

### **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.~~
- D. 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.
- E. No dangling chains of any kind.
- F. Any apparel or footwear that would damage school property.
- G. Book bags/bags, backpacks and briefcases are allowed in class at teacher discretion, subject to inspection.
- H. 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

## 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 SEARCHES (this format and text is taken directly from the MSBA Model Policy 502)

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.

### A. Lockers and Personal Possessions within a Locker

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials 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 were searched unless disclosure would impede an ongoing investigation by police or school officials.

### B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

### C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

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 the district's Student Information System (SIS) 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.

**Violations for violence, drugs and threats are cumulative for three consecutive years for students in grades 7-12.**

<b>Misbehaviors and Consequence</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
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**1. Physical Violence Towards Others**

**a. Physical Aggression**

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>
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2. Assault, physically assaulting a person responsible for enforcing school regulations.

<b>Grades 7-12</b>	<b>5-10 Day Suspension/ Expulsion</b>	<b>Expulsion</b>
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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>
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<b>Grades 10-12</b>	<b>3-5 Day Suspension</b>	<b>10 Day Suspension</b>	<b>Expulsion</b>
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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>
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<b>Grades 10-12</b>	<b>3-5 Day Suspension</b>	<b>5-10 Day Suspension</b>	<b>Expulsion</b>
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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>
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<b>Grades 10-12</b>	<b>3-5 Day Suspension</b>	<b>5-10 Day Suspension</b>	<b>Expulsion</b>
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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/ Expulsion</b>	<b>5-10 Day Suspension/ Expulsion</b>	<b>Expulsion</b>
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**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>Suspension/ Expulsion</b>
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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,