .....	26



## NEVIS PUBLIC SCHOOL STAFF

### DISTRICT ADMINISTRATION

Mrs. Ranae Sykora	Superintendent
Mr. Brian Michaelson	Principal
Mr. Bryan Wormley	Activities Director/ High School Dean of Students
Mr. Shawn Klimek	Elementary Dean of Students
Mrs. Leslie Sagen	Special Education Coordinator
Mrs. Abigail Henry	Early Childhood Coordinator

### OFFICE STAFF

Ms. Lynne Gustafson	High School Office
Mr. Tom Haldeman	District Office
Mrs. Amanda Holte	High School Office
Mrs. Theresa McBrady	District Office
Mrs. Jennifer Meyer	Elementary Office

### FACULTY

Mrs. Angela Ahrendt	Title I/ADSI
Mr. Tom Ahrendt	Mathematics
Mr. Evan Benson	Social Studies
Mrs. Crystal Bessler	Physical Education
Mr. Chris Boedigheimer	Art
Mrs. Madysen Brick	6 <sup>th</sup> Grade
Mrs. Kathryn Buckholtz	Language Arts
Mrs. Aubrey Capecci	Social Studies
Mrs. Katrina Carrier	Language Arts
Mr. Griffin Chase	Business/PE
Mrs. Michelle Chase	4 <sup>th</sup> Grade
Mrs. Karly Cobb	2 <sup>nd</sup> Grade
Ms. Hannah DeLaHunt	2 <sup>nd</sup> Grade
Mrs. Beth Durgin	Spanish
Mr. Jason Durham	Kindergarten
Mrs. Emily Franck	Health/Physical Education
Mr. Larry Franck	Science
Mr. Calvin Gunn	4 <sup>th</sup> Grade
Mrs. Michelle Haldeman	5 <sup>th</sup> Grade
Mrs. Abigail Henry	Early Childhood - Pre-Kindergarten
Mrs. Megan Henry	Speech Language Pathologist
Mrs. Donna Hoffman	Mathematics
Mrs. Kelly Holmin-Bennett	1 <sup>st</sup> Grade
Ms. Jordan Hunsberger	Social Studies
Mrs. Sally Kading	Early Childhood – Parent Educator
Mrs. Amy Klimek	Title I/STEM
Mr. Scott Kramer	6 <sup>th</sup> Grade
Mr. Kevin Longtin	Science
Ms. Jordyn Lucas	Middle Level EBD/LD
Mrs. Wendy McGillivray-Bjorklund	Kindergarten
Mrs. Lisa Moses	Instrumental Music
Ms. Melinda Mowder	Language Arts

### FACULTY Continued

Mrs. Kay Netteberg	Early Childhood DD
Mr. Olaf Netteberg	Industrial Arts
Ms. Stacey Offerdahl	Early Childhood – School Readiness
Mrs. Suki Peterson	Elementary EBD/LD
Ms. Krista Platz	Elementary Social Worker
Ms. Karlie Ray	3 <sup>rd</sup> Grade
Mrs. Katelyn Rittgers	5 <sup>th</sup> Grade
Mrs. Leslie Sagen	High School ASD/DCD/EBD/LD
Mrs. Jodi Sandmeyer	Mathematics/Science
Ms. Kaylie Schell	1 <sup>st</sup> Grade
Mr. Hunter Schroeder	3 <sup>rd</sup> Grade
Mrs. Hannah Schwartz	Elementary EBD/LD
Mrs. Cassy Smith	Title I/ADSI
Ms. JoAnn Stute	High School EBD/LD
Ms. Casey Swenson	CTSS
Mr. Jake Upton	Vocal Music
Mr. Bryan Wormley	Physical Education
Mrs. Heidi Wormley	High School Social Worker

### COACHES/ADVISORS

Mr. Matt Backman	Gymnastics
Mr. Evan Benson	Cross Country/ Junior High Boys Basketball/ Junior High Baseball
Mr. Chris Boedigheimer	Visual Arts
Mrs. Madysen Brick	Assistant Cross Country/ Assistant Track
Mrs. Kathryn Buckholtz	Knowledge Bowl
Mrs. Aubrey Capecci	Co-Student Council
Mrs. Karly Cobb	Volleyball
Ms. Hannah DeLaHunt	Robotics
Mr. Bill Dent	Assistant Boys Basketball
Mr. Levi Durgin	Assistant Girls Basketball
Mrs. Stacy Feder	Assistant Track/ Junior High Volleyball
Mr. Larry Franck	Assistant Football/Baseball
Mrs. Jennifer Geraedts	Drama/One Act Play
Ms. Lynne Gustafson	Co-Student Council
Mr. Chris Haar	Junior High Football
Mr. Tom Haldeman	Assistant Football
Mr. Allen Hawley	Assistant Track
Mrs. Donna Hoffman	Knowledge Bowl/Math League
Mr. Ethan Klimek	Junior High Football
Mr. Shawn Klimek	Assistant Baseball
Mrs. Richelle Kowalke	Ag Club
Mr. Scott Kramer	Boys Basketball/ Junior High Softball
Mr. Kevin Longtin	Football/Track
Ms. Jordyn Lucas	Girls Basketball
Mr. Colby Marich	W-H-A Wrestling
Mr. Dwayne Mattson	Junior High Baseball

**COACHES/ADVISORS** Continued

Mr. Bill Moore	Boys Hockey
Mrs. Lisa Moses	Instrumental Music/Pep Band
Ms. Melinda Mowder	FCCLA/Prom/Yearbook
Mrs. Kay Netteberg	Robotics
Mr. Olaf Netteberg	Golf/Robotics
Ms. Stacey Offerdahl	Ag Club/Assistant Softball
Mrs. Suki Peterson	Junior High Girls Basketball
Mrs. Leslie Sagen	Special Olympics
Mrs. Jodi Sandmeyer	Math League/National Honor Society/Special Olympics

Ms. Kaylie Schell	Junior High Volleyball
Mr. Hunter Schroeder	Junior High Boys Basketball
	Junior High Softball

Mrs. Hannah Schwartz	Assistant Volleyball (JV)
Ms. JoAnn Stute	Special Olympics
Mr. Jake Upton	Chamber Choir/Golf/ Vocal Music
Mrs. Heidi Wormley	Assistant Volleyball (9 <sup>th</sup> )

**ACADEMIC ADVISOR/  
DISTRICT ASSESSMENT COORDINATOR**

Mrs. Jodi Sandmeyer
---------------------

**BUS MECHANIC**

Mr. Cameron Weeks
-------------------

**BUS DRIVERS**

Mr. Scott Bischoff	Mr. Chad Habedank
Mr. Dave Lien	Ms. Rebecca Lopez
Mr. Jeff Mattson	Mr. Jamie Nevins
Mr. Scott Parslow	Mr. Dacle Schmid

**COMMUNITY EDUCATION**

Mr. Mel Buckholtz	Coordinator
-------------------	-------------

**CUSTODIAL STAFF**

Mrs. Rhonda McGee	Mr. Mike Murray
Mrs. Laura Stack	Mrs. Roxanne Wattenberg

**EDUCATIONAL ASSISTANTS**

Mr. Roger Barnard	Mr. Matthew Capecci
Mrs. Cheryl Carlson	Mrs. Amber Gordon
Mrs. Stephanie Houchin	Mrs. Richelle Kowalke
Mrs. Danielle Leim	Ms. Rena Lewis
Ms. Sarah Long	Mr. Dwayne Mattson
Mrs. Trisha Mattson	Mrs. Cathy Neas
Mrs. Justine Opsal	Mr. Levi Schwartz
Ms. Brandy Vredenburg	Ms. Isabelle Wallace
Mrs. Jessica Wicks	Mrs. Stephanie York
Mrs. Crystal Zachary	Ms. Susan Zinkl

**FACILITIES MANAGER**

Mr. Dustin Wroolie
--------------------

**HEAD COOK**

Ms. Patricia Havnas
---------------------

**HEALTH SERVICES**

Mrs. Julie Nicklason
----------------------

**INDIAN ED LIAISON**

Mr. Mel Buckholtz
-------------------

**KITCHEN STAFF**

Mrs. Bonnie Barr	Mr. Jeff Barr
Ms. Jacalyn Dunham	Kathy Gorecki

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

Mrs. Eva Pohl	Director
Ms. Sara Carroll	Birth-Two Speech
Mrs. Shalom Grandy	Physically Impaired
Mrs. Ann Johnson	Occupational Therapist
Mrs. Nicole Johnson	Developmental Adaptive Physical Education
Ms. Kim Konerza	Deaf/ Hard of Hearing
Mrs. Rita Southerton	Birth – Two ECSE Coordinator
Mrs. Carrie Wittenberg	Blind/Visually Impaired

**RECESS ATTENDANT**

Mr. Cody Wicks
----------------

**SOCIAL WORKERS**

Ms. Krista Platz
Ms. Casey Swenson
Mrs. Heidi Wormley

**TECHNOLOGY COORDINATOR**

Mr. Marcus Oatis
------------------

**TRANSPORTATION SUPERVISOR**

Mr. Dacle Schmid
------------------

# WELCOME: STUDENTS/PARENTS/GUARDIANS

Welcome to the 2025-2026 school year at Nevis School.

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

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

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

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

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

## VISION STATEMENT

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

**SCHOOL COLORS:** Green and Gold

**SCHOOL MASCOT:** Tigers

## SCHOOL SONG

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

## SPORTSMANSHIP CODE

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

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



## THE STAR SPANGLED BANNER

Francis Scott Key, 1894

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

## THE PLEDGE OF ALLEGIANCE TO THE FLAG

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

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

## CITIZENSHIP

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

## NEVIS PUBLIC SCHOOL – SCHOOL WIDE INFORMATION

### ACADEMIC POLICIES

Grades (Grades 4 – 12)

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

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

### Parent-Teacher Conferences

- Teachers are available before school starts and after school is out for parent-teacher meetings, parental concerns, and student concerns.
- Fall and spring conferences will be scheduled either virtually or in-person through the ParentVue account. At this time, the teacher will be prepared to give the parents a report of the student's progress and will discuss any problems the child may have.
- Additional conferences may be arranged if necessary.

### Progress Reports

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

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

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

### **Report Cards**

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

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

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

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

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

### **ACCIDENTS AND ILLNESS AT SCHOOL**

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

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

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

### **ANNOUNCEMENTS**

Notice of school activities:

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

### **ASBESTOS MANAGEMENT PLAN**

The school district has developed an asbestos management plan. A copy of this plan is available from the district's Facilities Manager and is available on the district's website.

### **APPEALS**

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

### **Appeals Process**

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

### **ASSEMBLIES**

During school programs, please follow these guidelines:

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

### **ATTENDANCE POLICIES**

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

If your child is going to be absent please call us at 218-652-3500, or with an active ParentVue account you can submit students absences. This is very important. It helps us so we do not worry about your child and also helps us in planning the day's events.

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

#### **A. Absence:**

##### **1. Excused absences:**

Students will be given 1 makeup day per day of excused absence to turn in their missing assignments upon return.

- Illness,
- Death of a family member / funeral,
- Serious illness of an immediate family member,
- Medical, dental, counseling and legal appointments,
- Driver's education permit tests and driver's license road tests,
- Court appearances,
- Suspension,
- School sponsored field trips or activities,
- Pre-excused and verified college visits,
- Pre-excused and verified senior pictures,
- Active military duty, and
- Vacations – only if the following is completed prior to the trip -
  - A vacation form is required to be signed by teachers and returned to the elementary or high school office prior to the trip.

##### **2. Unexcused absences:**

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

- Unverified absences – (absences that have not been verified by parents after 2 days),
- 3 unexcused tardies will equal 1 unexcused absence,
- Truancy,
- Over slept, missed the school bus / car wouldn't start,

- Babysitting,
- Work – except as arranged by the school for school credit,
- Errands,
- Shopping, haircuts and other personal errands,
- 'Walking out' of class without permission,
- Unverified vacations,
- Unverified college visits.

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

**B. Attendance at After School Events**

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

**C. Attendance Statutes**

**Rules that govern attendance:**

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

**Excessive Absences**

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

**D. Athletics**

1. Participants will be in school all day on the day of an event in order to participate, and
2. Students will be in school all day the day after practice, contest or event in order to be eligible to participate in the next event.
  - If a bus is late (after 1:00 a.m.):
    - The student's parent must call the school by 8:30 a.m. for an excused tardy, and
    - The student must be in school by 10:00 a.m. in order to maintain eligibility.
  - Students in grades 7-12 skipping a class will result in:
    - Two-day lunch detention
    - In-school suspension for half a day
  - Extenuating circumstances exceptions may be granted by the administration.
3. Illness: Students who miss school due to illness during the day will not participate that night.
  - Medical appointments will be excused at the principal's discretion and must be pre-excused before 8:30 a.m. and must have slip from the medical office.

**D. Participation Grade**

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

**E. Tardies**

Elementary:

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

High School:

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

**F. Truancy**

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

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

**G. Principal Discretion**

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

**BEVERAGES**

Beverages and/or food may be allowed at teacher discretion. Water will be allowed in the classrooms. Students will not be permitted to store any liquids in cans, bottles or packages, in their lockers (example: 12 packs of pop). Monster/Red Bull/Rock Star and/or energy drinks are not allowed at school. These will be confiscated when found. Students are not allowed to re-sell anything to other students (example: pop, candy, etc.)

**BICYCLE RACK**

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

**BREAKFAST AND LUNCH PROGRAM**

- A. Breakfast is available to all students free breakfasts are available to all students. Breakfast will be served between 8:10 a.m. - 8:25 a.m.
- B. A free hot lunch program is available to all students.
- C. Ala carte is served only at lunch time and is pay as you order and for students in grades 6-12 only. Payment should be made to the district office before school, at noon, or after school or via SchoolPay.
- D. All food and beverages must be consumed in the cafeteria. Students are to eat in a quiet manner and to keep the cafeteria neat and clean. Students abusing lunchroom privileges will be required to eat under direct supervision.
- E. Students in grades 1-6 may purchase extra milk for consumption during breakfast, lunch or snack break at an annual fee of \$45.00 or \$.35 per individual carton.
- F. Throwing food will result in school disciplinary action.

**BULLETIN BOARDS**

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

**BULLYING**

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

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

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

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

To report a bullying incident, students should seek out the dean of students or the principal. The documentation to report a bullying incident is available on the school website, from the high school or elementary dean of students and administration. Once completed, return the documentation to either dean of students or the principal.

A complete copy of the District's bullying policy is included in this handbook.

## **BUS TRANSPORTATION**

- A. Bus Pass: Students are not to switch buses or ride home with friends. Bus passes must be obtained from either office to ride the bus to a stop on their assigned bus route other than the regular authorized bus stop. Bus passes will not be issued after 2:00 p.m. Unexpected situations do arise and will be taken into consideration.
- B. Picking up students: If an elementary child will not be riding the bus home on any given day, the school must have a note signed by a parent indicating the change. Students not having a note will be placed on the bus. Elementary students will not be allowed to go home with other parents unless the student has a note from their parents, this includes birthday parties, sleepovers, etc. Students enrolled in PreKindergarten and Kindergarten will not be dropped off unless an adult or older sibling is present at the drop off location. If the bus driver determines that a young student is left in potentially dangerous situation when the student is being delivered to their bus stop, the driver may return an elementary student to the school and the student will be placed in School Age Care and the parent will be billed.
- C. Riding the bus is a privilege, not a right. Students who violate bus rules or jeopardize the safety of bus riders may forfeit their bus riding privileges.
- D. For safety reasons, generally, elementary students will sit in the front of the bus, middle level students will sit in the middle of the bus and high school students will sit in the back of the bus at the discretion of the bus driver and/or administration.
- E. Bus Rules
  - 1. Violation of bus rules may result in temporary or permanent loss of bus riding privileges.
  - 2. Be on time for the bus. Load and unload from bus at authorized location only.
  - 3. Approach bus stop by always walking on the left side toward oncoming traffic and by watching at all times where moving vehicles are going and how fast they are traveling.
  - 4. When crossing a roadway to enter or after exiting a bus, be sure you walk only when bus lights are flashing red and the stop arm is out. Stay clear of the bus.
  - 5. Sit in assigned seat if the driver directs you to do so. Keep the aisles clear and avoid all behaviors which may divert the driver's attention from their important job of driving safely. Respect for the driver and other students will be expected at all times.
  - 6. Do not wear clothing or other accessories, which might get caught on the bus when entering or exiting.
  - 7. Obey the driver and all rules of the handbook. Discipline policies will be enforced.
  - 8. Do not stand up on the bus.
  - 9. Refrain from loud shouting.
  - 10. Keep your head, arms, and hands inside the bus at all times.
  - 11. Be courteous.
  - 12. Come directly into the building from the bus and go directly to the bus when dismissed. No student will be allowed to leave school grounds once they have arrived at school.
  - 13. Keep the bus neat and clean.
  - 14. All school rules and penalties for misbehavior apply to students while on the bus as it does for regular school hours.
  - 15. Nevis' School closed campus policy will be in effect from the time a school bus unloads at school, or when a student parks in the school student lot.
- F. Bus Consequences
  - 1. Verbal warning
  - 2. Assigned seat
  - 3. Conduct report sent home
  - 4. Suspension of bus riding privileges
- G. Bus Safety Training will be given to all students in grades Pre-K through 10.



## **CELL PHONES, DIGITAL IMAGING DEVICES AND OTHER PERSONAL ELECTRONIC DEVICES**

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

Nevis Public School holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies, such as cellular phones, and/or camera phones, personal digital assistants (PDAs), iPods, MP3s, pagers, computer tablets, and digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images. Students who possess and/or use such devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

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

This policy will refer to all electronic devices, including those devices not yet in the public realm.

#### **A. Respect for the Educational Environment**

1. **Grades K-5** – Students will not be allowed to use personal electronic devices (including Smartwatches) from 8:30 a.m. until 3:16 p.m.  
**Grades 6-12** – Personal electronic devices will not be allowed to be used in classrooms during classroom periods. Cellular phones and other personal electronic devices may be used appropriately and respectfully in common areas – such as near lockers or the cafeteria – or outside on school grounds. Teachers and/or supervisors, may at their discretion, permit the purposeful use of personal electronic devices in support of curriculum learning objectives. Students enrolled in online college classes are exempt while participating in those classes.
2. Cell phones in the school building -
  - a) Cellular phones and other personal electronic devices shall be silenced/muted and put away.
  - b) Refusal to follow a teacher's request to turn off or give up an electronic device, will result in further school discipline.
  - c) Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.
  - d) Students will not be allowed to leave class in response to any electronic devices.
  - e) In cases of medical necessity or emergency, a student shall be permitted to possess or use a cell phone or other personal electronic device provided the student receives authorization from the school principal.

#### **B. Respect for Privacy Rights**

1. Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
2. Students shall not email, post to the Internet, or otherwise electronically transmit images of other individuals taken at school.
3. The use of any type of camera or videotaping device, cellular phones or other personal electronic devices is prohibited in locker rooms and restrooms.
4. Posting of videos to the Internet of fights or other disciplinary situations whether purposefully staged or not will result in disciplinary action.

#### **C. Assuring Academic Integrity**

Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy. Possession of electronic devices is prohibited during standardized testing. Possession of an electronic device during these tests will invalidate the student's score.

#### **D. Compliance With Other District Policies**

Use of cellular phones or other personal electronic devices must not violate any other District policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use, or harassment.

### **Violations of this Policy**

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

### **CLOSED CAMPUS**

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

### **CLOTHING & DRESS CODE**

- A. If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.
  - Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
  - Shirts and dresses must have fabric in the front and on the sides.
  - Clothing must adequately cover the midriff and undergarments; waistbands and bra straps excluded.
  - Fabric covering all private parts must not be see through.
- B. Head gear, costume masks, and blankets will not be worn while indoors between 8:00 a.m. and 3:16 p.m. Appropriate exceptions will be allowed by the principal for such things as school approved activities, sickness or any other valid reason.
- C. Appropriate hats will be allowed during approved activities and at dances.
- D. Excessively short shirts **and/or** shorts, or baggy pants, slippers or coats will not be worn by any student during school hours except when approved by administration.
- E. Clothing which displays or promotes products illegal for general student use or sexual innuendos, guns or any form of violence or behavior are not acceptable.
- F. No dangling chains of any kind.
- G. Any apparel or footwear that would damage school property.
- H. Book bags/bags, backpacks and briefcases are allowed in class at teacher discretion, subject to inspection.
- I. Gang attire will not be allowed.

### **CUSTODIAL ROOMS/CLOSETS/MAINTENANCE**

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

### **DATA PRIVACY – STUDENT RECORDS**

Confidential student data is stored in files located in the office area. The school has on file student grades, attendance, standardized test scores, and discipline records that have resulted from student's work since enrolling in school. If students have attended several different schools, these records have all followed the student to this school and are on file here. The student and/or parent maintain the right, according to State Data Privacy Regulations, to request a review of his/her data on file. The student or parent may have copies of the school record, as described and limited by the Student Data Privacy Act, at a cost to the student or parent of 25 cents per sheet; but the student or parent is not permitted to take the original record out of the office. If certain information is found to be in question, the student and/or parent has the right to file, in writing, a complaint as to the accuracy of the data and request an informal hearing to address the concern. Federal law states, that all records be transferred within 10 days when requested by another school.

### **DIRECTORY INFORMATION**

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

### **DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY**

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

includes community education, will be distributed directly to students. The full policy can be viewed in the superintendent's office or the principal's office.

#### **DNR-DNI POLICY**

##### **A. Purpose**

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

##### **B. General Statement of Policy**

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

#### **DRUG AND ALCOHOL FREE SCHOOL AND WORKPLACE**

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

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

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

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

#### **E-DAY**

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

school and at the fall parent-teacher conferences, teachers will communicate their individual E-Day plan to their students and share the process with parents. Students have four school days in which to make up classroom work without penalty.

#### **EMERGENCY DRILLS**

**A. Bomb/Terroristic Threat**

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

**B. Fire Drills**

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

1. Leave the classroom and walk quietly to the assigned exit
2. Do not talk, run, or push
3. Do not stop at lockers or water fountains
4. Clear all exits
5. High School students: If the alarm sounds during passing time, group with the previous class; if the alarm sounds during lunch, grades 7-12 will report to their respective GSTs; and if the alarm sounds before school, group with 1st hour class. Get completely away from the building and group together by class.
6. Follow teacher's directions.
7. Remember occasionally exits may be blocked. Be ready to take an alternative exit.

**C. Lock Down Drills**

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

**D. Tornado Drill**

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

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

#### **EXTENDED SCHOOL YEAR OPPORTUNITIES**

Nevis School District provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the district's Special Education Coordinator at 218-652-3500.

#### **EQUAL EDUCATIONAL OPPORTUNITY**

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

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

#### **FAN BUS**

- A. Transportation to away athletic events may be provided.
- B. A fee will be charged for fans.
- C. When a fan bus is provided for away games, students must ride the bus to and from the event.
- D. If students choose to ride home with their parents from an event, the parent must sign a note and give it to their student's supervisor.

- E. If students wish to ride home from an event with someone other than their parents, they must give their parent's note to the principal during the day, which will be approved/disapproved and given to the coach/supervisor. There will be no exceptions.
- F. Only students of Nevis School District may ride the fan bus unless there is extra room on the bus for others, and these students or adults are pre-approved by the principal and have paid the correct fee.
- G. 6th to 12th grade students may ride fan buses. Students 5th grade and younger may ride fan buses only if accompanied on the bus by their parents.

## **FEES AND FINANCIAL OBLIGATIONS**

### **A. Project Fees**

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

### **B. Band Fees**

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

### **C. Textbook/Electronic Device Loss or Damage**

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

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

## **FITNESS CENTER**

### **General Rules:**

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



- K. Valuables should not be brought in the Fitness Center.
- L. Report all equipment malfunctions, personal injuries and specific concerns immediately to the supervisor in charge or the district office.

### **HARASSMENT AND VIOLENCE PROHIBITION**

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included in this handbook.

### **HAZING PROHIBITION**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy in this handbook.

### **HEALTH**

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

### **Illness Policy**

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

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

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

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

### **Immunizations**

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate



immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse at 218-652-3500.

### **Medications at School During the School Day**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

### **Narcan**

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.

### **Suicide Prevention**

988 Suicide and Crisis Lifeline:

Anyone can dial or text 988 24 hours a day, seven days a week, to reach crisis support or to use an online chat feature to connect with crisis support. Dial 988 if you need help or if someone else needs crisis support.

### **HOMEWORK**

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

### **INTERNET**

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

### **LEAVE THE BUILDING PERMITS**

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

### **LENGTH OF SCHOOL DAY**

- A. School doors open at 8:05 a.m.
- B. Breakfast will be served starting at 8:10 a.m.
- C. Buses will arrive before 8:15 a.m.
- D. Classes begin at 8:30 a.m.
- E. School is dismissed at 3:16 p.m.
- F. Buses leave at approximately 3:21 p.m.

### **LOCKERS**

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

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

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

### **LOCKER/DESK SEARCH**

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

### **LOST AND FOUND**

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

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

### **MANDATED REPORTING**

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

### **MEDIA CENTER**

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

## **MIDDLE LEVEL**

In order to facilitate the education of the 6<sup>th</sup> – 8<sup>th</sup> grade student, Nevis Public School has organized a 'school within a school' concept. The mission of the Nevis middle level community is to understand that middle level students are in a period of transition. Our goal is to prepare students for a lifelong learning process and cultivate the academic, social, emotional and physical growth of all students.

## **MOVIES**

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

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

## **MULTI-TIERED SYSTEMS OF SUPPORT**

Responsive Classroom has been implemented in grades K-5. It is a student-centered, social, and emotional learning approach to teaching and discipline. All classroom teachers are trained. There are three main goals of Responsive Classroom. First, classrooms will hold morning meetings as a time to greet students and explain the plan for the day - prepare for the day to come. Second, classrooms will have quiet time; which is a student independent choice time where students read, work on homework, or other quiet activities to give students a break and time to refocus. Finally, classrooms will have a closing circle time where the day is revisited and students are prepared to go home. All staff model expectations throughout the day regarding everything from learning, to quiet halls, to responding to others in a polite and kind way.

Positive Behavior Interventions and Supports (PBIS) is used in grades 6-12. PBIS is a three-tiered framework to support students in their learning and social/emotional well-being.

- Tier 1 - Universal supports available to all students, school-wide,
- Tier 2 - Practices and activities to support students who are at risk of developing more serious issues either academically or behaviorally,
- Tier 3 - More intensive support for students who have specific academic and/or behavior concerns.

To assist students with academic and behavioral concerns, Nevis School has two licensed school social workers.

## **PARENT RIGHT TO KNOW**

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## **PERSONAL COMPUTERS / TABLETS**

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

## **PET POLICY**

In general, pets are not allowed in school.

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

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to School District Policy 535.

## **PHYSICAL EDUCATION**

- A. Doctor's Release from Activities

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

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

## **POLICE INTERROGATION OF STUDENTS**

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

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

## **PRINCIPAL DISCRETION**

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

## **PROBLEMS REGARDING SCHOOL**

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

## **PROFANITY**

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

**PROPERTY AND EQUIPMENT**

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

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

**PROPERTY DAMAGE**

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

**REGULATED BEHAVIOR INTERVENTION RULE**

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

**RELIGIOUS ACTIVITIES**

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

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

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

**SCHOOL CLOSING**

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

- A. Park Rapids radio stations KPRM (870 AM) and KDKK (97.5)
- B. Bemidji radio stations KKBj (103), KB101, WBJI (98.3), KBUN (1450 AM), KZY (95.5), Z99 (99.1)
- C. WCCO (830 AM) radio station
- D. Television stations WCCO Channels 12 & 4, KCCW, KSTP Channel 5, KMSP 9, KARE 11
- E. The school website at [www.nevis308.org](http://www.nevis308.org)

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

The Nevis Public School District utilizes Electronic Learning Days (E-Day) to make up to five days that may be missed due to inclement weather during the school year.

**SCHOOL PICTURES**

School pictures are taken in September of each year for all students in grades PreK-12 for the yearbook. Parents are given an opportunity to order these pictures.

**SCHOOL SPONSORED PUBLICATIONS**

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

**SECTION 504 OF THE REHABILITATION ACT**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In the front of this guide is a full description of your rights under Section 504.



**SMALL GYM**

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

**SUPPLIES**

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

**SURVEILLANCE CAMERAS**

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

**SURVEY POLICY**

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

**TENNESSEN WARNING**

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

**TESTING**

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

See Attachment 1 for additional testing information.

**TICKET PRICES**

General Admission (per regular season game)

Students (grades K-12)	\$ 4.00
College students with current College ID	\$ 4.00
Adults	\$ 7.00
Children (under 5)	FREE
Senior Citizens (65 & over)	FREE

Fall Season Pass - Volleyball/Football (up to 12 regular season games)

Students	\$ 15.00
Adults	\$ 55.00
Family	\$ 75.00

Winter Season Pass - Basketball (up to 26 regular season games)

Students	\$ 23.00
Adults	\$ 70.00
Family	\$100.00

All Season Pass (up to 38 regular season games)

Students	\$ 28.00
Adults	\$ 85.00
Family	\$125.00
Softball/Baseball	FREE

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

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



## **TELEMEDICINE SERVICES**

Telemedicine services provide a comprehensive protocol for the use of web-based telemedicine services to students within the District. Telemedicine is the application of telecommunications technology for the delivery of professional services at a distance by linking a professional to a student for assessment, intervention, and/or consultation.

## **TOBACCO-FREE CAMPUS AND VEHICLES**

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

## **TRESPASSING**

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

## **TRIPS**

### **A. Field Trips**

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

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

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

### **C. Extended Trips**

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

### **D. Out of State Trips**

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

## **TRUANCY**

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

## **VALUABLES**

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

## **VISITORS**

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

teacher may occur before or after school, or during the teacher's prep time. While visiting, visitors must not interfere with regular classroom instruction.

### **VOLUNTEERS**

Volunteers are needed from time to time for school-related activities. To volunteer in the school district, a background check must be completed and the results received in the district office. There is a charge for the background check. For more information regarding volunteering, contact the district office at 218-652-3500.

### **WEAPONS PROHIBITION**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "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; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons

Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year.

The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact the Superintendent.

### **CONCLUSION**

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

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

### **PROGRAM GOALS**

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

### **ATTENDANCE**

If your child is going to be absent, please call 218-652-3500 and press 2 for the elementary office, or with an active ParentVue account you can submit student absences.

**BATHROOM**

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

**BIRTHDAYS**

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

**BREAKFAST/LUNCH****Pre-Kindergarten**

Children in the 4-year-old program receive free breakfast. Children eating school breakfast will be served by 8:15 a.m. Lunch time is approximately 10:45 a.m. Your child will also receive free lunch or may bring a cold lunch from home. If your child brings a cold lunch to school, you may purchase milk through the meal program so your child may have milk to drink with their cold lunch. Milk is included with the hot lunch.

BREAKFAST PRICES: Free

LUNCH PRICES: Free

MILK TICKET: \$.35

**School Readiness**

Children in the School Readiness program do participate in the breakfast program and are also eligible for free breakfast. This age group does not participate in the lunch program.

**BUS TRANSPORTATION****Pre-Kindergarten**

Children are eligible to ride the bus to and from school. Students are dropped off at the main school building and met by an educational assistant in the morning. After school your child will be escorted to the bus to ensure that he/she depart safely. If your child will not be riding the bus home, you must send written notification or else your child will be sent home on the bus that the district has designated to him/her. All phone calls regarding transportation changes must be made to the elementary office at 218-652-3500 by 2:00 p.m.

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

**School Readiness**

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

**CALENDAR**

School starts on September 11th and the last week of classes will be the week of May 13th. Please follow the Early Childhood calendar for our school events as it is different from the K-12 school calendar.

**DRESS**

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

**ENROLLMENT AGE**

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

## FEES

### School Readiness

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

<u>Family Annual Income</u>	<u>School Readiness Annual Fee</u>
\$0-24,999	\$225
\$25,000-\$54,999	\$300
\$55,000-\$84,999	\$375
\$85,000+	\$450

We offer various payment options:

- Full payment
- Monthly
- Semester (2) payments

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

### FIELD TRIPS

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

### GRIEVANCES

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

### LENGTH OF SCHOOL DAY

#### Pre-Kindergarten

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

#### School Readiness

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

### RECESS

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

### REGISTRATION FORMS

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

- A. Preschool Registration/Emergency Form
- B. Preschool Payment Form
- C. Health History Form
- D. Home Language Questionnaire
- E. Open Enrollment Form (if applicable)
- F. Ethnicity Form

- G. A copy of the child's birth certificate
- H. Up-to-date immunization record
- I. Preschool screening forms from another school district (if child has been screened)

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

#### **REST TIME**

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

#### **SCHOOL CLOSING**

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

#### **SNACKS**

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

#### **TOYS**

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

#### **VISITORS**

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

## **ELEMENTARY GRADES K - 6**

#### **AFTER SCHOOL ACTIVITIES**

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

#### **ATHLETIC PROGRAMS**

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

#### **BIRTHDAYS**

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



## **COMPUTER, IPAD AND INTERNET POLICY**

By having access to this policy, I give Nevis ISD 0308 permission to create and maintain an Educational Google Account for my student(s). If there is not a written or digital notice of decline issued to the school, the school will apply implied consent for the permission to create and maintain an Educational Google Account for your student. Below is a link that gives more information on Google services, privacy rights, and consent. Please contact the district office if you do not give permission for the school to create a google account for your student.

[https://workspace.google.com/terms/education\\_privacy/#privacy-police-revamp-intro](https://workspace.google.com/terms/education_privacy/#privacy-police-revamp-intro)

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

- A. Internet Use: Students must adhere to all requirements in the use of the internet at Nevis School. The full policy can be viewed on the school website under 'district', 'handbooks', 'acceptable use policy'. Internet use will be supervised.
- B. The Nevis school web page will be used as the home site on all student computers.
- C. Only educational games will be allowed, examples: math, reading, and chess.
- D. Students on inappropriate websites will be disciplined, including loss of computer privileges.
- E. Personal Web Page: Cyber bullying is the use of technology such as the internet and cell phones to degrade or humiliate another person or group. Cyber bullying can be practiced directly, as when a hateful message is sent directly to a target, or indirectly, as when a message, web site or photograph is sent to others who later use it to bully a target. Cyber bullying is most often done using web sites, web logs ("blogs"), chat rooms, instant messaging systems, e-mail and cell phone text and photo messages. Consequences of pictures and cyber bullying could lead to discipline including Minnesota State High School League violations and charges pressed. This cyber bullying policy applies to activities on and off school grounds.

## **CURRICULUM**

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

## **DISCIPLINE POLICY**

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

## **FAN BUS**

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

## **FIELD TRIPS**

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

## **HONOR ROLL**

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

- "A" Honor Roll must have a GPA of 3.6667 to 4.0 for the current term
- "B" Honor Roll must have a GPA of 3.0 - 3.6666 for the current term



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

### **KINDERGARTEN**

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

### **LEAVE THE BUILDING PERMITS**

Parents wishing to take their child out of school or have the child leave during school hours for any reason must notify the elementary office before the child will be excused. When picking up students, parents must sign them out in the elementary office. If parents wish to have their children leave the school during the day without picking them up, send a written request to the elementary office for the dismissal. If someone other than a parent is picking the student up, the elementary office must be notified as to who this will be. Please update the list of contacts who are allowed to pick up students through the JMC parent portal.

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

### **LENGTH OF SCHOOL DAY**

The school building will be open and breakfast served at 8:05 a.m. Students may go to their classrooms at 8:10 a.m. School starts at 8:30 a.m. and is dismissed at 3:16 p.m. with buses leaving at 3:21 p.m. Teachers are available before school starts and after school is out for parent-teacher meetings, IEP meetings, parental concerns, and student concerns.

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

### **RECESS**

- A. Recess in the elementary school will be supervised by assigned personnel. A daily 30-minute recess for students in grades K-5 will be held outside unless weather conditions are too severe and may endanger the safety of students. When the weather makes an outdoor recess unacceptable, games and activities will be provided indoors. A note is required describing the health related reason of any students who are to stay in from recess.
- B. Manner of dress for outside activities (see also "Discipline-Unacceptable Behavior")  
Because of recess, field trips, etc., the elementary student is very often outside during the school day. It is necessary that parents dress their child in appropriate clothing to be comfortable for outdoor activities on any school day. Boots should be worn when there is snow. Outdoor clothing will not be worn in the classroom during the day.

### **RETENTION**

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

### **SNACKS**

Students have a milk/snack break daily. Students may purchase an extra milk to drink at this time. Milk for kindergarten students is free. Students are encouraged to bring a snack from home to eat at this time.

### **SOCIAL SKILLS DEVELOPMENT AND STUDENT MANAGEMENT PROGRAM**

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

### **TARDY**

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

## TITLE I QUALIFICATIONS

Students grade K-5 who are not performing at grade level standards as determined by MCA reading and math tests, NWEA and DIBELS assessments, and/or teacher observations are eligible for Title I services.

## TOYS

Toys are not allowed at school.

## HIGH SCHOOL GRADES 7 - 12

### ACADEMIC POLICIES

#### A. Class Rank

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

#### B. Career Advisor

1. The purpose of the career advisor program is to aid the student in the areas of education, personal, and post-secondary concerns.
2. Feel free to contact the advisor for information and assistance.

#### C. Online College in the High School

1. Online College in the High School is available to eligible students. Students interested in any college programs should see the career advisor. Juniors and seniors with at least 3.2 GPA (juniors) and 2.80 (seniors), and have passed the Accuplacer, may enroll for college credit. Any late enrollment charges will be passed on to the student.
2. Sophomores, juniors and seniors may register for vocational courses.
3. Required college textbooks will be provided to the student by Nevis School. Optional materials, workbooks and study guides are the responsibility of the student.

#### D. College in the High School

Juniors and seniors with at least 3.0 GPA and have passed the Accuplacer are eligible to enroll in these courses.

#### E. College Visits

Students will be allowed three (3) college visits during their junior and senior year

#### F. GPA

Grades will earn the following GPA values:

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

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

P\* indicates a passing grade with a GPA of .6667.

#### G. Credits

1. Promotion shall be attained by successful completion of the following credits:  
10<sup>th</sup> Grade – 5 credits  
11<sup>th</sup> Grade – 10 credits  
12<sup>th</sup> Grade – 16 credits
2. Students may be required to repeat 7th or 8th grade entirely if they have received no credit (F) in 2 or more core classes on an annual basis.
3. In Progress (IP) will be changed to an "F" two weeks after official grading periods unless the office has been notified of alternate schedules.

4. Students need 22 credits to graduate.
5. Grade level may change at semester time if students have earned enough credits when added to semester 2 credits to advance to the next grade level the following year.

#### H. **Graduation Requirements**

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

English	4 credits	English 9, English 10, English 11 and English 12
Math	3 credits	Geometry, Algebra II and Trigonometry OR Concepts of Algebra, Concepts of Geometry and Concepts of Algebra II
Science	3 credits	Earth Science, Biology, and choice of Physics or Chemistry
Social Studies	3 credits	Civics ( $\frac{1}{2}$ credit), Geography ( $\frac{1}{2}$ credit), World History (1 credit), U.S. History (1 credit) , Personal Finance (Class of 2026 and Beyond)
Economics	$\frac{1}{2}$ credit	
Business	$\frac{1}{2}$ credit	Career Investigations (Class of 2024-2025)
Physical Education	1 credit	PE 9
Fine Arts	1 credit	Art, Band or Choir
Health	$\frac{1}{2}$ credit	Health 10
Industrial Technology	$\frac{1}{2}$ credit	Know Your Home
Electives	5 credits	

#### I. **Honor Roll**

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

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

#### J. **Graduating Honor Students\***

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

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

\* Graduating Honor Students will have NO Fs or incompletes on their transcript for the current term.

#### K. **Juvenile Center Credits**

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

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

#### L. **Summer School / Summer Classes**

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

### **AFTER SCHOOL ACTIVITIES**

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

**Dances and Activities:**

Dances will be held for 6-8<sup>th</sup> grade and 9-12<sup>th</sup> grade students. Please follow these guidelines for dances and activities:

- A. Approval must be secured at least one week prior to the dance or -activity. Preliminary approval will come from the group advisor and final approval from the principal. Before final approval, the principal must have a list of the cleanup committee.
- B. Time: Dances shall start no later than 9:00 p.m. and shall end no later than 11:30 p.m. Exceptions may be made for any special dance.
- C. Chaperones: Faculty members and parents may chaperone. Each dance or activity will have an adequate number of chaperones. The advisor and the principal must approve of the chaperones at least one week prior to the dance or activity. Chaperones must receive written instructions from the advisor.
- D. Guests: The administration will clear a guest list prior to the dance or activity. Students in grades 6-12 may sponsor a maximum of 1 student to a dance. The guest must be in the age appropriate grade or a maximum of one year out of high school. Guest registration forms are available in the high school office.
- E. Doors: The doors close one-half hour after the start of the dance or activity. Once a student or guest leaves the dance or activity they may not return. If a student leaves early their parents may be notified. Students leaving the dance or activity early will be reported to the supervisor. When students leave a dance or activity, they must leave the school grounds.
- F. Behavioral Rules: Students and guests will follow all rules while attending the dance or activity. The supervisor has the authority to require students and/or guests to leave the dance or activity if school rules are violated.
  - 1. Unacceptable behavior by students or guests will not be tolerated.
  - 2. Students or guests under the influence of alcohol or other drugs will be removed from the dance or activity. They will be turned over to law enforcement officers for handling and school discipline consequences will be enforced.
- G. Dress codes are in effect at dances and activities.
- H. Personal Display of Affection (PDA) rules will be enforced.
- I. Lights: Advisors and chaperones will control the lighting.
- J. The school reserves the right to shut the dance or activity down.

**AREA LEARNING EXPLORATION PROGRAM**

Students enrolling in ALP must meet one of the following criteria:

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

**ATHLETIC AND COMPETITIVE ACTIVITIES**

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

- A. Baseball - Northland Conference - Section 5, Class A
- B. Basketball (Boys) - Northland Conference – Section 5, Class A
- C. Basketball (Girls) - Northland Conference – Section 5, Class A
- D. Clay Target – Conference 5, Class 2A
- E. Cross Country – Section 8, Class A
- F. Football – Section 6A, District - Mid Northwest (North Central)
- G. Golf (Boys) – Northern Pines Conference – Section 7, Class A
- H. Golf (Girls) – Northern Pines Conference – Section 7, Class A
- I. Gymnastics – Section 8, Class A
- J. Hockey (Boys) – Section 8, Class A
- K. Music – Section 8, Class A
- L. One Act Play – Section 6, Class A

- M. Robotics – Class 1A
- N. Softball – Upper Mississippi Conference – Section 5, Class A
- O. Track (Boys) – Northland Conference – Section 8, Class A
- P. Track (Girls) – Northland Conference – Section 8, Class A
- Q. Visual Arts – Section 8, Class A
- R. Volleyball – Northland Conference – Section 5, Class A
- S. Wrestling - North Star Conference – Section 7, Class A

## **ATHLETIC AND COMPETITIVE ACTIVITIES RULES**

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

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

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

## **Extra-Curricular & Co-Curricular Participant Regulations**

### **A. School Time**

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

### **B. Dismissal from the Activity**

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

### **C. Eligibility**

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

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

### **D. Eligibility Procedure**

1. Once every 2 weeks each participant will print out their grades from Synergy grade book and give it to their coach/advisor (day to be determined by the coach/advisor).
2. Every two weeks, each coach/advisor will collect the printouts to determine eligibility and then give the printouts to the Activities Director. Failure to give a printout to the coach/advisor will mean immediate ineligibility.
3. Academic Eligibility will be determined in a timely manner by all coaches/advisors for all single event activities.
4. The Activities Director will confirm the status of each athlete.

5. In the event of a disagreement, the order of appeal will be:
  - a. Coach/Advisor
  - b. Activities Director
  - c. Principal
  - d. Superintendent
- E. **Involvement in More Than One Activity**  
 Students wishing to be involved in more than one activity during a season must meet with the respective coaches and Activities Director for approval. If a conflict in practice or performance arises and the coaches/Activities Director are not able to resolve the conflict, the student must decide in which activity he/she will participate.
- F. **Rules Meeting**  
 Parents and participants are expected to attend a rules meeting before any student is allowed to participate in any competitive event. All paperwork must be in compliance before the first practice.

## Lettering

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

- A. **Award Requirements**
  1. **All Sports**  
 The athlete must play in one half of the periods (innings, quarters, halves, meets) of the total regular season varsity games/events each year to receive an award that year.
  2. **Managers**  
 To be considered for lettering, a student manager must attend/work 90% or more of all the home, away and playoff contests, or directly maintain the Sport/Activity MSHSL web page including, scores/ rosters/ game summaries, stats, etc. OR, following two consecutive years as a student manager for a team without quitting or reaching the 90% mark, a student manager could receive a letter at the discretion of the head coach and the Athletic/Activities Director.
  3. **Academic**  
 Nevis School uses the following criteria for academic lettering:
    - a. 11<sup>th</sup> & 12<sup>th</sup> grade must have at least a 3.3333 cumulative GPA
    - b. 10<sup>th</sup> grade at least a 3.5000 cumulative GPA
    - c. 9<sup>th</sup> grade must have at least a 3.7500 cumulative GPA
    - d. Transfer students who meet the academic grade level requirement for an award, must also have a minimum of 3 credits from Nevis School.
  4. **Band**  
 Students must earn 100 points each year to letter. Points can be earned as follows:
    - a. Pep band performances 10 points each
    - b. Solo competition 40 points for an excellent rating
    - c. Solo competition 60 points for a superior rating
    - d. Small ensemble competition 40 points for an excellent rating
    - e. Small ensemble competition 50 points for a superior rating
    - f. Jazz band 50 points
    - g. Honor band 40 points
  5. **Chamber Choir**  
 Students must perform in ensemble contest, the spring concert and attend all except 5 rehearsals from January to May.
  6. **Choir**  
 Students must earn 100 points each year to letter. Points can be earned as follows:
    - a. Sectionals 5 points
    - b. Individual vocal lessons 5 points
    - c. Honor choir 30 points
    - d. Solo competition 30 points
    - e. Small ensemble competition 30 points
    - f. Musical 30 points
 A superior rating at either competition is an automatic letter.



7. **Drama**
    - a. Students who have a lead role in a main stage production or equal role in a competition piece will receive an automatic letter.
    - b. Students in a supporting role or assisting in any other way (lights, sound, etc.) must participate in 3 cumulative productions to receive a letter.
  8. **FCCLA**  
Students must be an officer or a member who competed at State.
  9. **Jazz Band**  
Students must perform in ensemble contest, the spring concert and attend all except 5 rehearsals from January to May.
  10. **Knowledge Bowl**  
Students will earn a letter in Knowledge Bowl if they participate in all meets for the year, PLUS at least one post-season meet, OR are seniors who have participated in Knowledge Bowl all possible years.
  11. **Math League**  
Students must compete in  $\frac{1}{2}$  or more of varsity meets and score a minimum of 12 points throughout the season.
  12. **Robotics**  
Students can letter if they meet one of the following requirements:
    - a. Help during the build season by contributing a minimum of 50 hours of work
    - b. Have a primary role at the regional competition (drivers, pit crew chief, safety captain, or public relations captain)
    - c. Contribute a minimum of 30 hours of work during the build season and help as needed during the regional competition.
  13. **Special Olympics/Unified Partners**  
Students can letter if they participate in practices and compete/coach for two competitions.
  14. **Student Council**  
Students in grades 7 - 12 must attend all except 4 meetings,
    - a. Grades 10-12 must attend 1 school board meeting
    - b. Must work at least 5 concession stands
    - c. Decorate at least one event - Homecoming or Snow Days
    - d. Be on at least one committee - Homecoming or Snow Days
    - e. Participate during the fall or spring blood drives
  15. **Tiger Pride**  
Students who have obtained 48 points in the following categories and are at least in 9th grade are eligible to letter:
    - a. Community Service & Leadership a minimum of 8 points
    - b. Extra-Curricular a minimum of 10 points
    - c. Physical Fitness a minimum of 10 points
  16. **Visual Arts**  
Student must have received a Superior Rating, Best of Show or competed for 2 years.
  17. **Yearbook**  
Students involved in the production of the yearbook must make a significant contribution to the completion and meeting deadlines of either the elementary or high school yearbooks through design, photography and/or writing copy. Participants must also be involved in ad sales and the book sales.
- B. **All Sports** -- Injury, accumulative and "sequence" provisions below, apply to all sports. If injured during the season, the athlete must have met the award requirements based on that part of the season until the time of the injury. Thus a player injured in the third football game must have played in at least four quarters. The ability to participate again is in the jurisdiction of the physician attending the athlete. If injured prior to the season starting, the athlete who previously lettered in that sport in the previous year can still be a member of the team and letter by talking to the head coach and Activities Director.
1. The first varsity award may be earned by accumulating from year-to-year enough playing periods or points to meet the requirements for one season.
  2. A "Service Award" may be earned by three years on the squad, including the senior year. This requires recommendation of the head coach or advisor and approval of the Activities Director and principal.
  3. Any junior varsity squad coach may award a certificate of participation.

- C. Participants who are dismissed from any activity for disciplinary reasons will not be eligible to receive an award for participation in that activity.
- D. Students serving a MSHSL violation during the season may still letter if they complete the season and meet all other criteria. Students receiving a MSHSL violation during the season will not be eligible to letter.
- E. Students receiving a MSHSL violation during the season, will not be eligible for all-conference, all section, all state, or MVP awards.
- F. Any athlete who does not participate in their physical education class on the day of competition or practice will not be eligible to perform in an athletic event that evening.
- G. Students who are under the direct care of a physician and are not able to participate in physical education will not be eligible to participate in sports related activities until the doctor releases the student.

### **Responsibilities of Activity Participants**

#### **A. NEVIS & MSHSL Violations**

All participants must follow Nevis and MSHSL rules.

1. **Bylaw 202.00. Assault** (Principal's Discretion for students in grades 7-12, four (4) weeks or more)
  - a. An act done with intent to cause fear in another of immediate bodily harm or death
  - b. The intentional infliction of or attempt to inflict bodily harm upon another
  - c. The threat to do bodily harm to another with present ability to carry out the threat
  - d. Violation- student shall be disqualified from participation in all league-sponsored activities for a minimum of four (4) weeks.
2. **Bylaw 205.00 Mood-Altering Chemicals** (Accumulates for students in grades 7-12)
 

**Category I -**

  - a. 1<sup>st</sup> violation is two (2) weeks or two (2) events whichever is greater.
  - b. 2<sup>nd</sup> violation is three (3) weeks or six (6) events whichever is greater.
  - c. 3<sup>rd</sup> and subsequent violations is four (4) weeks or twelve (12) events whichever is greater.

**Category II -**

  - a. 1<sup>st</sup> violation the student will lose eligibility for the next one (1) scheduled contest/event or two weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant.
  - b. 2<sup>nd</sup> violation the student shall lose eligibility for the next three (3) consecutive scheduled contests/ events or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.
  - c. 3<sup>rd</sup> or subsequent violations the student shall lose eligibility for the next six (6) consecutive scheduled contests/events or 28 calendar days, whichever is greater, in which the students is a participant.
3. **Bylaw 206.00 Good Standing and General Eligibility Requirements** (Principal's discretion for students in grades 7-12)
 

Any student who is dismissed from or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed.

  - a. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
  - b. I will be fully responsible for my own actions and consequences of my actions.
  - c. I will respect the rights and property of others.
  - d. I will respect and obey the rules of my school and the laws of my community, state and country.
  - e. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.
4. **Bylaw 206.4 Ejection from a Contest** (per sport/activity season)
 

**Category I -**

  - a. 1<sup>st</sup> violation in a season, the student may not participate for the remainder of the day and not participate in the next competition.
  - b. 2<sup>nd</sup> and subsequent violations in a season, results in four (4) competitions of ineligibility.

**Category II -**

  - a. 1<sup>st</sup> violation the student will lose eligibility for the next one (1) scheduled contest/event or two weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant.
  - b. 2<sup>nd</sup> violation the student shall lose eligibility for the next three (3) consecutive scheduled contests/ events or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.
  - c. 3<sup>rd</sup> or subsequent violations the student shall lose eligibility for the next six (6) consecutive scheduled contests/events or 28 calendar days, whichever is greater, in which the students is a participant.

5. **Bylaw 209.00. Sexual / Racial / Religious Harassment / Violence and Hazing:** (Accumulates for students in grades 7-12)

**Category I -**

- a. 1<sup>st</sup> violation is two (2) weeks or two (2) events whichever is greater
- b. 2<sup>nd</sup> violation is three (3) weeks or six (6) events whichever is greater
- c. 3<sup>rd</sup> and subsequent violations is four (4) weeks or twelve (12) events whichever is greater.

**Category II -**

- a. 1<sup>st</sup> violation the student will lose eligibility for the next one (1) scheduled contest/event or two weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant.
- b. 2<sup>nd</sup> violation the student shall lose eligibility for the next three (3) consecutive scheduled contests/ events or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.
- c. 3<sup>rd</sup> or subsequent violations the student shall lose eligibility for the next six (6) consecutive scheduled contests/events or 28 calendar days, whichever is greater, in which the students is a participant.

Violations are bylaw specific and will not compound between bylaws.

**B. Practice**

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

**C. Attendance**

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

**D. Team Travel**

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

1. A participant may travel home from the event with his/her parents ONLY with a written permission slip signed by the parents and given to the coach after the contest.
  2. Other transportation home from the contest must be prearranged by the participant through a written permission slip from the parent to the principal. The written request must include the telephone number where the parent can be contacted before permission is granted. The advisor/coach will verify this request during school hours prior to departure for the contest.
  3. While attending events, student participants are under the direct supervision of the coach/advisor.
  4. Students must remain with the coach/advisor and team at all times.
  5. Please make arrangements to pick up your student at school right away when the bus arrives back from away games. If a reasonable amount of time has passed the police will be called to take the child home.
- E. **Any violation** of 1, 2, 3, or 4 from Item D listed above, may result in automatic suspension from the team for the next scheduled game/activity or performance. Except where the MSHSL may impose a more stringent penalty, in the event of suspension, the participant may not attend the contest with the team.
- F. **Improper conduct**, unbecoming a participant either on the field, in the locker room, team bench area, or other team area will result in immediate suspension from the team.
1. Following such improper conduct, the parent will be notified immediately by phone, with a letter to follow.
  2. This letter will set up a time and date for a conference with the parent, the participant under suspension, the principal and the Activities Director.
- G. **Captains**  
Coaches, advisors, teachers and administrators may confer at any time to determine the eligibility status of students in a leadership position. A student is not eligible to be captain if at any time during the season he/she receives or serves a MSHSL violation. Any questions should be directed to the Activities Director, coach/advisor, principal, and/or superintendent.
- H. Cell phones are not allowed in locker rooms at any athletic event or practice under Minnesota State High School League rules.
- I. All students participating in League award presentations must be in school attire per MSHSL Bylaw 206.5.

- J. **Triple A Award – Nevis School**  
Students that have lettered in academics, athletics and activities during their junior and senior year.
- K. **Three Sport Athlete – Nevis School**  
Students that have lettered in one sport each season during their junior and senior year.
- L. **Tri-Art Award – Nevis School**  
Students that have lettered in visual arts, music (band or choir), and drama (musical, play and/or one act play) during their junior and senior year.

#### **Procedure for Handling Scheduling Conflicts:**

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

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

#### **Spectator Conduct - MSHSL Bylaw 409.00. Responsibility for Participating Teams, Students and Spectators**

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

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

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

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

#### **CHEATING**

Any student found cheating on a test, quiz, or any other academic assignment including plagiarizing or using artificial intelligence (AI) to generate or complete all or part of the work, will be given a zero – "0" as a grade for the assignment. Teachers may offer a second opportunity to complete the test, assignment, etc., for a lower grade.

#### **CLASS ADVISORS**



<b>7<sup>th</sup> Grade -</b>	Mrs. Aubrey Capecechi, Mr. Larry Franck, Ms. Jordan Hunsberger, Ms. Melinda Mowder
<b>8<sup>th</sup> Grade -</b>	Mr. Griffin Chase, Ms. Jordyn Lucas, Mr. Olaf Netteberg, Ms. JoAnn Stute
<b>9<sup>th</sup> Grade -</b>	Mr. Chris Boedigheimer, Mrs. Katie Buckholtz, Mrs. Heidi Wormley
<b>10<sup>th</sup> Grade -</b>	Mr. Tom Ahrendt, Mrs. Katrina Carrier, Mrs. Beth Durgin
<b>11<sup>th</sup> Grade -</b>	Mr. Evan Benson, Mrs. Donna Hoffman, Mr. Kevin Longtin, Mrs. Emily Franck
<b>12<sup>th</sup> Grade -</b>	Mrs. Leslie Sagen, Mrs. Jodi Sandmeyer, Mr. Bryan Wormley

## **CLASS MEETINGS**

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

- A. Meetings can only be held with class advisors present.
  - 1. Advisors are in charge.
  - 2. All project revenues and expenditures shall be accounted for in the district office.
  - 3. Students or school organizations may make no purchases or expenditures unless the advisor and administration approves them and the items are paid for before orders are submitted. The law provides that unpaid fees may be collected in a small claims court or by other appropriate means.

## **CLASS SCHEDULE CHANGES**

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

## **CLOSED NOON HOUR**

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

## **COMPUTER**

By having access to this policy, I give Nevis ISD 0308 permission to create and maintain an Educational Google Account for my student(s). If there is not a written or digital notice of decline issued to the school, the school will apply implied consent for the permission to create and maintain an Educational Google Account for your student. Below is a link that gives more information on Google services, privacy rights, and consent. Please contact the district office if you do not give permission for the school to create a google account for your student.

[https://workspace.google.com/terms/education\\_privacy/#privacy-police-revamp-intro](https://workspace.google.com/terms/education_privacy/#privacy-police-revamp-intro)

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

- A. Internet Use: Students must adhere to all requirements in the use of internet at Nevis School. The full policy can be viewed on the school website under 'district,' 'handbooks,' 'acceptable use policy.' Internet use will be supervised.
- B. The Nevis school web page will be used as the home site on all student computers.
- C. Only educational games will be allowed, example math, reading, and chess.
- D. Students on inappropriate websites will be disciplined, including loss of computer privileges.
- E. Personal Web Page: Cyber bullying is the use of technology such as the internet and cell phones to degrade or humiliate another person or group. Cyber bullying can be practiced directly, as when a hateful message is sent directly to a target, or indirectly, as when a message, web site or photograph is sent to others who later use it to bully a target. Cyber bullying is most often done using web sites, web logs ("blogs"), chat rooms, instant messaging systems, e-mail and cell phone text and photo messages. Consequences of pictures and cyber bullying could lead to discipline including Minnesota State High School League violations and charges pressed. This cyber bullying policy applies to activities on and off school grounds.



- F. **SEXTING** – Anyone who engages in the practice of sending sexually explicit photographs, or messages electronically is sexting. This includes sending, receiving, forwarding or being in possession of sexting materials on any digital product. This includes but is not limited to computers, tablets, cell phones, smart phones, iPods and cameras. These materials can be photographic or written and occurs while in school, on school property or engaged in any school activity, whether in Nevis School or at an away event.

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

## **DETECTION CANINES**

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

## **DISCIPLINE - DETENTION**

### **Guidelines**

As part of the school's discipline interventions, detention on an 'as arranged' basis is held. The date and location of the detention will be announced and parents will be notified. Rules governing detention are:

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

## **DISCIPLINE POLICES**

### **A. Discipline Violation Consequences**

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

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

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

<u>Misbehaviors and Consequence</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>	<u>4<sup>th</sup> Offense</u>
1. <b>Physical Violence Towards Others</b>				
a. <b>Physical Aggression</b>				
1. Assault, Aggravated – Committing an assault upon another person with a weapon or an assault which inflicts great bodily harm.				
<b>Grades 7-12</b>	<b>Expulsion</b>			
2. Assault, physically assaulting a person responsible for enforcing school regulations.				
<b>Grades 7-12</b>	<b>5-10 Day Suspension</b>	<b>Expulsion</b>		

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

<b>Grades 7-9</b>	<b>1-3 day Suspension</b>	<b>3-5 Day Suspension</b>	<b>5-10 Day Suspension</b>	<b>Expulsion</b>
<b>Grades 10-12</b>	<b>3-5 Day Suspension</b>	<b>10 Day Suspension</b>	<b>Expulsion</b>	

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

<b>Grades 7-9</b>	<b>1 Day Suspension</b>	<b>2 Day Suspension</b>	<b>3 Day Suspension</b>	<b>4 Day Suspension</b>
<b>Grades 10-12</b>	<b>3-5 Day Suspension</b>	<b>5-10 Day Suspension</b>	<b>Expulsion</b>	

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

<b>Grades 7-9</b>	<b>1 Day Suspension</b>	<b>2 Day Suspension</b>	<b>3 Day Suspension</b>	<b>4 Day Suspension</b>
<b>Grades 10-12</b>	<b>3-5 Day Suspension</b>	<b>5-10 Day Suspension</b>	<b>Expulsion</b>	

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

<b>Grades 7-12</b>	<b>1-5 Day Suspension</b>	<b>5-10 Day Suspension</b>	<b>Expulsion</b>	
--------------------	-------------------------------	--------------------------------	------------------	--

**b. Weapons Possession**

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

<b>Grades 7-12</b>	<b>Expulsion</b>
--------------------	------------------

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

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

3. Weapons – A weapon, device, instrument, liquid material, substance animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. This includes razor blades, straight razors and all knives (administrative discretion will be used with knives having blades of less than two and one-half inches).

<b>Grades 7-9</b>	<b>1-3 Day Suspension</b>	<b>3-5 Day Suspension</b>	<b>Expulsion</b>	
<b>Grades 10-12</b>	<b>3-10 Day Suspension</b>	<b>Expulsion</b>		

4. Ammunition Possession – Possession of spent or live ammunition including bullets, BB's, shot or other projectiles designed to be in a weapon

<b>Grades 7-9</b>	<b>1 Day/ Parent Conference</b>	<b>2 Day Suspension</b>	<b>3 Day Suspension</b>	<b>4 Day Suspension</b>
<b>Grades 10-12</b>	<b>3 Days/ Parent Conference</b>	<b>3-5 Days Suspension</b>	<b>5-10 Day Suspension</b>	<b>Expulsion</b>

5. Explosives, Possession and/or Use – Possession or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantial and instantaneous release of gas and heat.
 

<b>Grades 7-12</b>	<b>Expulsion</b>			
--------------------	------------------	--	--	--
  6. Fireworks, Possession – Possession or offering for sale any substance or combination of substances or articles prepared for the purpose of producing a visible or audible effect combustion, explosion, deflagration or detonation.
 

<b>Grades 7-9</b>	<b>1 Day Suspension</b>	<b>2 Day Suspension</b>	<b>3 Day Suspension</b>	<b>4 Day Suspension</b>
<b>Grades 10-12</b>	<b>1-3 Days Suspension</b>	<b>5 Day Suspension</b>	<b>Expulsion</b>	
  7. Arson – intentional destruction or damage to school or district buildings or property by means of fire.
 

<b>Grades 7-12</b>	<b>Expulsion</b>			
--------------------	------------------	--	--	--
  8. Throwing Objects – Throwing any items inside a bus, from outside a bus to inside a bus or from inside a bus to outside a bus.
 

<b>Grades 7-12</b>	<b>0-1 Day Suspension</b>	<b>0-3 Day Suspension</b>	<b>5 Day Suspension</b>	<b>Loss of bus privileges for 20 school days or rest of school year</b>
--------------------	-------------------------------	-------------------------------	-----------------------------	---
  9. Possession and/or misuse of other devices or other potentially dangerous devices, including but not limited to, laser pointer, laser, mace or pepper spray. This would also include the misuse of cell phones, cameras, or other devices to record inappropriate acts.
 

<b>Grades 7-12</b>	<b>0-1 Day Suspension</b>	<b>1-3 Days Suspension</b>	<b>3-5 Day Suspension</b>	<b>5-10 Day Suspension or Expulsion</b>
--------------------	-------------------------------	--------------------------------	-------------------------------	---
2. **Sexual Violence**
- a. Sexual – Nonconsenting intercourse.
 

<b>Grades 7-12</b>	<b>Expulsion</b>			
--------------------	------------------	--	--	--
  - b. Other – Nonconsenting sexual contact.
 

<b>Grades 7-9</b>	<b>1 day Suspension</b>	<b>2 Day Suspension</b>	<b>5 Day Suspension</b>	<b>5-10 Day Suspension</b>
<b>Grades 10-12</b>	<b>1-5 Days Suspension</b>	<b>5-10 Day Suspension or Expulsion</b>		
  - c. Sexual Extortion – Threatening an individual to obtain sexual favors or promising preferential treatment for sexual favors.
 

<b>Grades 7-12</b>	<b>Expulsion</b>			
--------------------	------------------	--	--	--
  - d. Sexual Harassment/inappropriate sexual behavior including indecent exposure and behavior or public nudity and sexting through the use of electronic devices, includes the forwarding or all data as defined. Unwelcomed sexual behavior (to include gestures, comments, and physical actions, pictures or written words) that creates a hostile learning environment. This would also include cyberbullying which is a willful and repeated harm inflicted through the use of electronic media using a computer or cell phone (which creates substantial disruption in the learning environment)
 

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

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

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

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

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

<b>Grades 7-9</b>	<b>1 Day</b> <b>Suspension</b>	<b>2 Day</b> <b>Suspension</b>	<b>3 Day</b> <b>Suspension</b>	<b>4 Day</b> <b>Suspension</b>
<b>Grades 10-12</b>	<b>1-3 Day</b> <b>Suspension</b>	<b>3-5 Day</b> <b>Suspension</b>	<b>5-10 Day</b> <b>Suspension</b>	<b>5-10 Day</b> <b>Suspension or</b> <b>Expulsion</b>

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

<b>Grades 7-9</b>	<b>1 Day</b> <b>Suspension</b>	<b>2 Day</b> <b>Suspension</b>	<b>3 Day</b> <b>Suspension</b>	<b>5 Day</b> <b>Suspension</b>
<b>Grades 10-12</b>	<b>5 Day</b> <b>Suspension</b>	<b>Expulsion</b>		

- d. Threatening a Person in Authority.

<b>Grades 7-9</b>	<b>2 Day</b> <b>Suspension</b>	<b>3 Day</b> <b>Suspension</b>	<b>4 Day</b> <b>Suspension</b>	<b>5 Day</b> <b>Suspension</b>
<b>Grades 10-12</b>	<b>3-5 Day</b> <b>Suspension</b>	<b>5-10 Day</b> <b>Suspension</b>	<b>Expulsion</b>	

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

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

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

<b>Grades 7-9</b>	<b>1 Day</b> <b>Suspension</b>	<b>2 Day</b> <b>Suspension</b>	<b>3 Day</b> <b>Suspension</b>	<b>4 Day</b> <b>Suspension</b>
<b>Grades 10-12</b>	<b>1-3 Day</b> <b>Suspension</b>	<b>3-5 Day</b> <b>Suspension</b>	<b>5-10 Day</b> <b>Suspension</b>	<b>Expulsion</b>

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

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

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

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

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

<b>Grades 7-9</b>	<b>1 Day</b> <b>Suspension</b>	<b>2 Day</b> <b>Suspension</b>	<b>4 Day</b> <b>Suspension</b>	<b>5 Day</b> <b>Suspension</b>
<b>Grades 10-12</b>	<b>1 Day</b> <b>Suspension</b>	<b>3 Day</b> <b>Suspension</b>	<b>5 Day</b> <b>Suspension</b>	<b>5-10 Day</b> <b>Suspension</b>
5. Use of Ignition Devices – Igniting matches, cigarette lighters and other devices that produce flames.
 

<b>Grades 7-9</b>	<b>1 Day</b> <b>Suspension</b>	<b>2 Days</b> <b>Suspension</b>	<b>3 Days</b> <b>Suspension</b>	<b>4 Days</b> <b>Suspension</b>
<b>Grades 10-12</b>	<b>1 Day</b> <b>Suspension</b>	<b>3-5 Days</b> <b>Suspension</b>	<b>5-10 Days</b> <b>Suspension</b>	<b>Expulsion</b>
6. Sexual Intercourse/Unacceptable Sexual Behavior
 

<b>Grades 7-12</b>	<b>0-5 Day</b> <b>Suspension</b>	<b>5-10 Day</b> <b>Suspension</b>	<b>Expulsion</b>	
--------------------	-------------------------------------	--------------------------------------	------------------	--
7. Fire Alarm, False – Intentionally giving a false alarm of fire, or tampering or interfering with a fire alarm.
 

<b>Grades 7-9</b>	<b>1 Day</b> <b>Suspension</b>	<b>2 Day</b> <b>Suspension</b>	<b>3 Day</b> <b>Suspension</b>	<b>4 Day</b> <b>Suspension</b>
<b>Grades 10-12</b>	<b>5 Day</b> <b>Suspension</b>	<b>Expulsion</b>		
8. Bullying – Any hurtful or aggressive act toward an individual or group that is intentional or repeated; or Harassing – engaging in or conspiring with others to engage in acts that degrade, intimidate, or disgrace other individuals. This would also include cyber bullying and sexting, which is willful and repeated harm inflicted through the use of electronic media using a computer or cell phone (which creates substantial disruption in the learning environment).
 

<b>Grades 7-9</b>	<b>1 Day</b> <b>Suspension</b>	<b>2 Day</b> <b>Suspension</b>	<b>3 Day</b> <b>Suspension</b>	<b>4 Day</b> <b>Suspension</b>
<b>Grades 10-12</b>	<b>0-2 Day</b> <b>Suspension</b>	<b>3-5 Day</b> <b>Suspension</b>	<b>5-10 Day</b> <b>Suspension</b>	<b>Expulsion</b>
9. Hazing/Initiations – Committing an act against another student or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with any organization.
 

<b>Grades 7-12</b>	<b>1-2 Days</b> <b>Suspension</b>	<b>3 Day</b> <b>Suspension</b>	<b>5 Day</b> <b>Suspension</b>	<b>Expulsion</b>
--------------------	--------------------------------------	-----------------------------------	-----------------------------------	------------------
10. Actions that Indicate Gang Behavior – Any action or representation that indicates affiliation to a gang. Any action that indicates, but is not limited to head ware and colors presenting gang affiliation.
 

<b>Grades 7-12</b>	<b>Parent</b> <b>Conference</b>	<b>0-3 Day</b> <b>Suspension</b>	<b>3-5 Day</b> <b>Suspension</b>	<b>Expulsion</b>
--------------------	------------------------------------	-------------------------------------	-------------------------------------	------------------

11. Skipping class will result in:

<b>Grades 7-12</b>	<b>2-Day Lunch</b> <b>Detention</b>	<b>One-Half Day</b> <b>In-School</b> <b>Suspension</b>
--------------------	--	--

b. Refusing to take direction from someone in authority.

1. Insubordination – Willful refusal to follow and appropriate direction.

<b>Grades 7-9</b>	<b>0-1 Day</b> <b>Suspension</b>	<b>0-1 Day</b> <b>Suspension</b>	<b>0-2 Day</b> <b>Suspension</b>	<b>0-3 Day</b> <b>Suspension</b>
<b>Grades 10-12</b>	<b>1 Day</b> <b>Suspension</b>	<b>2 Day</b> <b>Suspension</b>	<b>3 Day</b> <b>Suspension</b>	<b>5-10 Day</b> <b>Suspension</b>

c. Damage or destruction to school or personal property.

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



	<b>Grades 7-9</b>	<b>0-1 Day Suspension</b>	<b>2 Day Suspension</b>	<b>3 Day Suspension</b>	<b>5-10 Day Suspension</b>
	<b>Grades 10-12</b>	<b>1-3 Day Suspension</b>	<b>3-5 Day Suspension</b>	<b>5-10 Day Suspension</b>	<b>Expulsion</b>
2. Tampering with Emergency of Safety Equipment – Unauthorized use of emergency or safety equipment on the bus, including first aid kits, fire extinguishers and emergency doors, propping doors or hatches.	<b>Grades 7-12</b>	<b>Parent Conference</b>	<b>1 Day Suspension</b>	<b>3 Day Suspension</b>	<b>5 Day Suspension</b>
3. Fire Extinguishers, Unauthorized Use – Unauthorized handling of a fire extinguisher and emergency equipment including AED's	<b>Grades 7-12</b>	<b>5 Day</b>	<b>5-10 Day</b>	<b>Expulsion</b>	
4. Theft or Knowingly Receiving or Possessing Stolen Property – Unauthorized taking of the property of another person, or receiving or possessing such property	<b>Grades 7-9</b>	<b>0-1 Day Suspension</b>	<b>0-2 Day Suspension</b>	<b>3 Day Suspension</b>	<b>4 Day Suspension</b>
	<b>Grades 10-12</b>	<b>1-3 Days Suspension</b>	<b>4-5 Day Suspension</b>	<b>5-10 Day Suspension</b>	<b>Expulsion</b>
5. Burglary – Entering a building or computer system without consent and with intent to commit a crime, or entering a building or computer system without consent and committing a crime.	<b>Grades 7-12</b>	<b>3 Day Suspension</b>	<b>5 Day Suspension</b>	<b>5-10 Day Suspension</b>	<b>Expulsion</b>
6. Trespassing – Being present in any District facility or portion of a District facility when it is closed to the public, or unauthorized presence in a District vehicle (includes unauthorized entrance into a computer system).	<b>Grades 7-12</b>	<b>3 Day Suspension</b>	<b>5 Day Suspension</b>	<b>5-10 Day Suspension</b>	<b>Expulsion</b>
<b>5. Substance and Tobacco Use</b>					
If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals, the student will be required to meet with the appropriate support staff. Parents will be invited to the meeting. Students must comply with pre-assessment team's recommendation. Refusal to comply will result in additional consequences with further suspension and/or may include recommendation for expulsion.					
a. Alcohol, Possession or Use – Possessing or using any controlled substance where possession or use is prohibited by Minnesota or federal law. (Any prescription medication a student is required to take, with the exception of prescribed inhalers, must be left and administered by the school nurse, in accordance with District administrative requirements.)	<b>Grades 7-12</b>	<b>3-10 Day Suspension</b>	<b>5-10 Day Suspension</b>	<b>Expulsion</b>	
b. Alcohol or Possession – Possessing alcohol or controlled substance in a motorized vehicle on school grounds.	<b>Grades 7-12</b>	<b>3 Day/ Parent Conference</b>	<b>3-5 Days Suspension</b>	<b>5-10 Day Suspension</b>	<b>Expulsion</b>
c. Alcohol – Distribute or possession with the intent to distribute alcohol where sale or distribution is prohibited by Minnesota or federal law.	<b>Grades 7-12</b>	<b>Expulsion</b>			
d. Chemicals – Possession or distributing with the intent to distribute any narcotic, inhalant or controlled substance including prescription drugs when sale or distribution is prohibited by Minnesota or federal law.	<b>Grades 7-12</b>	<b>Expulsion</b>			
e. Tobacco – Possessing or using tobacco, including chewing tobacco, e-cigarettes, vaping devices, Juul, and all other tobacco alternatives in district buildings, on district grounds, in district vehicles or at district events.	<b>Grades 7-12</b>	<b>0-1 Day Suspension</b>	<b>2 Day Suspension</b>	<b>3 Day Suspension</b>	<b>5 Day Suspension</b>

- f. Drug Paraphernalia – Possessing drug paraphernalia in District buildings, on District grounds, in District vehicles or at District events.
- |                    |                               |                                |                  |
|--------------------|-------------------------------|--------------------------------|------------------|
| <b>Grades 7-12</b> | <b>0-3 Day<br/>Suspension</b> | <b>3-10 Day<br/>Suspension</b> | <b>Expulsion</b> |
|--------------------|-------------------------------|--------------------------------|------------------|
- g. Possession with intent to distribute over-the-counter medication in District buildings, in District vehicles, or at District events, in violation of District administrative regulations.
- |                    |                               |                                |                  |
|--------------------|-------------------------------|--------------------------------|------------------|
| <b>Grades 7-12</b> | <b>0-5 Day<br/>Suspension</b> | <b>5-10 Day<br/>Suspension</b> | <b>Expulsion</b> |
|--------------------|-------------------------------|--------------------------------|------------------|
- h. Simulated Controlled Substance – Possession, distribution and/or attempting to deceive another person of a simulated controlled substance.
- |                    |                               |                                |                  |
|--------------------|-------------------------------|--------------------------------|------------------|
| <b>Grades 7-12</b> | <b>0-5 Day<br/>Suspension</b> | <b>5-10 Day<br/>Suspension</b> | <b>Expulsion</b> |
|--------------------|-------------------------------|--------------------------------|------------------|

**6. Technology and Telecommunication Misuse**

- a. Misuse of equipment (personal or district-owned) deletion or violation of password-protected files, computer program, data, or system files; inappropriate accessing of files; unethical use of information or violation of copyright laws; accessing, uploading, printing, or distributing pornographic, obscene, abusive, or sexually explicit material; transmitting obscene, abusive, or sexually explicit language; vandalizing, damaging, or disabling the property of another person or organization; unauthorized commercial use for financial gain or the user is prohibited. Improper use may result in the loss of use of equipment. If the conduct at issue constitutes a violation of the harassment, facial, sexual, religious, or sexual orientation provisions, the consequences provided hereunder will be applied
- |                    |                             |                             |                             |  |
|--------------------|-----------------------------|-----------------------------|-----------------------------|--|
| <b>Grades 7-12</b> | <b>1 Day<br/>Suspension</b> | <b>2 Day<br/>Suspension</b> | <b>3 Day<br/>Suspension</b> | <b>5 Day<br/>Suspension or<br/>Expulsion</b> |
|--------------------|-----------------------------|-----------------------------|-----------------------------|--|

**Freedom of action by the principal:**

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

**DRIVER'S EDUCATION**

Driver's Education is currently being conducted through Headwaters Driving School. Contact information is available in the high school office.

**EIGHTEEN-YEAR-OLD STUDENTS**

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy.

The policies that Nevis High School operates under will be equally applied to all students regardless of age. Minn. Stat. § 120.06 states, "Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending public secondary school is governed by a single set of reasonable rules and regulations promulgated by the school board." Students 18 years of age or older, regardless of where they are living, will still require parental permission if a student is under the legal guardianship of the parent.

**FOREIGN EXCHANGE STUDENTS**

- Foreign exchange students and students coming from a different country will use the GPA received from the classes that they attend at Nevis School to determine their honors status.
- Foreign exchange students will be excluded from ranking unless they are in line to meet all of the requirements in order to receive a regular diploma.
- Foreign exchange students are not eligible to be candidates or attendants for Homecoming or Snow Days.

**FUNDRAISING**

Classes and groups may have fundraisers. All fundraisers must be approved in advance by administration. All fundraisers must be listed on the calendar in the high school office. To request permission to start a fundraiser, contact the Activities

Director or high school office to obtain the necessary paperwork. The required paperwork must be filled out and submitted to the Activities Director or high school office in advance of the fundraiser.

Selling in the school by students which competes with local merchants will be kept to a minimum. Prior approval by the administration is necessary when classes or groups plan fundraisers.

## **GRADING**

### **A. Grades**

Teachers are responsible for the grades that students earn in their class(es).

### **B. Participation Grade**

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

## **GRADUATION**

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

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

## **HOMECOMING/SNOW DAYS ROYALTY**

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

- A. Students must be enrolled in the district for nine (9) calendar months prior to election.
- B. Students must be academically eligible on the day of voting, according to the Nevis School eligibility policy.
- C. Students must not have any MSHSL violations in the previous 365 days.
- D. Students must not have any out of school suspensions (OSS) in the current school year.
- E. Students may be a Homecoming or Snow Days candidate only one (1) time.

## **NATIONAL HONOR SOCIETY**

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

- A. 3.5000 cumulative GPA at the end of the first semester of their 10th or 11th grade year
- B. Be active in volunteer service
- C. And, have no MSHSL violations

## **ONLINE LEARNING**

- A. Student must have the written consent of a parent or guardian to do so.
- B. The school district will grant academic credit for completing the requirements of an online learning course or program. These grades will be included on the student's transcript.
- C. Nevis School will reduce the course schedule of an online learning student in proportion to the number of online learning courses the student takes from an online learning provider that is not the enrolling district with a maximum of three courses per semester.
- D. Online students may participate in the extracurricular activities of the school district on the same basis as other enrolled students.
- E. If a student drops or withdraws from an online class after the official drop date, the student/family is responsible to pay the required tuition.

- F. Students will not be provided with any special equipment to take online classes, i.e., computers, laptops, Chromebooks, etc.
- G. Students enrolling in APEX classes are required to be in attendance on campus. Accommodations will be considered for students with a 504, IEP, or a medical exemption.

#### **PARKING**

The west parking lot is the designated area for student parking, not in front of the building. While on campus, the interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

#### **PASSES**

Please follow these guidelines:

- A. No passes will be issued during the first or last 15 minutes of each class hour.
- B. When students leave a classroom (or study hall) at any time, they must have a pass.
- C. The student must also sign out on the clipboard in each room, recording the time leaving and the location the student is going.
- D. Teachers may refuse a student a pass if the student does not deserve the privilege.
- E. Once a student has a pass, he/she must return to the class **at least** five (5) minutes before the end of the period.

#### **PHYSICAL EDUCATION (with exceptions made for changes due to COVID)**

##### **A. Doctor's Release from Activities**

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

1. Doctor's slip explaining the limitations.
2. Doctor's slip explaining that the limitations have been lifted.

Students need to be aware that if the student does not participate in physical education during school hours the students will not be eligible to participate in sports related activities.

##### **B. Tennis Shoes**

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

##### **C. Dress Requirements for Physical Education**

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

#### **POST SECONDARY ENROLLMENT OPTIONS (PSEO)**

- A. Students applying for Post-Secondary Enrollment Options must meet the individual requirements of the post-secondary institution.
- B. Nevis High School will not write waivers for students not qualifying.

- C. After determining eligibility, a parent/student conference with the principal and/or academic advisor is required in order to clarify high school (and college) procedures and requirements.
- D. Grades will be included on transcripts and will affect GPA. PSEO credits will transfer back to Nevis School as follows:
  - 1. 5 credit class = 1.25 high school credits
  - 2. 4 credit class = 1.0 high school credit
  - 3. 3 credit class = .75 high school credit
  - 4. 2 credit class = .50 high school credit
  - 5. 1 credit class = .25 high school credit

### **PREGNANCY**

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

### **PROM**

- A. A Prom Agreement must be read, signed and returned to the prom advisor by anyone eligible to attend Prom.
- B. Juniors and seniors enrolled at Nevis School may attend Prom. These students may invite one guest who meet the following rules:
  - 1. One (1) guest per Nevis junior/senior student.
  - 2. Guests must be one of the following:
    - a. Nevis sophomores
    - b. A guest from another school who is a sophomore, junior, senior
    - c. A high school graduate (one year out of school)
  - 3. Guests attending must submit a reference signed by their school principal prior to attending, and a photo ID indicating date of birth. The form will be available in the high school office.
  - 4. The sponsor and the guest must be signed up and approved by the principal by Wednesday prior to Prom.
- C. Funding for prom is generated through the fee charged to prom attendees.
- D. The location of dinner (if school sponsored) and the dance will be determined on an annual basis. School transportation will be used.
- E. The dance ends at 11:30 p.m.
- F. If students leave during the evening they will not be allowed back in.
- G. Police will be called to the event if anyone is suspected of using any illegal substances. Parents will be notified and the student will be turned over to law enforcement.
- H. Parents will be notified and asked to pick up any students not following the Prom Agreement.
- I. Chaperones will have full authority at Prom.
- J. Students who are the recipient of disciplinary action will have future Prom attendance privileges reviewed by the principal.
- K. Junior and senior class advisors will chaperone Prom.

### **SENIORS**

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



## **SUSPENSIONS/EXPULSIONS**

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

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

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

## **WORK PROGRAM**

- A. Students interested in the Work Program must gain permission from the school principal.
- B. The work program should be every day school is in session - Monday through Friday. If you don't go to work you must notify the high school office.
- C. One half credit will be given for each period worked per semester with a maximum of one and one-half (1.5) credits per semester.
- D. Work Program will be graded with a S or U.
- E. Students on a Work Program must be academically eligible, have a job and have excellent school attendance prior to starting or continue on the program. They must not have an F on the report card from any class during any grading period to maintain work program eligibility. Any student with an F will be required to stay at the school and work on classes until the grade is passing.

## **DISTRICT & STATE POLICIES**

### **BULLYING PROHIBITION POLICY**

#### **A. Purpose**

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

#### **B. General Statement of Policy**

1. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other

students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

2. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
3. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
4. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
5. False accusations or reports of bullying against another student are prohibited.
6. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - a. The developmental ages and maturity levels of the parties involved;
  - b. The levels of harm, surrounding circumstances, and nature of the behavior;
  - c. Past incidences or past or continuing patterns of behavior;
  - d. The relationship between the parties involved; and
  - e. The context in which the alleged incidents occurred.
    - i. Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.
    - ii. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.
    - iii. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.
  - f. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### C. Definitions

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

1. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
  - a. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  - b. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, "bullying," specifically includes cyber bullying as defined in this policy.
2. "Cyber bullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
3. "Immediately" means as soon as possible but in no event longer than 24 hours.
4. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
  - a. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
  - b. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

- c. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
  - 5. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
  - 6. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
  - 7. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
  - 8. "Student" means a student enrolled in a public school or a charter school.
- D. Reporting Procedure**
- 1. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
  - 2. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
  - 3. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

- 4. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- 5. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

6. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
7. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

**E. School District Action Plan**

1. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
2. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
3. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
4. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
5. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
6. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

**F. Retaliation or Reprisal**

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

**G. Training and Education**

1. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials,

and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

2. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - a. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - b. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - c. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - d. The incidence and nature of cyberbullying; and
  - e. Internet safety and cyberbullying.
3. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
4. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
5. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

#### H. Notice

1. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
2. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.



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

**I. Policy Review**

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

**HARASSMENT - SEXUAL/RELIGIOUS/RACIAL/VIOLENCE POLICY**

**A. Purpose**

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

**B. General Statement of Policy**

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

**C. Religious, Racial and Sexual Harassment and Violence Defined**

1. Sexual Harassment; Definition. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
  - b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
  - a. Unwelcome verbal harassment or abuse;
  - b. Unwelcome pressure for sexual activity
  - c. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
  - d. Unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. Unwelcome behavior or words directed at an individual because of gender.

3. Racial Harassment; Definition. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
    - a. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
    - b. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
    - c. Otherwise adversely affects an individual's employment or academic opportunities.
  4. Religious Harassment; Definition. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
    - a. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
    - b. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
    - c. Otherwise adversely affects an individual's employment or academic opportunities.
  5. Sexual Violence; Definition. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in MN Statutes Section 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.  
Sexual violence may include, but is not limited:
    - a. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
    - b. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
    - c. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
    - d. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
  6. Racial Violence; Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
  7. Religious Violence; Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
  8. Assault; Definition. Assault is:
    - a. An act done with intent to cause fear in another of immediate bodily harm or death;
    - b. The intentional infliction of or attempt to inflict bodily harm upon another; or the threat to do bodily harm to another with present ability to carry out the threat.
- D. Reporting Procedures**
1. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute harassment or violence should report the alleged acts immediately to an appropriate School District official as designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the superintendent's or the principal's office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer.
  2. In the District. The School Board hereby designates the Superintendent, as the School District Human Rights Officer to receive reports or complaints of religious, racial or sexual/ religious/racial harassment and sexual/ religious/racial violence from any individual, employee or victim of sexual/religious/racial harassment or sexual/religious/racial violence and also from the building principal as outlined above. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the School Board Chairperson.
  3. In the School Building. The principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the principal immediately.
  4. Upon receipt of a report, the principal must notify the District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the principal, the complaint shall be filed directly with the District Human Rights Officer by the reporting party or complainant.

5. The School District shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.
6. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
7. Use of formal reporting forms is not mandatory.
8. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

**E. Investigation**

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

**F. School District Action**

1. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
2. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complaint by the School District in accordance with state and federal law regarding data or records privacy.

**G. Reprisal**

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

**H. Right to Alternative Complaint Procedures**

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

**I. Harassment or Violence as Abuse**

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

Harassment Forms are available in the principal's office.

## **HAZING/INITIATION POLICY**

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

## **MEDICATION POLICY**

School District 308 has adopted the following policy for medication:

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

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

- A. Prescription Medication Administration
  - 1. The parent shall provide the school with the following information:
    - a. Child's name
    - b. Physician's Rx (including medication action and side effects)
    - c. Up to date, labeled prescription bottles
    - d. Parent signature and date
  - B. The school shall provide the following:
    - 1. List of personnel giving medication
    - 2. Comprehensive record sheet for each child
    - 3. Original medication inventory
    - 4. Date, dosage, time administered
    - 5. Dispenser's initials
    - 6. Secure medication storage facility
- C. Tylenol/Ibuprofen Administration
  - 1. The parent shall provide the school with the following information:
    - a. Child's name
    - b. Indication that child should not be given any medications
    - c. Permission to give child Tylenol/Ibuprophen if needed
    - d. Over the counter pain relievers can be carried by high school students with written permission from the parent
    - e. Parent signature and date
- D. All other non-prescription medication carried to school by students must be turned into the nurse. Medication of any kind should not be stored in lockers.
- E. Inhaler Use

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

## **PEST CONTROL MATERIALS**

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

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

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

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

#### **WEAPONS POLICY**

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

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

#### **ATTACHMENT 1 – Refusal in Statewide Testing**

#### **ATTACHMENT 2 – Bullying Report and Incident Form**





## Statewide Assessments:

### Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

#### Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 districts and charter schools. Minnesota prioritizes high-quality education and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

#### Minnesota Comprehensive Assessments (MCA)

MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

#### WIDA ACCESS and WIDA Alternate ACCESS for English Learners

The WIDA ACCESS and WIDA Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English, based on the WIDA English Language Development Standards.

### Statewide Assessments Help Families and Students

Participating in statewide assessments gives families a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results for:

- Postsecondary Enrollment Options (PSEO) in grade 10.
- Course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

English learners who take the WIDA ACCESS or WIDA Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

### Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions on how to use money and resources to support all students.

### Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form on the following page. Contact your student's school to learn more about locally required assessments.

## Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For WIDA ACCESS and WIDA Alternate ACCESS, the student will not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Explore the  
[Statewide  
Testing page](#)  
for more  
information.

Check with your local school or district to see if there are any additional consequences for not participating.

([education.mn.gov](http://education.mn.gov) > Students and Families > Programs and Initiatives > Statewide Testing)

### Additional Information

- On average, students spend less than 1% of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the October 1 each school year. Refer to your district or charter school's website for more information on assessments.

## Statewide Assessments: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be submitted to your student's school or district office prior to testing.

First Name:  Middle Initial:  Last Name:

Date of Birth:  Current Grade in School:  Student ID Number (if known):

School:  District:

Parent/Guardian Name (print):

Parent/Guardian Signature:  Date:

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting your student out of this school year:

- |  |  |
|--|--|
| <input type="checkbox"/> Reading MCA/Alternate MCA | <input type="checkbox"/> Science MCA/Alternate MCA         |
| <input type="checkbox"/> Mathematics MCA/MTAS      | <input type="checkbox"/> WIDA ACCESS/WIDA Alternate ACCESS |

Contact your school or district for more information on how to opt out of local assessments.

(Note: This form is only applicable for the 20  to 20  school year.)

**BULLYING REPORT AND INCIDENT FORM**

Bullying, defined as any pattern of written or verbal expression, physical act or gesture that is intended to cause or is perceived as causing distress, by either an individual student or a group of students, is expressly prohibited and will not be tolerated. This includes the misuse of technology for the same purpose. This form is to be used to report alleged incidents of bullying. Please complete all sections of the form and return to the Building Principal/Supervisor. Please print.

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

School: \_\_\_\_\_

**PERSON REPORTING INCIDENT**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Place an X in the appropriate box: ☐ Student ☐ Student (witness/bystander) ☐ Parent/guardian ☐ Close adult relative  
☐ School staff

Date(s) incident(s) occurred: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year Month Day Year Month Day Year

Name of student victim(s): \_\_\_\_\_ Age: \_\_\_\_\_

Name(s) of alleged offender(s) (if known):	Age	School (if known)	Is he/she a student?
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Type of Bullying (X all that apply):**

☐ Name calling/offensive remarks ☐ Exclusion ☐ Hit, kicked, punched ☐ Told lies or false rumors ☐ Threatened  
☐ Racial comments ☐ Sexual comments ☐ Took/damaged possessions ☐ Electronic communications (Please explain)

Other/Explanation: \_\_\_\_\_

**Where did the bullying happen? (X all that apply):**

☐ Field ☐ Hallway ☐ In class with teacher ☐ In class without teacher ☐ Bathroom  
☐ Line-up areas ☐ Lunchroom ☐ To/from school ☐ Bus stop ☐ Bus  
☐ Other: \_\_\_\_\_

**People the victim has spoken to about the bullying incident (X all that apply):**

☐ Teacher ☐ Other adult at school ☐ Parent/guardian ☐ Sibling ☐ Friend ☐ Close adult relative

What did the alleged offender(s) say or do? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did a physical injury result from this incident?

☐ No☐ Yes, but it did not require medical attention☐ Yes, and it required medical attention (please explain)

Medical attention required: \_\_\_\_\_

Was the student victim absent from school as a result of this incident?

☐ Yes☐ No

If yes, how many days was the student victim absent from school as a result of the incident? \_\_\_\_\_

Is there any additional information you would like to provide?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please Note:** The school district is not authorized to disclose to a victim, private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*  
**INVESTIGATION REPORT**

Investigated by: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Final Report of Investigation of bullying complaint by \_\_\_\_\_ against  
\_\_\_\_\_, alleged offender.

In my/our investigation of the complaint, it is found (check appropriate response):

☐

Found grounds to substantiate the allegations

☐

Did not find grounds to substantiate the allegations

☐

Did not find enough information to make a judgment on the allegations

Summary of investigation, findings, and disciplinary action: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/guardian contacted? ☐ Yes Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

☐ No

Signature of Investigator: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_  
(If not Investigator)

Date: \_\_\_\_\_