

NICOLLET PUBLIC SCHOOL

K-12 Student-Parent Handbook 2026 - 2027



Mission Statement:

Small Community, BIG Opportunity
Academic excellence builds leaders for tomorrow.

Vision

Cultivating a Better Everyday Life

Approved 7/8/26

CORE VALUES

Community	A supportive and inclusive environment where every individual is valued, respected, and encouraged to contribute.
Accountability	Taking ownership for our individual and collective actions and decisions.
Integrity	We are committed to upholding the foundation of trust and respect in all aspects of our lives .
Excellence	Providing robust opportunities to each individual so they can reach their highest potential.

Nicollet Public Schools have a great deal to offer our students. We believe:

- We believe collaboration between school, home, and community is critical to student achievement.
- We believe it is our responsibility to provide a respectful, engaging, and secure learning environment for all.
- We believe all students deserve high-performing, high-quality educators.
- We believe education is the foundation for preparing students to be impactful members of their communities.

School Song

*Nicollet High School we hail to thee
Win or lose whichever it might be,
We're good sportsmen, just wait and see,
With a Rah, Rah, Rah, for Nicollet High,
U, Rah, Rah, Rah
Rah for the Blue and White.*

*Nicollet Raiders hats off to thee,
To our colors true we shall ever be,
Strong and firm united are we,
With a Rah, Rah, Rah, for Nicollet High,
U, Rah, Rah, Rah,
Rah for the Blue and White.*

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NONDISCRIMINATION STATEMENT

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

Title Reading Coordinator/Elementary 504: Lisa Fischer, Title One, One Pine Street, Nicollet MN 56074 (507) 232-3411, lisa.fischer@isd507.k12.mn.us

Section 504 Coordinator: Makena Byrd, Social Worker, One Pine Street, Nicollet MN 56074; (507) 232-3411 x2112; makena.byrd@isd507.k12.mn.us

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

Dean of Students K-12/9-12 credit guidance/Assessment Coordinator: Sam Cotton, One Pine Street, Nicollet MN 56074 (507) 232-3411 samuel.cotton@isd507.k12.mn.us

K-8 Principal/Literacy Coordinator: Nancy Remmert, One Pine Street, Nicollet MN 56074 (507) 232-3411 x3118 nancy.remmert@isd507.k12.mn.us

Superintendent/9-12 Principal : Robin Courrier, One Pine Street, Nicollet MN 56074; 507-232-3411 x3103 robin.courrier@isd507.k12.mn.us

I. GENERAL INFORMATION K-12

This handbook and its contents were approved by the Nicollet School Board at its meeting on **July 8, 2026**. This handbook may be changed or amended during the school year. Changes will be posted in the school office and on the school's website. The administration may modify the guidelines in this handbook based on circumstances. If you have any questions about a provision, contact the Principal.

Attendance / Daily Schedule

Minn. Stat. 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. 120A.05, without valid excuse within a single school year for:

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

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

***Unexcused absences will not be changed if the guardian has not called in within 48 hours.**

The school day for K-5th elementary students will begin at 8:00 a.m. and end at 3:00 p.m. The school day for 6-12th students will be from 8:00 a.m. and end at 3:04 p.m. 6-12th grade will begin with a daily Advisory time (attendance is taken), followed by a 7 period day including lunch. Student supervision is not available before 7:30 a.m. or after 3:10 p.m. Students are not to be in the building before 7:30 a.m. or after 3:30 p.m. unless supervised by a staff member or in the commons. **K-5 students who are in the building prior to 7:30 a.m. or after 3:10 p.m. must be registered and report to latchkey.**

Breakfast Schedule

2nd - 12th 7:35 to 7:55

K-1st 8:05 to **8:20**

Preschool 8:30-8:50

Lunch Schedule

K-5 11:00 - 11:55 respectively

6th - 8th 11:57 to 12:25

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

Open campus students should request a lunch "to go" during advisory and pick it up between 12:00-1:00 on their way out.

Staff report daily from 7:30 a.m. to 3:30 p.m. for preparation and may be available by appointment for parent communication and student academic assistance during the hours of 7:30-7:55am and 3:05-3:30 (established office hours)

Announcements

The daily bulletin will be posted on the school district website under the Portal & Daily Bulletin tab. Announcements may be read by the classroom teacher each morning. The announcements will also be available to see on the TV in the commons throughout the day. The Pledge of Allegiance and Announcements are shared through the intercom the first day of each week.

Assemblies

Assemblies are an extension of the classroom and are held for the benefit of all students. Students contribute to the success of assembly programs by demonstrating appropriate behavior (Raider Pride). Student behavior is a reflection of the entire student body.

Behavior Expectations/Raider Pride (PBIS)

Positive, Behavior, Intervention, and Supports (PBIS) is designed to provide students the best learning environment and ultimately the best education possible. The PBIS Teaching Matrix is available on the school website. Ongoing communication between home and school is equally important regarding student behavior. Please discuss the expectations listed in this handbook with your child.

Students are expected to be **responsible, respectful, positive, and safe** in all school settings. Students exhibiting these traits are recognized by receiving Raider Pride tickets. When students do not exhibit these traits they will receive a Minor or Major behavior infraction notice from the attending adult or administrator. Minors redirect the behavior and are monitored by classroom teachers. Majors involve consequences and a written Student Incident Report (SIR). SIRs will be communicated to parents by hard copy, email, or phone call. This is one form of communication between the classroom, office, and home. SIRs are used to monitor student behavior trends. Majors may include a Code of Conduct referral.

Bicycles/Scooters

It is suggested that kindergarten and first-grade students not ride bicycles to school. If your child does ride a bicycle to school, please make certain that he/she has a lock for his/her bicycle and wears a helmet. Bicycle racks are provided in front of the school.

Motorized bicycles and scooters are not permitted on property when school is in session.

Bus Transportation

Riding the bus is a privilege, not a right. Appropriate behavior is expected at all times on the bus and at the bus stop. Bus drivers must be qualified through state examinations and are responsible for all passengers. Bus Drivers have full authority over all students and may refuse bus-riding privileges to anyone violating the rules after consultation with school administration. Bus drivers must give 12 hours of notice to parents and consult with the Principal before revoking bus-riding privileges to any student.

Student pick-up: Each student will board the bus at the end of their driveway, with a turnaround provided by the patron, where necessary, for the safety of students. Student passengers on buses will be dropped off at designated places only as previously authorized by the School Board, bus supervisor, or advisor of the activity.

On special trips such as games, class trips, parties, etc., everyone going on the bus must return on the bus unless special arrangements have been made with the advisor. The total cost of a fan bus must be borne by the students. Riders will be picked up and dropped off at school. Special arrangements may be made for pick-ups and stops on special trips. Students may be excused to ride home with parents/guardians or immediate adult members of the family. Coaches and advisors must be notified in advance, with a written permission slip, when possible, or in person by parents/guardians. **24 hour written permission slips are available in the office. Parents/Guardians must fill out a form and return it to the office prior to the event.**

Cameras

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

sound. Cameras are located in areas with dangerous equipment for the purpose of health and safety. Cameras are also located in the NECC classrooms, gyms, parking lot, and hallways.

Child Care/Latchkey

School-aged childcare (grades K-5) is available for a fee from 7:00 a.m. - 7:30 a.m. and 3:05 p.m. - 5:30 p.m., Monday through Friday on school days and from 7:00 a.m. - 5:30 p.m. on most non-school days. For more information, contact the Director of Latchkey, Kendra Hoffman at (507) 232-3411.

Clothing and Attire

All students are expected to wear appropriate attire reflective of the professional setting and environment of the school.

- **Undergarments must not be visible. Double spaghetti straps if necessary.**
- Pocket chains, wallet chains, or chains worn as jewelry, and other adornments are permitted so long as they do not pose a safety threat or damage to seating (e.g. in a shop class, a chain might get caught in machinery).
- Boots, shoes, or sandals must be worn at all times. However, shoes with wheels are not permitted on school grounds at any time. K-5 students should wear shoes with closed backs and closed toes.
- Shorts and skirts must be at least to mid-thigh, or longer. Shorts under skirts promote comfort and personal safety.
- Attire that names, promotes, or advertises products that are illegal for minors to purchase is not permitted (i.e. drugs, alcohol, tobacco, vapes, edibles, etc.).
- Attire and apparel, including but not limited to, bracelets, headbands, t-shirts, pants, etc., that feature offensive and/or vulgar words, pictures, or drawings that name, advertise or promote sexually related products or activities are not permitted.
- Attire and apparel, including but not limited to, bracelets, headbands, t-shirts, pants, etc., that includes words, phrases, or pictures that are derogatory regarding ethnic background, national origin, religious belief, gender, gender orientation, or disability is not permitted.
- Showing excessive skin is prohibited (more than 2 inches of stomach, full back; halter). Attire that distracts from the educational goals of the school including, but not limited to, extreme bare midriffs, cropped tops, halter tops, spaghetti strap tops, strapless tops, short shorts, underwear worn as outerwear, muscle shirts where the sleeves are cut off and cut down the sides, and bikini wear, bracelets, headbands, etc. is not permitted.
- Clothing must be in good condition and not excessively torn or torn in locations that must be covered according to the school dress code.
- Headwear, including hats, hoods, bandanas, etc. may not be worn indoors during the school day for grades K-8.
- Headwear, including hats and bandanas, etc., that do not cover the ears, may be permitted for grades 9-12 at the discretion of the school district.

A 9-12 student violation of the headwear rule will result in the following:

- 1st Violation – Warning from the classroom instructor. Student will remove the headwear.
- 2nd Violation – The headwear will be confiscated by the classroom instructor. The instructor will contact parents, and turn it into the office. The student can retrieve it at the end of the school day.
- 3rd Violation – The item will be confiscated by the classroom instructor and the student is not allowed to wear any headwear for ten (10) school days. The student will receive a

major detention.

NPS administration and staff reserve the right to make a request regarding the appropriateness of student dress. Violation of the dress code may result in a request to; change attire, call a parent or guardian to provide appropriate dress, or disciplinary action due to non compliance or repeated violations. Students are encouraged to obtain an interpretation of the dress code from the administration in advance if they are in doubt of the applicability of the code to certain articles of clothing.

Student Drop Off

After the second week of school, parents of students in grades K-8 are encouraged to drop children off in the Commons. If the parent wishes to speak with a child's teacher, they may schedule an appointment with the teacher for an agreed-upon time. Parents may also schedule a meeting with administration by calling the office.

Dances and Prom

Dances must be scheduled with the Principal at least two weeks prior to the date of the dance. Dances may not be planned for a school night. Dances may last until 12:00 a.m. and all school rules are in effect at the dance. Students wanting to bring a guest must obtain a guest permission slip from the office to receive a guest pass from the Principal at least 5 school days prior to the dance. The grade levels permitted to attend each dance will be posted. Chaperones are required for all dances and parties. The building must be left in good order. Doors will be closed for admittance at 10:00 p.m. After students leave the dance, they will not be readmitted. Students in grades 11-12 may purchase tickets to Prom. Guests may be in grades 9-12 or age 20 and under and must obtain a permission slip from the office to receive a guest pass from the Principal.

Field Trips/Contests

Day Trips

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

Overnight / Multiple Day Trips

Student representatives and/or their advisors will be required to present their plan to the school board and have the board officially approve overnight trips. All overnight trips require board approval before deposits are made for rooms, etc. The School Board must approve the mandatory overnight trip/lock-ins form one month prior to the departure date. The eligibility of students with behavioral detentions/suspensions will be reviewed by the Principal and sponsoring teacher. Students participating in academic eligibility checks will be reviewed by the Principal and sponsoring teacher. School-sponsored overnight trips/lock-ins must be submitted to the Board 30 days in advance with an itinerary and a list of chaperones. (Cases, where less than 30 days notice is possible, will be reviewed by the Principal.)

Data Practices

The Nicollet Public School District has the right to do the following:

- Inspect and review a student's educational records.
- Seek amendment of a student's education records that a parent or eligible student or parent believes to be inaccurate, misleading, or otherwise in violation of a student's privacy rights.
- The School District has a policy of disclosing education records to school officials, including teachers, within the School District to whom the School District has determined to have a legitimate educational interest.
- The School District forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll upon written parent permission to submit the student's data to that agency or institution.

Parents have the following rights:

- Parents may exercise their right to inspect and review their student's education records by submitting a written request to the District office.
- Parents may request, in writing, the amendment of records. The District must respond to the request within 10 school days.
- Consent to disclosures of personally identifiable information contained in a student's education record, except to the extent that the federal law and regulations authorize disclosure without consent.
- File a complaint concerning alleged failure by the School District to comply with the federal law and regulations with the Department of Education.

Directory Information

Student directory information is classified as public data. Parents may, however, request in writing that directory information may not be released. The directory information includes but is not limited to:

- Student's Name and Address
- Telephone listing
- Major field of study
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates and attendance
- Degrees and awards received
- Most recent previous educational agency or institution attended by the student
- Pictures of students on the school webpage and in the yearbook

Military Recruiter Access to Student Data

Minnesota Statutes Chapter 13: 13.32 Educational Data Subd. 5a. Military Recruitment

The School District is required to provide contact information for all juniors and seniors to colleges and military recruiters when requested to do so. Parents may opt out of this request by submitting a written request to the Principal.

Emergency Drills and Safety Precautions

Fire

Public schools are required by law to conduct five fire drills during the school year, plus an additional two drills during the summer if the district conducts a summer school program. When the alarm sounds, each class should walk quickly to the nearest exit. The purpose of fire drills is to learn how to vacate the building in a quick and orderly manner in case of an emergency. Detailed information for building evacuation is posted in each classroom.

Tornado

Public schools are required by law to conduct one tornado drill during the school year. Students will be alerted over the P.A. system. Staff should proceed with all students to predetermined tornado shelter areas and be in protective positions. If a storm occurs at dismissal time, students will be held until the danger has passed.

Lockdowns

Public schools are required by law to conduct five lockdown drills during the school year. When the announcement is made, move quickly to the closest secure area and follow staff instructions.

“**HOLD**” procedures are utilized to prevent student and staff movement in the building. Staff members check the hallway for students, lock doors, cover windows and continue instruction. Students and staff are not released from areas until the lockdown is lifted.

“**LOCKDOWN**” is utilized for situations when there is reasonable suspicion students and staff are at risk. Students and staff are expected to lock doors, shut off lights, and stay out of sight.

Protection and Safety

The safety of our students, staff, and visitors is among our highest priorities. We work collaboratively to foster a safe, secure learning environment for all as we deliver on our mission of “Developing responsible, lifelong learners who are ready to succeed in a changing world.”

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

Emergency Schedule Changes

Cancellations, late starts, and early dismissals due to adverse weather conditions or other emergencies will be announced by: Infinite Campus and Facebook; TV stations WCCO, FOX 9, KARE 11, and KEYC. If students are dismissed early because of adverse weather, buses will be dispatched to take students home on their regular routes. Parents should make sure their children know what to do if school is dismissed and no one is home.

Lockers

Students in K-5 will be assigned a locker, but will not receive a lock.

Students in 6-12 will be assigned a locker and lock for use during the school year. Combination locks will be provided by the district and required by students to use properly. If a student loses the lock provided, a replacement fee of \$5.00 will be charged.

All locks must be school-issued. Students will use only their assigned locker in the hallway and locker room. Students will be allowed to place school appropriate materials in the lockers. All other materials will be removed and discarded. Food and beverages may be stored in closed containers in lockers.

Minnesota State Statute 121A.72 states: School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, with or without notice, with or without student consent, and with or without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Backpacks will be allowed in classrooms at the discretion of the teacher and dependent on the classroom physical space.

Nutrition

Breakfast / Lunch Prices

PreK-12	Single Breakfast	Free (State funded)
PreK-12	Lunch	Free (State funded)
K-12	Extra Milk/Juice	\$.40
5-12	Extra Serving	\$1.55
9-12	Cookies (when available)	\$.85
Adult	Single lunch/breakfast	\$5.25 (Will be changed 8/26)

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

Lunch Hour Expectations

- Appropriate behavior and language are expected.
- All breakfasts and lunches are to be eaten in the commons or the tables outside of school, weather permitting. No food may be consumed in the corridors or classrooms

without teacher approval and supervision.

- Students who bring bag lunches may eat in the area provided in the commons.
- Students in grade K-4 are not allowed to use the microwave for safety reasons.
- Students in grades K-10 are not allowed to leave school during their lunch hour.
- Students must clean up after themselves.
- Students may assist with table wiping.
- Students choosing to interact in playing or throwing of food will be assigned clean up duty with a time determined by administration.

Leaving During School Hours

Students must have parent permission to leave during school hours and must sign out in the office. Non-compliance will result in disciplinary action. Leaving during Study Hall or Lunch hours requires parent permission.

Lunch Open Campus

Open campus during the lunch period is a privilege for our students in grades 11 and 12 in **good academic and behavioral standing**. A signed parent permission form, available in the high school office, is required to leave school during lunch. Students must be back in time for class at the end of the lunch period. All tardies or absences for class after lunch without prior approval will be unexcused and privileges may be revoked for a period of time determined by administration. Open Campus is available in the fifth period study hall, during lunch and after lunch for Juniors and Seniors who have workbase learning or 7th period study hall.

Open Campus students should order a lunch “to go” during advisory and pick it up on their way out between the hours of 12:00-1:00. There is no charge for lunches “to go”.

Students will lose the open campus privilege if:

- the student is ticketed or arrested for breaking a local, state, or federal law including speeding during the lunch period.
- parents request that the student not be allowed this privilege
- the student is not in good academic standing and the parent has been contacted
- the student provides transportation away from school for a student in grade 10 or below during the lunch period without said student’s parent permission
- the student receives a total of three tardies for the class period immediately following the lunch period. (two weeks)
- the student receives any unexcused absences for any class period. (two weeks)

Special Day Treats

If parents choose to send birthday or special day treats, please contact and follow your child’s teacher’s written guidelines. We must be aware of potential allergens.

Food and Drink in Classrooms

No food or drink in the classrooms w/o special permission and purpose by the classroom teacher. All lunches will be consumed in the commons or off campus for students with Open Campus privileges. **ONLY water bottles or bottles w water allowed in classrooms.**

Personal Devices (Cell phones, earpods, games, watches...)
Grades K- 12 COMPLIANCE AND SCHOOL RESPONSIBILITY

By following these guidelines, students will help maintain a focused and respectful learning environment. Failure to comply with these guidelines will result in disciplinary actions as described below. The school is not responsible for, nor is it required to investigate, any lost, stolen, or damaged electronic devices brought onto school grounds or the bus.

Kindergarten - Eighth Grade Students

Students in grade K - 8 should leave all personal devices at home. Students may NOT use personal devices (cell phones, smart watches, etc...) during the academic day - first bell to last bell. It is strongly suggested that all electronic devices be kept off and in a locker during school hours if brought to school. School staff and administration is not responsible for ANY lost or stolen personal devices. * Exceptions may be made for students whose IEPs reflect need.

6th-8th grade students will be allowed to stop at their locker on the way to lunch to check their messages or request permission from a lunch supervisor after they have finished their lunch to check their messages and return to the commons or gym. They should not loiter in the hallways and disrupt secondary learning time.

Confiscation and Consequences

- **Unauthorized use:** If any electronic device, including cell phones, is seen or heard during school hours it will be confiscated by any staff member and taken to the office.
- **First infraction:** The device will be taken to the office and the student will pick it up at the end of the school day.
- **Second Infraction:** The device will be taken to the office and a parent/guardian must pick up the device. Parents will be notified.
- **Third Infraction:** The device will be confiscated, parents notified to pick it up and all unauthorized devices may not be at school for two weeks. **A Major detention will be assigned by the administration.**
- **Fourth Infraction:** The device will be confiscated, parents notified to pick it up and all unauthorized devices will not be allowed for the remainder of the semester or school year as determined at a parent conference. **A Major detention will be assigned by the administration.**

SPECIFIC RESTRICTIONS

- **Locker Rooms and Bathrooms:** Devices with photo-taking capabilities are **NOT** allowed in locker rooms or bathrooms at any time. Including after school and weekend events. Confiscation and search of such devices is standard procedure in these areas.
- **Lockdown and Emergency Drills:** Phone usage during lockdown and fire drills is prohibited.
- **Unauthorized Recording:** Students who take pictures or videos of others without permission at any school activity or setting, including the bus, will face disciplinary action.
- **Recording and Posting:** Students may not use a device to record, transmit, or post photos or videos of a person or persons on school grounds or the bus without express permission of an administrator in addition to the individual of individuals that are the subjects of the recording. (Students/staff taking photos for yearbook or classroom projects will have permission and announce their purpose)
- **Phone Calls:** Students are not to use their phones to call or text individuals during the school day. A telephone is located outside the office and available for student use at appropriate times. Students will not be called to the phone during the school day except for emergencies.

Personal Devices; Grades 9-12

Electronic, Cell Phones, Headphones, Earbuds, e-Readers, personal laptops, smart watches, etc...

Minn.Stat. 121A.73

Ninth - Twelfth Grade Students - Modified Use

Students in grade 9-12 are encouraged not to bring cell phones or other electronic devices including smart watches, and earbuds to school. Devices will remain in student backpacks/lockers during instructional time, on their person turned off, **or in the teacher's designated location.** School staff and administration is not responsible for ANY lost or stolen personal devices.

Confiscation and Consequences per quarter

- **Unauthorized use:** If any electronic device, including cell phones, is seen or heard during instructional classes it will be confiscated by any staff member and taken to the office to be picked up at the end of the day.
- **First infraction:** ~~The staff member will ask the student to put away or place in a pocket chart or locker.~~ The device will be taken to the office and the student will pick it up at the end of the school day.
- **Second infraction:** The device will be confiscated, parents notified to pick it up.
- **Third Infraction:** The device will be confiscated, parents notified to pick it up and all unauthorized devices will not be allowed for a minimum of two weeks. **A Code of Conduct and Major detention will be assigned by the administration.**
- ~~**Fourth Infraction:**~~

SPECIFIC RESTRICTIONS

- **Locker Rooms and Bathrooms:** Devices with photo-taking capabilities are **NOT** allowed in locker rooms or bathrooms at any time. Including after school and weekend events. Confiscation and search of such devices is standard procedure in these areas.
- **Lockdown and Emergency Drills:** Phone usage during lockdown and fire drills is prohibited.
- **Unauthorized Recording:** Students who take pictures or videos of others without permission at any school activity or setting, including the bus, will face disciplinary action.
- **Recording and Posting:** Students may not use a device to record, transmit, or post photos or videos of a person or persons on school grounds or the bus without express permission of an administrator in addition to the individual of individuals that are the subjects of the recording. (Students/staff taking photos for yearbook or classroom projects will have permission and announce their purpose)
- **Phone Calls:** Students are not to use their phones to call or text individuals during the class period. A telephone is located outside the office and available for student use at appropriate times. Students will not be called to the phone during the school day except for emergencies.

COMPLIANCE AND SCHOOL RESPONSIBILITY

- Cell phone use is allowed between classes and during lunch only.
- Cell phones and earbuds will be required to be placed in a designated area in each classroom if brought into the classroom.
- If your phone is seen or heard in class it will be given to the office to hold until the end of the day.

* Exceptions will be made for students whose IEPs reflect use. At times, teachers may require the use of cell phones for the purpose of instructional or lesson objectives.

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

Nurse/Health Assistant's Office

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

Parking

Students with a valid driver's license may drive at their own risk and must park in the parking lot on the south side of the school building.

Bikes, ATVs, and Snowmobiles should be driven carefully, stay within a path, and parked in the appropriate area. Motorized vehicles may not be driven through ball or playing fields on school grounds at any time. **All motorized vehicles should stay off of sidewalks.** Inappropriate driving or violations will be reported to the proper authorities. Laws are to be followed during all times and events on school grounds.

Pesticide Policy

An estimated schedule of pesticide application dates are on file in the District office. The long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please complete and return the Pesticide Notification Form available in the District office and mail it to: Pesticide Notification, Nicollet Public School, PO Box 108, Nicollet, MN 56074-0108.

Physical Education

In the interest of safety and for the protection of the gym floor, all students are required to have a pair of gym shoes kept in their lockers for gym use only. If there are difficulties obtaining an extra pair of gym shoes, please call the Principal's office and provisions will be made. Students are not allowed to use any NHS sports uniforms or NHS-issued practice clothes for P.E.

Planners

At the beginning of each school year, students in grades 1-5 may be given a planner. Students in grades 6-12 planner use will be determined by their classroom teacher or advisor.

Pledge of Allegiance / Announcements

All students shall recite the Pledge of Allegiance to the flag of the United States of America the first day each week. The pledge may be led over the school intercom system by a person designated by the school Principal, or other person having administrative permission. Anyone who does not wish to participate in reciting the Pledge of Allegiance, for any personal reasons, may elect not to do so. Students must respect another person's right to make that choice, as well as respect the right to choose to participate fully.

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

Recess

- **Students in grades K-5 may have outside recess time daily.**
 - Students may play on the playground and in designated grassy areas. Students must be in view of playground supervisors at all times.
 - When the temperature “Feels Like” 0°F or below, students will remain indoors.
 - Students must come to school adequately dressed for the weather. If a student does not come appropriately dressed (snow pants, dry gloves, boots, etc), they will be asked to stay on the blacktop.
 - Students may not bring personal items to recess (except 5th and 6th grade).
- **Students in grades 6-12 remain in a designated and supervised area during lunch.**
 - Students in grades 6-8 may be able to use the gymnasium after eating. They should have proper footwear.
 - Students may bring personal items for recess approved by administration. (balls, frisbees, jumprope, etc...)
 - 9th - 12th grade students may receive a pass to confer with a teacher at lunch.

Recess PBIS Raider Pride Behavior Expectations

Safe—Use equipment properly; be observant and alert; stay within the play area boundaries.

Responsible—Return equipment to its proper location; ask permission to leave the play area; go inside promptly when the whistle is blown or when the bell rings.

Respectful—Take turns; share; keep hands and feet to yourself; enter the building quietly.

Positive—Show good sportsmanship; use kind words; be helpful; include others in activities.

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

Teacher Requests (Elementary)

Throughout the last six weeks of the school year, we spend a great deal of time working to place children in appropriate classes for the next year. Our goal is to provide each child with a suitable learning environment and each teacher with a productive, positive grouping of children. These are some of the criteria we use: class size, personalities, social relationships, boy-girl ratio, learning difficulties, teaching styles, learning styles, parental written input, heterogeneous groupings, reading groups. In each case, we try to set up “balanced classes” so there is a reasonable mix of learning abilities and distribution of strengths and weaknesses. Instructional staff and principal are involved in grouping decisions. The process takes between three and four weeks. In most cases, your child’s teacher should be sufficiently knowledgeable about your child’s needs to make a wise placement. However, parents sometimes have information of a different nature that needs to be considered.

If parents wish to have input considered during the placement meetings, they should provide the educational reasons in writing to the principal by the last week in April. Final decisions will be made by staff and principal.

Student Government

The Student Council generally handles matters that involve the entire student body including Homecoming, and student body elections. Student Council representatives must attend NPS at least half time. The President must be a senior and is elected by grades 6-12. Meetings are scheduled on a regular basis for planning purposes during advisory. The Student Council President election will be conducted the first two weeks of the new school year. The Student Body President is an ad hoc member of the School Board and is required to attend the School Board meetings beginning with the September meeting.

The Vice-President, Secretary and Treasurer must be from the Junior or Senior Class. Students interested in the vice-president, secretary, or treasurer position must submit their interest during the first week of school. They must be at NPS a minimum of half days. The Vice President will represent the President when absent at school board meetings.

Juniors and Seniors will elect the vice president, secretary, and treasurer through a secret ballot by the end of the second week of school.

Student council representatives in grades 6-12 will be appointed by advisors. Students interested in representing their class should let their advisor know. Grades 6-12 should have two representatives. Student Council will be held once a month 6-12 with a second meeting for 6-8 and 9-12 respectively.

Valuables

Valuables should not be left unattended. Wallets, purses, watches, and other valuable items should be left at home or placed in a locked locker. Valuable items may also be turned in to the Principal's office for safekeeping in the office safe.

Visitors

Students, parents, guests, and visitors are to enter and exit through the main entrance to the school (door S1). Parents, guests, and visitors must check in at the office, specify their destination and purpose and wear a 'Visitor' sticker so that it can be seen easily. Parents must accompany preschool children while in the building. In order to ensure the safety of our students, all doors will be locked throughout the day.

Website

Nicollet Public School has a web page that contains current information about the school. Daily Bulletins, Online Parent, teacher contact information, and other valuable information can be found at: www.isd507.k12.mn.us. To access your Campus Portal account, choose the Portal & Daily Bulletin tab on the home page. If you are unsure of your login information, please contact the school office.

II. ATTENDANCE

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

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

Student Responsibilities

1. Attend each class and arrive on time prepared to learn and participate.
2. Inform teachers and office staff in advance of pre-excused absences.
3. Have a parent/guardian call the office within 48 hours of an absence.
4. Be aware of their own status in regard to tardies and absences in classes.

Parent Responsibilities

1. Encourage students to attend school regularly.
2. Notify the office by phone on the day of your child's absence. Absences not verified within 48 hours of the student's return to school will remain unexcused.
3. Limit absences by scheduling appointments, vacations, college visits, etc. on non-school days.
4. Notify the office in writing or by phone of a pre-excused absence at least 1 day prior to the absence.
5. Unexcused absences will not be changed to excused after 48 hours of an absence.
6. Students may not call in their own absence to be excused.

Teacher's Responsibility

1. Record and take daily attendance (**Assign classroom detention for 3 unexcused tardies during a quarter. 4 or more alert Dean of Students and a major detention (code of conduct) will be scheduled. 6 or more in one quarter requires a parent conference**)
2. Apply procedures uniformly (brief courtesy window)
3. Provide missed assignments to students.
4. Work cooperatively with the student's parent or guardian and the student to solve any attendance concerns that arise.

Administrator's Responsibility

1. Be familiar with all procedures governing attendance and apply these procedures uniformly to all students
2. Maintain accurate records on student attendance
3. Schedule attendance meetings every other week with the attendance team (High School Admin Asst., Principal or designee, Social Worker)
4. Inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance concerns.
5. Initiate compulsory attendance rules as indicated.

Make-up Work

- a. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Teachers will follow their syllabus for each course and have this laid out for students. Teachers may use discretion. Work should not be exempted but alternated.
- b. Work missed because an absence must be made up within two (2) days from the date of the student's return to school, with an additional day per day missed if absent for more than 2 days. The building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.
- c. In the cases of both excused and unexcused absences, the teacher may assign different or additional materials to cover the material missed during the absence.
- d. Assignments made while students are in attendance should be turned in on time. Conferencing with the student should be completed for missing work. Establish work hours for students to complete missing assignments.
- e. Students who obtain advance leave forms and receive assignments from teachers prior to an extended absence may be required to turn in these assignments upon their return or at a date specified by the teacher, at the teacher's discretion.

CLASSIFICATION OF ABSENCES

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

Excused Absences

Below is a list of some of the reasons an absence may be deemed "Excused":

1. School sponsored curricular and co-curricular activities
2. Official religious holidays
3. Death of a family member
4. Chronic or long-term illness verified by a doctor's signed statement and authorized by a school administrator
5. Emergency medical treatment verified by a doctor's note or discharge papers
6. 2 days for college visits for juniors and seniors only; this visit must be verified by a post-secondary admissions counselor and parent/guardian must call ahead of time to inform school personnel
7. Authorized appointments with school personnel (principal, assistant principal, school psychologist, counselor)
8. Court Appearances
9. Student Illness (Legal guardian must call the office to inform our school personnel within 48 hours)
*After 3 consecutive days absent due to illness, a physician's note may be requested by administration.
**After a student has missed 10 or more days of school, a semester due to illness, a medical letter will be sent to the student's home and documentation will be required for future absences.
10. Administrator Discretion

Unexcused Absences

Below is a list of some of the reasons an absence may be deemed “Unexcused”

1. Babysitting
2. Work
3. Rest due to work
4. Travel (unless pre-approved by school administration)
5. Missing or getting kicked off the bus
6. Weather (Unless the school is canceled)
7. Oversleeping
8. Helping out at home
9. Car trouble
10. Child is not immunized
11. Chronic or long-term illness (approximately 10 days) that is NOT verified by a doctor's note and authorized by a school administrator
12. Going to lunch off campus (K-10th Grade)

*Students must make up school work missed due to unexcused absences.

School-Home Communication

Notice of Unexcused Absence —

Classroom teacher: The classroom teacher will notify the parent/guardian that the student has an unexcused absence from their class period each time an offense has occurred by phone or email.

Administration Office: The school will send a letter to the student's home explaining to the parent/guardian that the student has 3 unexcused absences in three or more classes over three days within a quarter. The school social worker or administrator will meet with the student and will communicate to the parent/guardian that continued unexcused absences will result in referral to the county in which the student resides.

Final Notice of Unexcused Absence — If the student is under the age of 18, and has accumulated 7 or more unexcused absences in a quarter, the parent/guardian will be notified that a petition for educational neglect/truancy will be forwarded to the county in which the student resides. Students absent for one or more classes on any 7 days during the school year are deemed to be “Habitually truant”.

Parents, students, or administration may request a conference for the purpose of reviewing the attendance and achievement record of the student. The purpose of the conference is to determine if there are unusual or extenuating circumstances and if the student is still making academic progress.

Tardy Procedure

A student not in class when the bell rings is considered tardy. The classroom teacher will utilize common sense and discretion if the bell rings as the student is arriving.

- 3 unexcused tardy to the same class during a quarter will result in detention processed by the classroom teacher (minor) precipitated by a phone call to the parent or guardian.
- 4 or more alert Dean of Students and a major detention will be scheduled.
- 6 or more in one **quarter requires a parent conference.**

Excessive tardiness will be referred to an administrator for further disciplinary actions

Students arriving at school after the start of the first period will need to check in at the main office to receive a pass to class.

- Students K-5 who are more than (30) minutes late will result in an absence.
- Students 6-12 more than (10) minutes late will result in an absence.

Loss of Credit

A high school student (9-12) who exceeds the maximum number of **unexcused absences (7)** in a quarter may be in jeopardy of not receiving credit for that/those classes. The student and parents will be invited to an attendance hearing. If the conditions of the probationary agreement are met the following quarter, credit will be reinstated for the offending quarter. Students may appeal loss of credit once during their high school career.

III. ACADEMICS

Academic Honesty

This academic honesty policy allows each student to take full credit for their own academic work and to demonstrate respect for the process and for the integrity of work.

- Tell the truth to teachers and administrators about any schoolwork.
- Use one's own abilities and knowledge in any assessment.
- Present one's work as one's own, and receive credit for one's own work.
- Follow the guidelines set by the teacher in any area of schoolwork.
- Allow other students to perform without assistance.
- Respect all teacher materials used in instruction and in grading.

Cheating

Violation of any one of these guidelines is academic dishonesty. Academic dishonesty includes, but is not limited to the following:

- Using any unauthorized source of information for taking a test including the use of concealed answers and unauthorized technology.
- Using (AI) artificial intelligence to complete your assigned work.
- Offering another student the answers on an assignment, worksheet, or test, whether solicited or unsolicited.
- Lying to a teacher about any schoolwork or activities.
- Using the teacher's grade book, answer sheets, or tests.
- Theft of intellectual property such as assignments, worksheets, notes, notebooks, tests, or test answer keys.

Plagiarism

Plagiarism is the improper use of another person's writing or ideas. It can be as subtle as the inadvertent omission of quotes or of proper references to cite a source or as blatant as knowingly copying an entire paper verbatim and claiming it as original work. According to Merriam Webster Online Dictionary, to "plagiarize" means: to steal and pass (the ideas or words of another) as one's own; to use (another's production) without crediting the source; to commit literary theft; to present as new and original an idea or product derived from an existing source.

The classroom teacher will determine if cheating/plagiarism has occurred.

- Examples of Plagiarism (includes but is not limited to):
- Using Artificial Intelligence to copy work as your own.
- Submitting someone else's work as your own.
- Copying words or ideas from someone else without giving credit.
- Failing to put quotation marks around terms that are borrowed.
- Giving false information about the source of a quotation.
- Keeping the sentence structure and keeping the ideas but changing the words and giving credit to the source.
- Copying so many words or ideas from a source that it makes up the majority of what you have written, even if you do give credit.
- Changing the words of an original source is *not* sufficient to prevent plagiarism.

Academic Dishonesty will result in the following:

First Violation:

- In the classroom; immediate warning to stop with a teacher/student conference follow up.
- Identified Academic Dishonesty after the test/assignment has been turned in, a conference will be held between the student and the instructor and the parent contacted.
- Evidenced based academic dishonesty; A conference will be called between the parents, student, social worker, and administrator.
- Consequences will be determined at that meeting. Consequences may include detention after school to retake or rewrite the work.

Second Violation:

- The student will receive a grade of zero or be given an alternative assignment at the discretion of the teacher. The teacher will inform the parent/guardian of the student's offense by scheduling a conference.
- The student will be placed on probation from National Honor Society (NHS) per NHS.
- The student will be ineligible for all extra-curricular activities for the next event or competition.

Each Additional Violation:

- The student will receive a grade of zero or be given an alternative assignment at the discretion of the teacher. The student will serve one day of in-school suspension.
- The teacher will inform by scheduling a parent/guardian and administration conference with the social worker.
- The student will be dismissed from the National Honor Society per NHS bylaws.
- The student becomes ineligible for all extra-curricular activities for the next two events or competitions.

Students accused of academic dishonesty may appeal the classroom teacher's decision to the Academic Integrity Review Board to be composed of Nicollet faculty members and an administrator to determine if cheating has occurred. Students must contact the Principal in order to convene a meeting of the Review Board.

Offenses accumulate for all classes. Each offense will be reported to school administration and recorded on the student's discipline record. **Multiple offenses for academic dishonesty can make a student ineligible for Academic Accolades or Awards for a period of 1 year.**

Academic Student Support

Student Assistance Team

- Faculty meets weekly to discuss students who are struggling academically or have behaviors that interfere with academics.
- Research-based intervention plans are developed, implemented, and documented.
- If an intervention is found to work, that intervention is implemented across all of the student's classes, as appropriate.
- Interventions are implemented for a minimum duration of six weeks each.
- If two completed interventions are documented as unsuccessful, the student is referred to the Child Study Team.
- Parents are informed that their child will be discussed at SAT.

Child Study Team

- The Child Study Team meets at least once a month to discuss students referred by the Student Assistance Team, among other agenda items.
- Referred students are considered for special education evaluation for services. Consideration includes the last time a student was evaluated for services (there must be at least one year in between evaluations) and parental approval.
- Students may be referred for Special Education assessment or 504 referral.

IV. PBIS BEHAVIOR AND DISCIPLINE

Minor / Major Definitions

Minor Behavior Infractions: Consequences for minor behavior notices will be appropriate to the action, age of the child, previous incidents, and intent of the action. Instructional staff are responsible for establishing classroom management procedures conducive to student learning and engagement. Minor behaviors are handled within the classroom. Communication between home and school is essential to student improvement and success. Minor behaviors may result in teacher assigned classroom detention by communicating with parents. Minor behaviors do not require SIRs (Student Incident Reports)

Major Behaviors Infractions: Continued and/or repeated minor behavioral incidents may be treated as a major behavior that includes a consequence found in Appendix A: Progressive Guidelines for Behavior and a plan of action for improvement may be implemented. Consequences for major behaviors also include, but are not limited to, reasonable force, referral to principal's or social worker's office, parental conference, restitution, removal from class, modified school programs, detention, suspension, and/or expulsion. Administration holds the right to add and/or modify consequences based on the circumstances of an incident. Majors are recorded as SIR for tracking and data purposes.

***Progressive Guidelines for Behavior are found in Appendix A beginning on page 36.**

Detention (Minor)

Minor detentions are assigned by the classroom teacher and communicated to the parent. Teachers may assign minor detentions by communicating to the student, parents, and administration. Minor detentions will be served with the classroom teacher. Minor lunchroom detentions may be assigned by supervisors or administration and handled within the scheduled lunch time.

Detention (Major)

Students who receive a Major detention will serve on Wednesday afternoons for 1 hour. Students will be notified and assigned detention by the Principal or designee. Failure to attend detention may result in in-school suspension and/or further disciplinary action. An alternate day of the week may be designated by the Principal or designee based on staff availability, but determined at least one (1) week prior. Teachers may assign major detentions in collaboration with administration and by communicating to the student and a parent.

Detention (Major) Room Rules

Students will arrive on time with enough work to do for the entire hour. Once in the detention room, students will not be permitted to leave the room, unless an emergency occurs. Co-curricular activities or work will not be an excuse for missing detention. Students must arrive on time, 3:15 p.m., and stay until 4:15 p.m. If a student is more than 10 minutes late, they will be counted as failing to serve.

- A student that fails to serve the detention on the assigned and agreed-upon day may be in-school suspended the following day.
- If a student needs assistance in a particular subject they may receive help in the detention room.
- Music, listening devices, cell phones, and tablets will not be allowed during detention time. If the device is brought to the room, it must be given to the supervisor and turned silent.
- There is no visiting or “working together” during detention time.
- The location of detention will be announced at the time it is assigned.
- A snack may be eaten after school as long as the student arrives by 3:15.

Code of Conduct Violations

Conduct code violations will include all school violations resulting in any type of suspension or expulsion from school. Students fulfilling the number of days necessary for a suspension from activities for a violation of Nicollet Public School policy for a code of conduct violation will also follow the bylaws of the MSHSL for applying the suspension for consistency purposes.

Disciplinary Action

Disciplinary action may include but is not limited to: Meeting with the teacher, counselor, school social worker, or Principal; loss of school privileges; parental conference with school staff; modified school programs; removal from class; detention; in-school suspension; out of school suspension; exclusion and/or expulsion. Detention is the result of any conduct or action that is detrimental to a positive learning environment. Although there are set consequences for some rule violations, the administration holds the right to add and/or modify consequences based on the circumstances of an incident. Any staff member can assign detention to students to be served in their classroom. Wednesday detentions will be assigned by the Principal or designee.

Off-Campus Conduct

Students may be disciplined for off-campus conduct that disrupts, interferes with, misrepresents, or otherwise affects the environment, activities, or operation of the school.

Reasonable Force

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

Removal From Class

Students removed from class briefly shall be the responsibility of the Teacher. Students removed from a class period and sent to the office shall be the responsibility of an administrator. Parents or guardians will be notified by phone or email if their child has been removed from class by the classroom teacher within 24 hours of the removal. Suspension, exclusion, or expulsion shall be used in accordance with the Pupil Fair Dismissal Act as amended and parents will be notified by an administrator. A copy of the Pupil Fair Dismissal Act is on file in the office and available to the public

Bullying Policy

Purpose: The Nicollet Public School strives to provide safe, secure, and respectful learning environments for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying is conduct that interferes with a student's ability to learn and a teacher's ability to educate.

This policy protects students against bullying and retaliation by other students. This policy also protects any student who voluntarily participates in any district function or activity from prohibited conduct, whether the student is enrolled in the district or not.

This policy can be found in the school's student handbook, within the school and district administrative offices, and electronically at www.isd507.k12.mn.us. The policy is also provided to all school employees, independent contractors, and volunteers who interact with students.

Definitions: "Bullying" is objectively offensive intimidating, threatening, abusive, or harmful conduct directed by a student toward one or more students: when either (1) there is a real or perceived imbalance of power between those involved and the conduct reoccurs or forms a pattern; or, (2) the conduct materially and substantially interferes with the student's educational opportunities, performance, or ability to participate in school functions, activities or programs.

Bullying can be, but need not be, based on an individual's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, status with regard to public assistance, age, or any additional characteristic defined in Minnesota Statutes, Chapter 363A (commonly referred to as the Minnesota Human Rights Act). Bullying in this policy includes "cyberbullying," as defined below.

“Cyberbullying” is bullying that occurs when an electronic device, including, but not limited to, a computer or cell phone, is used to transfer a sign, signal, writing, image, sound, or data and includes a post to a social network, Internet website or forum.

“Intimidating, threatening, abusive, or harming conduct” may involve, but is not limited to, conduct that causes physical harm or reasonable fear of harm to a student or a student's property, violates a student's reasonable expectation of privacy under Minnesota common law, defames a student, or constitutes intentional infliction of emotional distress against a student or retaliation for, or knowingly making a false report.

“Prohibited conduct” means bullying or cyberbullying as defined under this subdivision or retaliation for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

“Remedial response” is appropriately prompt action taken to intervene, investigate, correct, and prevent bullying from recurring, including protecting and supporting a student subjected to bullying and those who provided aid and support to the student.

“School” means a public or public charter school.

“Student” means a student enrolled in a public or charter school.

Prohibited Conduct

Bullying is prohibited:

- On school property, school district-provided transportation, or at designated locations for students to wait for school district-provided transportation.
- During any school-sponsored or school-sanctioned program, activity, event, or trip.
- Using school computers, electronic technology, networks, forums, or mailing lists.
- Using electronic technology off the school premises materially and substantially disrupts a student's learning or school environment.

Apparent permission or consent by a student does not mean that bullying will be tolerated or allowed.

Retaliation is prohibited by any student or district employee against anyone who in good faith asserts, alleges, reports, or provides information pertaining to an alleged incident of prohibited conduct. The school district will take appropriate action against any student or district employee who engages in retaliation. Filing a false accusation of bullying is also prohibited.

Initial Response And Reporting

School Principal: School principal or designee (“principal/designee”) is the person responsible for receiving reports of bullying at the school level. The principal/designee will ensure this policy and its procedures are fairly and fully implemented and serve as the primary person to address policy and procedural matters. If the complaint involves the principal/designee, the complaint shall be made to the superintendent

Complaint Form: A formal complaint form can be picked up from the office staff and turned into the Principal or Superintendent.

Students: Students who believe that they have been bullied or have witnessed bullying are strongly encouraged to bring their concerns to the principal/designee but may bring their concerns to any school employee.

School Employees: Any employee who witnesses an incident or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred shall:

- Immediately intervene to protect the safety of the student subjected to the incident and other students involved, as appropriate to the context.
- Make reasonable efforts to address and resolve the incident, including reporting the incident to the principal/designee, as deemed appropriate.
- Cooperate fully in any investigation and resolution of the bullying incident.

Independent Contractors/Volunteers: Any independent contractor or volunteer who witnesses bullying or who possesses reliable information that would lead a reasonable person to believe that bullying has occurred is strongly encouraged to report the bullying incident to the principal/designee or any school employee and cooperate fully in any investigation and resolution of the bullying incident.

Anonymous reports will be accepted by the principal/designee. However, no disciplinary action will be determined solely on the basis of an anonymous report.

Investigation

Information Pertaining to Bullying Incidents: The use of, access to, and disclosure of information pertaining to reports and investigations of prohibited conduct are subject to state and federal data practices laws. The school will notify affected individuals, including students and parents, of their rights related to information provided to and obtained by the school, in accordance with the school's legal obligations.

Information you provide to the district or school is subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public on request.

Procedure: Investigation of an alleged bullying incident shall be initiated as soon as possible, but in no instance after more than three school days of receipt of a report, and completed in a timely manner. Investigative records shall be maintained and regulated by the principal/designee.

The investigation should determine whether the reported incident constitutes a case of bullying. The determination should take into consideration the totality of the facts and circumstances surrounding the incident, including, but not limited to:

- The developmental ages and maturity levels of the parties involved.
- The level of harm, surrounding circumstances, and nature of the behavior.
- Past incidences or past or continuing patterns of behavior.
- The relationship between the parties involved.
- The context in which the alleged incidents occurred. In all cases, the alleged actor will be entitled to raise defense and any other recourse in the district discipline policy.

In all cases, the alleged actor will be entitled to raise defense and any other recourse in the district discipline policy.

Remedial Response: The principal/designee shall design and implement remedial measures to correct and prevent further prohibited conduct, protect and provide support for the target of the bullying, and take corrective action for documented systemic problems related to bullying. Many student conflicts can be resolved immediately and do not require reporting or the creation of an incident report. Schools must respond to bullying in a manner tailored to the individual incident, considering the nature of the behavior, the developmental age of the student, and the student's history of prohibited conduct and performance. When a student engages in bullying, a school should use multi-tiered levels of response that are individualized, consistent, reasonable, fair, age-appropriate, and should match the severity of the student's behavior and developmental age. When appropriate, the school district shall provide the target, actor, and other affected individuals with information about available community resources to aid in the remedial process.

Professional Development And Education (Bullying)

School Employees: The school district shall require employees to receive ongoing professional development training to build their skills to implement this policy. Training will be required for new employees and on a training cycle that does not exceed once every three years for all employees who regularly interact with students. The content of the training will include, but not be limited to:

- Strategies to prevent, intervene, and effectively stop bullying in a manner developmentally appropriate to the context of an incident.
- Information about the complex interaction and power differential that can take place between and among an actor, target, and witness to bullying.
- Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk, and any specific interventions that may be particularly effective for addressing bias-based bullying.
- Information about Internet safety issues as they relate to bullying.
- A review of the district's reporting requirements related to bullying.

Students: The school will encourage character development and other developmentally appropriate programmatic instruction to help students identify, prevent, and reduce bullying and create a safe learning environment. The superintendent or designee shall determine the scope and duration of the units of instruction and topics covered but the training shall include evidence-based, social-emotional learning to prevent and reduce discrimination and other improper conduct and to engage all students in creating a safe and supportive school environment.

Where appropriate for a child with a disability, as determined by the child's 504 or Individualized Education Program (IEP) team, the school district shall allow the child's IEP or section 504 plan to address the skills and proficiencies the child needs to respond to or not engage in bullying.

Chemical Abuse

It is the intention of this school district to establish an atmosphere in its schools that promotes a respect for and an understanding of the use and abuse of drugs, including alcohol. To that end, emphasis must be placed on the learning process necessary to understand chemical abuse and its consequences. In addition, prompt and responsive action is necessary to assist and deal with those who are involved in chemical abuse.

Informational meetings will be scheduled prior to fall, winter, and spring sports seasons, and as often as is necessary during the school year, at which the chemical awareness policy and the chemical conduct code will be explained and interpreted for each student who elects to participate in extracurricular activities. Administrators, activity coaches, and sponsors will actively encourage and solicit parents to accompany students to these meetings. Attendance will be required for those students who participate in any activity sponsored by the Minnesota State High School League (MSHSL).

Preventive Measures

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

preventive measures cont'd.:

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

Intervention

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

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

After Support

Nicollet Public School recognizes the involvement needed after a student has been adversely involved with chemicals or alcohol. Consequently, the school, usually through the counseling department, will become involved in a supportive role for the purpose of helping the student cope with various attributes which may need attention. An administrator and counselor will determine the type of support at the appropriate time.

Category I Activities

All students participating in interscholastic activities must abide by Minnesota State High School League rules. Copies of the entire code can be obtained from the athletic director's office. Penalties and recommendations for violation of Category I (MSHSL) activities are on file in the office and are available to the public

Category II Activities

Category II activities include, but are not limited to, those activities in which students receive academic letters: Knowledge bowl, math team, one-act play, speech, band, and chorus. Administration reserves the right to discipline students by prohibiting participation in other school activities, such as student council, prom, homecoming, newspaper, annual, library club, school dances, graduation, etc. if warranted by inappropriate behavior.

V. GRADUATION STANDARDS and GRADING

The Nicollet School District #507 School Board shall proceed efficiently with the design and implementation of the state Graduation Standards. All efforts and planning shall advance the Board’s commitment to setting high standards and expectations for all learners. The District shall maintain high student achievement and continuously improve educational opportunities for all. The State of Minnesota and the Nicollet Public Schools Graduation Requirements can be found on the district website under “**academic advising** and then click **course catalog**.”

Graduation Requirements

Traditional Plan of Study (4 Year Graduation)			
<u>Freshman Year</u>		<u>Sophomore Year</u>	
English	1.0 credit	English	1.0 credit
Math (Geometry)	1.0 credit	Math (Alg. II)	1.0 credit
Social Studies	1.0 credit	Social Studies	1.0 credit
Science	1.0 credit	Science	1.0 credit
Phy Ed/Health	1.0 credit	Personal Finance	1.0 credit
<u>Elective</u>	<u>2.0 credit</u>	<u>Elective</u>	<u>2.5 credit</u>
Total	7.0 credits	Total	7.0 credits
*Algebra is a state requirement in 8th grade			
<u>Junior Year</u>		<u>Senior Year</u>	
English	1.0 credit	English	1.0 credit
Math (Elective)	1.0 credit	Social Studies*	0.5 credit
Social Studies	1.0 credit	<u>Elective</u>	<u>5.5 credit</u>
Science	1.0 credit	Total	7.0 credits
<u>Elective</u>	<u>3.0 credit</u>	*Economics may be taken in Gr. 11	
Total	7.0 credits		

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

Graduation Credit Requirements By Subject/Department

Subject Area	Credits
Art/Music	1.0
English	4.0
Phy Ed/Health	1.0
Math	3.0
Social Studies	3.5
Science	3.0
Personal Finance	1.0
Elective (Ag., Comp., Careers, OEM, etc)	7.5
TOTAL CREDITS	24

***Minnesota Department of Education (MDE)** requires students receiving a Minnesota High School Diploma to meet learning standards for 9th—12th grade in the following areas:

Credits	Subject
4.0	English/Language Arts
3.0	Mathematics (algebra(8th grade), algebra II, geometry, math elective)
3.0	Science (biology, chemistry, earth science)
3.5	Social Studies (including US history, geography, world history, government/citizenship, and economics)
1.0	Art
1.0	Personal Finance (beginning with 2027 graduates)
6.0	Electives

Please note: One-course credit in the above chart is considered 1 year.

Graduation Ceremony:

- Students earning a 3.333 cumulative GPA in Grades 9-12 through the 1st semester of their senior year will receive a gold tassel.
- Students must complete all graduation requirements or present an extended year plan for completion approved by administration prior to participating in the graduation ceremony.
 - A student must be within 1 credit to qualify for extended school year.
 - A student must register for credit recovery before the graduation date.
 - Extended school year must be initiated immediately following graduation date.
 - Diploma is held until documented completion has been turned in to the office.

Graduation Honors Policy 613.1:

All students with a grade point average of 3.33 shall graduate with honors. All students with a grade point average of 3.67 shall graduate with high honors.

The valedictorian and salutatorian, as determined by the highest and second highest GPA from credits taught on the Nicollet School Campus, shall be invited to speak at graduation. The valedictorian and salutatorian must be members in good standing of the Nicollet High School National Honor Society. To qualify as valedictorian or salutatorian a student must have been full-time having earned at least 22 credits taught on the Nicollet Public School Campus. The acceptance of credits transferred from other high schools will be determined by the principal.

If one declines to speak at graduation, there shall be one speaker. If both decline, faculty members shall select a student representative from the high honors honorees to speak at graduation.

Grading

The high school uses a semester-based grading system. In grades 9-12, the combination of the two-quarter grades and semester final will give the student the semester grade. QTR (45%) + QTR (45%) + Final Exam (10%) = Semester Grade (100%)

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

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

Grading Scale

GPA is determined on a 4.0 scale for students grades 6-12. Students grades 9-12 will receive a cumulative GPA. All coursework including College-level coursework taught at NPS will be weighted on a 4.0 scale.

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

Grade Uniformity

		B+	87-89.99	C+	77-79.99	D+	67-69.99
A	94.00-100%	B	83-86.99	C	73-76.99	D	63-66.99
A-	90-93.99	B-	80-82.99	C-	70-72.99	D-	60-62.99
F	50-59.99	I	<50**				

*Grade uniformity may be modified in Special Education (IEP) as amended at the discretion of the Case Manager and Administration.

**Three incompletes will refer students to SAT (Student Assistant Team).

Program Changes

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

- Students are allowed up to 5 days after the start of a semester to request a schedule change. Changes must be approved by parents and teachers prior to the change being made.

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

Remedial Online Courses

Credit will be awarded for remedial online coursework completed in compliance with Minnesota State Statutes regarding online learning; however, credits transferred from an online course to Nicollet High School will be graded pass/fail and will not count toward a student's GPA, class rank, or awards related to GPA or class rank.

Virtual Learning

This area will be updating depending on Board Action July 8, 2026.

Report Cards

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

Honor Roll

The quarterly "A" honor roll consists of students who earn a minimum quarter Grade Point Average (GPA) of 3.670 or above. The "B" honor roll will consist of students earning a quarterly GPA of 3.000-3.669. Students who earn a P grade will earn credit, but will not earn GPA points. College in the Schools (CIS) courses are not counted toward the honor roll. These courses are semester-based (see College in the Schools CIS for more information). Class rank is an average of grades earned in freshman, sophomore, junior, and senior years.

Incomplete/In-Progress

If a student earns an "I" or "IP" at the end of a quarter or semester in any class, the student must complete all outstanding work within two weeks at which time the Incomplete will be replaced with a grade, A-F. If work is not complete, the grade will be changed to an F. Extenuating circumstances will be considered on a case-by-case basis. The teacher and the Principal will determine eligibility for extracurricular activities.

VI. CO-CURRICULAR ACTIVITIES

MSHSL Activities

All students participating in Minnesota State High School League sanctioned interscholastic activities must abide by Minnesota State High School League rules. Copies of the entire code can be obtained from the Activities Director's office. Penalties and recommendations for violation of Category I (MSHSL) activities are on file in the office and are available to the public.

Academic Eligibility to Participate in Activities

Nicollet Public School works to provide the opportunity for students to participate in a wide range of MSHSL and non-MSHSL activities. To participate in activities students in grades 6-12 must be passing all of their classes. Academic eligibility is determined by checking grades at mid-quarter and the end of the quarter. During the period of ineligibility, students may practice with the team, but may not participate in or dress for competition.

Midterms:

Any student failing a class will be ineligible for activities until the teacher has signed and submitted the eligibility form indicating the student is passing the class. Coaches will receive notice of any student in his/her program with this academic deficiency.

Quarter/Semester Grades:

Students earning an "F" in any class at the end of a quarter will be ineligible for competition for two (2) weeks with a minimum of one (1) competition (the first available). Quarter ineligibility begins the Monday following the posting of quarter grades. For classes that do not receive a quarter grade, only a semester grade, the grade at the end of quarter 2 and quarter 4 will count towards term eligibility. Each week the student has all passing grades, the student will be eligible to play.

Fall Eligibility:

Academic eligibility for Fall sports is determined by a student's fourth quarter grades from the previous Spring. The ineligibility period will be the first two (2) weeks of the Fall season and must include a minimum of one (1) competition. Continued eligibility monitoring will be the same as Quarter eligibility. If a student attends a Summer School program to recover the failed credit and passes that course, the ineligibility will be for one (1) competition in lieu of two (2) weeks.

Academic Eligibility Appeals

If a student and/or his/her parents feel there are extenuating circumstances that prevent him/her from passing a class, they may file for a meeting of the Eligibility Committee. A written statement must be presented to the Activities Director, who will then call a meeting. Prior to the meeting, the student's records will be reviewed by the committee. The committee will include the Principal, teacher(s), and Academic Advisor. The student and/or parents will present their appeal at that time. The student will remain eligible until a ruling is made. It is the intent that this entire process will be carried out as promptly and efficiently as possible. Note: Lack of eligibility does not restrict students from participating in school dances; however, ineligible students at the time of nomination may not serve as royalty.

Attendance Eligibility to Participate in Activities

Any student who has an unexcused absence or is sick for one or more periods during the school day, may not participate in evening school activities. Students who are marked Absent Unexcused (more than 10 minutes) for any period during the school day will not be allowed to compete in activities. Participation in school-sponsored activities does not constitute an absence, but arrangements for make-up work must be made in advance.

Suspension from Extracurricular Activities

Students fulfilling the number of days necessary for a suspension from activities for an MSHSL violation will follow the bylaws of the MSHSL to fulfill the suspension. Conduct code violations will include all school violations resulting in any type of suspension or expulsion from school.

Students fulfilling the number of days necessary for a suspension from activities for a violation of Nicollet Public School policy for a code of conduct violation will also follow the bylaws of the MSHSL for applying the suspension for consistency purposes. For example, during the regular season, students may sit with the team during the event or competition during their suspension from activities, but may not wear the uniform necessary to partake in the event or completion.

Awards and Honors

We strongly encourage students to become actively involved in as many activities as they can handle, maintaining good academic standing while striving to improve their physical, social, and emotional well-being and that of others with teamwork and sportsmanship. The commitment and sacrifice made by Nicollet students is a reflection upon the entire community and is appreciated very much. In return, we expect only the best that our students/athletes have to offer. Those who choose to participate must maintain the highest standards of conduct. Remember, it is an honor and a privilege to represent Nicollet Public School and the Nicollet community.

Clubs, Organizations, and Athletics

The advisors and coaches of each activity will provide participants with the appropriate material and information regarding expectations, eligibility, and lettering requirements. Student activities at Nicollet Public School include FFA (Grades 6-12), Yearbook (9-12), National Honor Society (11-12), Knowledge Bowl (7-12), Athletics (6-12), One Act Play (7-12), Keynote (7-12), and Student Council (7-12).

Letter Awards

Students in grades 7-12 may earn one 6-inch block “N” as the standard activities letter and may earn pins or service bars each year. Metal emblems are awarded to letter winners to signify the various activities. A service bar is issued to each letter winner for each year of satisfactory participation. The maximum number of service bars is six. The coach/advisor of each activity will determine letter winners. Students in grade six may receive certificates of participation.

Activity Fees

Athletics	Grades 9-12 (per sport)	\$110
Athletics	Grades 6-8 (per sport)	\$80
Knowledge Bowl	(per team)	\$55 – senior high \$45 – junior high
Play	(per play)	\$35

No refunds will be given for end-of-season cuts due to team limits or if a student quits or is removed from the program. However, a pro-rated refund will be given for season-ending injuries.

Activity Admission

Individual Tickets	Adults	\$7
	K-6 Students (non NPS)	\$5
	7-12 Students (non NPS)	\$5
	NPS Students	Free
	(K-5 must be accompanied by an adult)	
	Under 5 FREE w an adult.	
	Senior Citizens	\$5

Annual Pass	Family Pass (household)	\$240
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	Adult Pass	\$110
	K-12 Non NPS Students	\$55
	NPS - Students	Free
	Senior Citizens	\$70
Punch Card 6 Contests	Adults	\$35
	K-6 / non NPS Students	\$25
	Senior Citizens	\$25
Band/Choir Concert Tickets	Adults	\$2
	K-6 / non NPS Students	\$1
	NPS Students	Free
	Senior Citizens	Free

Co-Curricular and Job Training Absences

1. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day. This includes after school practice, programs, and events.
2. A student may not participate in any activity or program if he or she receives a third unexcused tardy for the day or period. Missed activities or programs for unexcused tardies will follow increments of 3. This includes after school practice, programs, and events.
2. If a student is in school suspended or out of school suspended, he or she may not participate in any activity or program that day. The student will follow the Code of Conduct for suspensions. This includes after school practice, programs, and events.
3. If a student is absent from school due to medical reasons, he or she must present a physician's statement or statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.
4. Any student who has an unexcused absence or is sick for one or more periods during the school day, may not participate in evening school activities. This includes practice. A verified medical appointment may be acceptable to participate.
5. Participation in school-sponsored activities does not constitute an absence, but arrangements for make-up work must be made in advance. The advisor/coach/AD must submit a list of students attending a school-sponsored activity or event 48 hours prior to missing a class or classes. Students must be in good academic standing to participate in school-sponsored activities during the school day.

APPENDIX A. PROGRESSIVE GUIDELINES FOR BEHAVIOR

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

Attendance

Tardy or Unexcused Tardy - A student not in class when the bell rings is considered tardy. Students K-5 who are more than 30 minutes late will result in an absence. Students 6-12 more than 10 minutes late will result in an absence. Students arriving at school after the 8:00am bell or second bell for periods 2-7 will need to check in at the main office. For more information see District Policy 503.

Grades	First Offense	Second Offense	Third Offense	Fourth Offense
K-5	Verbal warning	Verbal warning Parent Contact	Classroom teacher contacts parent and assigns classroom detention.	Classroom teacher contacts Dean of Students and schedules a one hour detention.
6-12	Verbal warning	Verbal warning Parent Contact	Classroom teacher contacts parent and assigns classroom detention.	Classroom teacher contacts Dean of Students and schedules a one hour detention.

**Excessive tardiness will be referred to the administrator for further disciplinary actions; parent conference and in-school suspension assigned by administration. Tardies 5 days in a quarter may result in in-school suspension.

Chemical Infractions

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

Grades	First Offense	Second Offense	Third Offense	
K-12	3 day suspension Parent conference with school social worker and administration before the student is readmitted Police referral	5 day suspension Student is recommended to seek professional help for a minimum of two (2) sessions Police referral	10 day suspension Student is recommended to seek professional long term help Possible Expulsion recommendation Police referral	
Minnesota State High School League	2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If a student is verified to be enrolled and participating in a chemical dependency program or other treatment program for a minimum of 6 weeks the student can be certified for reinstatement.	
<p>Possession with intent to distribute or sell Alcohol or Chemicals - Selling, distributing, delivering, exchanging, or intending to sell, deliver, exchange or distribute any alcoholic, narcotic, illegal substances, or controlled substance on district property, while participating in a district-sponsored activity or traveling in a district vehicle is prohibited. In addition to consequences listed below, loss of officer positions in athletics, music, and other activities would apply. Minnesota State High School League rules also apply.</p>				
Grades	First Offense	Second Offense	Third Offense	
K-12	3 day suspension Parent conference with school social worker and administration before the student is readmitted Police referral	5 day suspension Student is recommended to seek professional help for a minimum of two (2) sessions Police referral	10 day suspension Student must seek professional long term help Possible Expulsion recommendation Police referral	

Minnesota State High School League	2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If a student is verified to be enrolled and participating in a chemical dependency program or other treatment program for a minimum of 6 weeks the student can be certified for reinstatement. Verification of enrollment must be by the counselor or treatment center.	
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Medication Misuse (over-the-counter) - Any student in possession of or using an "over-the-counter" medication must do so in a manner consistent with district policy (see Policy 516). Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any "over-the-counter" medication is prohibited.

Grades	First Offense	Second Offense	Third Offense	Fourth Offense
K-12	Disciplinary action at discretion of building administration	Detention	1-3 day suspension	5- day suspension
Minnesota State High School League		2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If a student is verified to be enrolled and participating in a chemical dependency program or other treatment program for a minimum of 6 weeks the student can be certified for reinstatement.

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

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

Tobacco, Marijauna, E-Cigarette (Vape) use or possession - Possession or use of tobacco is prohibited, including e-cigarettes and other items used for the use of tobacco or other illegal substances.

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

	Police referral			
Minnesota State High School League	2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If a student is verified to be enrolled and participating in a chemical dependency program or other treatment program for a minimum of 6 weeks the student can be certified for reinstatement. Verification must be made by the center.	



Dangerous and/or Nuisance Items

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

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

Minnesota State High School League
Code of Conduct
Follow MSHSL progressive discipline.

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

Grades	First Offense	Second Offense	Third Offense	
K-12	1-3 day suspension Police referral	4-6 day suspension Police Referral Possible Expulsion recommendation	10 day suspension Police Referral Expulsion recommendation	

Minnesota State High School League	Code of Conduct Follow MSHSL progressive discipline.			
Other Category I Weapons - Outlined in Weapons Policy as other guns of all types including pellet, B-B, stun, look-alike, and non-functioning guns that could be used to threaten others. Knives, switchblades or automatically opening blades, daggers, swords, razors. Artificial knuckles or other objects designed to be worn over the fist or knuckles. Blackjacks, clubs, nunchucks, throwing stars. Bow and arrows, slingshots. Another device or instrument used to intimidate, threaten or inflict harm. Full Weapons Policy can be found in the District Policy 501.				
Grades	First Offense	Second Offense	Third Offense	Fourth Offense
K-12	Administrator discretion based on weapon, age, degree of threat. Detention - major or move to 1-5 day in-school suspension	1-5 day suspension Police referral	5-10 day suspension Police Referral Expulsion recommendation	10 day suspension Police Referral Expulsion recommendation
Minnesota State High School League	Code of Conduct Follow MSHSL progressive discipline guidelines.			
Nuisance Objects (Category II Weapons) - Misuse or distribution of any object that causes distractions or a nuisance is prohibited. These objects may include but are not limited to, throwing darts, air horns, laser pointers, lighters, radios, squirt guns, video games, snaps, stink bombs, bolt cutters, crowbars, other unauthorized tools, and other nuisance items and toys.				
Grades	First Offense	Second Offense	Third Offense	
K-12	Disciplinary action at discretion of building administration Detention - major or move to 1-5 day in-school suspension	1-3 day suspension	5 day suspension Expulsion recommendation Possible Police referral	
Minnesota State High School League	Code of Conduct Follow MSHSL progressive discipline guidelines.			

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

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



Vehicle Infractions

Driving, Careless or Reckless - Driving any motorized or non-motorized vehicle on district property in such a manner as to endanger people or property is prohibited during school hours and school sponsored events beyond school hours.

Grades	First Offense	Second Offense	Third Offense	
7-12	Driving privilege revoked for identified time period Possible police referral Parent contacted	3 day suspension Driving privilege revoked for identified time period Police referral Parent contacted	5 day suspension Loss of driving privilege Police referral Parent contacted	

Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration			
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Transportation - All rules that apply to building and classroom behavior apply while riding a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with district policy. Students endangering persons or property may lose bus riding privileges immediately and for an indefinite period.

Grades	First Offense	Second Offense	Third Offense	
K-12	Verbal Warning - Major detention	1-3 day in school suspension Loss of riding privilege for 10 days	3-5 day suspension Loss of bus riding privileges for the remainder of the school year	

Minnesota State High School League	Code of Conduct - 2nd/3rd offense Disciplinary action at discretion of building administration			
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Physical Interactions

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

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

Minnesota State High School League	2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If student verified to be enrolled and participating in a chemical dependency program or other treatment program for a minimum of 6 weeks the student can be certified for reinstatement. Verification of enrollment must be by the counselor or treatment center.	
Aggravated Assault - Committing an assault upon another person with a weapon or an assault that inflicts great bodily harm upon another person is prohibited.				
Grades	First Offense	Second Offense	Third Offense	
K-12	Up to 3 day suspension Possible police referral	3-5 day suspension Police referral	10 day suspension Expulsion recommendation Police referral	
Minnesota State High School League	2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If student verified to be enrolled and participating in a chemical dependency program or other treatment program for a minimum of 6 weeks the student can be certified for reinstatement. Verification of enrollment must be by the counselor or treatment center.	

Fighting - Engaging in any form of fighting where blows are exchanged is prohibited.				
Grades	First Offense	Second Offense	Third Offense	Fourth Offense
K-3 Parent contacted	Disciplinary action at discretion of building administration	1-3 day in-school detention.	Referral to Social Worker, parent conference with referral team.	
4-12 Parent contacted	1-3 day in school suspension Possible Police referral	1-3 day out of school suspension Police referral	Referral to Social Worker and referral team conference with parent. 4-10 day out of school suspension. Police referral	10 day suspension Expulsion recommendation Police referral
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration following MSHSL guidelines.			
Pushing, Shoving, Scuffling - Physical contact that could harm others, but is not defined as an assault or fighting, is prohibited.				
Grades	First Offense	Second Offense	Third Offense	Fourth Offense
K-12 Parent contacted	Disciplinary action at discretion of building administration	Disciplinary action at discretion of building administration - parent conference	Disciplinary action at discretion of building administration 1-3 day lunch or after school detention	In school suspension. Parent conference and referral
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration			
Sexual Violence - Engaging in a non-consensual physical act of aggression or force, which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts will not be tolerated. Intimate parts, as defined in Minnesota Statutes section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. A complete Sexual Violence Policy is on file in the District Office and is available to the public.				
Grades	First Offense	Second Offense	Third Offense	
K-12	10 day suspension Possible Police referral	Expulsion recommendation Police Referral		

Minnesota State High School League	2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If a student is verified to be enrolled and participating in a chemical dependency program or other treatment program for a minimum of 6 weeks the student can be certified for reinstatement.	
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Verbal Sexual Violence - Engaging in a verbal threat of non-consensual physical act of aggression or force, which involves the threat of touching of another's intimate parts, or forcing a person to touch any person's intimate parts through threat or intimidation will not be tolerated.

Grades	First Offense	Second Offense	Third Offense	
K-12	Parent contact - Major detention	Parent conference - 1-3 day in school suspension Meet w Social Worker	3-5 day suspension for students 4-12. Police referral.	
MSHSL	Warning	2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	



Property Infractions

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

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

Minnesota State High School League	2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If a student is verified to be enrolled and participating in a chemical dependency program or other treatment program for a minimum of 6 weeks the student can be certified for reinstatement.	
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Breaking and Entering - Entering a secured district location, after school hours, using an unauthorized mechanism of entering is prohibited.

Grades	First Offense	Second Offense	Third Offense	
K-12 Parent contacted	Administrator investigation. 1-3 day in school suspension. Possible police referral.	5 day suspension Police referral	10 day suspension Expulsion recommendation Police referral	

Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration			
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Unauthorized use of Fire Extinguisher - Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are prohibited.

Grades	First Offense	Second Offense	Third Offense	
K-12	Disciplinary action at discretion of building administration	3-5 day suspension Police referral	10 day suspension Expulsion recommendation Police referral	

Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration			
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Robbery or Extortion - Taking property from another person by the use of force, the threat of force compelling acquiescence, or under false pretenses is prohibited.

Grades	First Offense	Second Offense	Third Offense	
K-12	1-3 day suspension	3-5 day suspension Police referral	10 day suspension Expulsion	

	Police referral		recommendation Police referral	
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration			
Security System Tampering - Any action that is intended to deactivate, damage, or destroy any security system of the district is prohibited. This action includes, but is not limited to, the disabling of or tampering with a district security camera, fire alarm or an automatic locking door apparatus.				
Grades	First Offense	Second Offense	Third Offense	
K-12	1-3 day suspension Police referral	3-5 day suspension Police referral Expulsion recommendation	10 day suspension Expulsion recommendation Police referral	
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration			
Theft, Receiving or Possessing Stolen Property - The unauthorized taking, using, transferring, hiding or possessing of property of another person without the consent of the owner or the receiving of such property is prohibited. Restitution, when appropriate, will be required.				
Grades	First Offense	Second Offense	Third Offense	Fourth
K-12 Minor <\$500 Parent Contacted	Disciplinary action at discretion of building administration Restitution	1-2 day in school suspension Restitution	3-5 day in school suspension K-3 3-5 day suspension 4-12 Restitution	10 day suspension Expulsion recommendation Restitution Police referral
K-12 Major >\$500 Parent contacted	Detention and Restitution possible police referral	1-2 day in school suspension and restitution.	3-5 day suspension Restitution Police referral	10 day suspension Expulsion recommendation Restitution Police referral
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration			
Trespassing - Remaining on school property without authorization is prohibited. Students are not to go into district buildings unless they have permission from the building administrator or attending a district-sponsored event. Any student on suspension who goes to a district location without permission is subject to being charged with trespassing and an increase in suspension				

time. Admitting others through a locked or secured entrance without the permission of district employees is also classified as trespassing.

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

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

Grades	First Offense	Second Offense	Third Offense	Fourth
K-12 Minor <\$200 Parent Contacted	Disciplinary action at discretion of building administration Restitution	1-2 day in school suspension Restitution	3-5 day in school suspension K-3 3-5 day suspension 4-12 Restitution	10 day suspension Expulsion recommendation Restitution Police referral
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration			

Vandalism (Major - damage more than \$200) - Littering, defacing (including placement of graffiti), cutting, damaging or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

Grades	First Offense	Second Offense		Third Offense
K-12 Major >\$200 Parent contacted	Detention and Restitution possible police referral	1-2 day in school suspension and restitution.	3-5 day suspension Restitution Police referral	10 day suspension Expulsion recommendation Restitution Police referral
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration			

Technology Infractions

Misuse of Personal Electronic Devices, (cell phones, lap tops, smart watches, ear buds, etc...) - K- 8 should leave all personal electronics at home. Students will not be allowed to use their Smart Watches to communicate with parents during the school day. Smart watches must be in silent mode during the day or an adult will take it to the office to be picked up at the end of the day.

- K-8 must keep their device in their locker for the duration of the school day.
- Devices observed on a person will be confiscated and can be picked up in the office.
- Students with IEP accommodations for use will be monitored and classroom teachers informed by case managers.
- 5th-8th grade students may with permission check their device for messages at lunch.

Grades 9-12: Students may use personal devices before school, during lunch, and after school only.

- no devices in the classroom unless directed by the teacher
 - locker combinations or passwords should not be shared with peers.
- Grades 5-12:** Students in grades 9-12 may use personal electronic devices before school, after school, during lunch and during passing time between classes. Phones used during instructional time or during a bathroom break will be confiscated and held in the office
- devices must not be visible on the student and will be placed in the pocket chart during classroom instruction or confiscating for the remainder of the day
 - Students with IEP accommodations for use will be monitored and classroom teacher informed by case manager.

NO PHONES in locker rooms at anytime, during school or after school events.

Grades	First Offense	Second Offense	Third Offense	Fourth Offense
K - 8	The device is confiscated and can be picked up in the office at the end of the day.	The device is confiscated and a parent can pick it up from the office at the end of the day.	The device will be confiscated, parents notified to pick it up and all unauthorized devices may not be at school for two weeks. A Major detention will be assigned by the administration.	The device will be not be allowed for the remainder of the semester or school year A Major detention will be assigned by the admin.
9 - 12	The staff member will ask the student to put the device in a pocket chart or locker.	The device will be taken to the office and the student will pick it up at the end of the school day.	The device will be confiscated, parents notified to pick it up. A Major detention will be assigned by the administration.	The device will be confiscated, parents notified to pick it up and all unauthorized devices will not be allowed for a minimum of two

				weeks. A Major detention
Minnesota State High School League	Code of Conduct for phones used in bathrooms or locker rooms after first offense. Disciplinary action at discretion of building administration			
<u>SPECIFIC RESTRICTIONS</u>				
<ul style="list-style-type: none"> • Locker Rooms and Bathrooms: Devices with photo-taking capabilities are NOT allowed in locker rooms or bathrooms at any time. Including after school and weekend events. Confiscation and search of such devices is standard procedure in these areas. • Lockdown and Emergency Drills: Phone usage during lockdown and fire drills is prohibited. • Unauthorized Recording: Students who take pictures or videos of others without permission at any school activity or setting, including the bus, will face disciplinary action. • Recording and Posting: Students may not use a device to record, transmit, or post photos or videos of a person or persons on school grounds or the bus without express permission of an administrator in addition to the individual of individuals that are the subjects of the recording. (Students/staff taking photos for yearbook or classroom projects will have permission and announce their purpose) 				
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration			
Misuse of District Technology and Telecommunications - Misuse of technologies, equipment, or network (computers, iPads or other district devices); deletion or violation of password-protected information, computer programs, data, passwords, or system files; inappropriate accessing of files, directories, and Internet sites; deliberate contamination of the system; unethical use of information; or violation of copyright laws is prohibited. In addition, network access may be monitored and/or limited as a result of technology and/or telecommunication misuse.				
Grades	First Offense	Second Offense	Third Offense	Fourth Offense
K-12	Discretion of the teacher and administrator in conference. Parent contacted	Limited use to classroom only. Parent contacted. Classroom teacher assigned detention.	No availability to technology for a period of time as decided by the referral team. Major admin detention	No use for a significant period of time. Two major admin detentions.
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration. 2nd or more offenses results in missed games or events at the discretion of building administrator.			
Breach of District Technology and Telecommunications - The deliberate breach of the school district network and technology resources is prohibited and may result in disciplinary				

actions, including but not limited to suspension, police referral, and recommendation for expulsion.				
Grades	First Offense	Second Offense	Third Offense	Fourth Offense
K-12	1 day in school suspension. Parent conference. Possible police referral.	2-4 days in school suspension. Parent conference. Police referral.	5 day suspension Police referral Social Worker referral	10 day suspension Expulsion recommendation Police referral
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration			
Threatening and/or Disruptive Behavior				
Verbal Abuse - The use of language that is abusive, obscene, threatening, profane, disrespectful, intimidating, or inflammatory, either oral or written, by a student towards a staff member or another student that degrades other people because of their race, religion, ethnic background, or physical or mental challenges will not be tolerated. Verbal abuse may also be addressed under the guidelines for harassment and/or bullying, when appropriate.				
Grades	First Offense	Second Offense	Third Offense	Fourth
K-3 Parent contacted	Disciplinary action at discretion of building administration - Possible: 1 - 3 day lunch detention.	1-3 day after school detention. Parent is responsible for pick up at 4:15.	3-5 day after school detention. Parent is responsible for pick up at 4:15.	Referral to child study team.
4-12 Parent contacted	Disciplinary action at discretion of building administration Possible 1-3 day lunch detention.	1-3 day in school suspension	3 - 5 day in school suspension.	10 day suspension Expulsion recommendation Police referral
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration			
Bomb Threat or Terroristic Threat - Making, publishing or conveying in any manner a bomb threat or any other type of terroristic threat pertaining to a school location or event is prohibited.				

Grades	First Offense	Second Offense	Third Offense	Fourth
K-3	Disciplinary action at discretion of building administration. Police referral			
4-12	Police referral, parent conference, discretion of administration.	10 day suspension Expulsion recommendation		
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration			
Bullying or Intimidating Behavior - Bullying or intimidating behavior of any type, including through the use of technology and the internet, is prohibited. Bullying or intimidating behavior may also be addressed under the guidelines for harassment and/or verbal abuse, when appropriate. A full description of the Bullying Policy is in this Handbook.				
Grades	First Offense	Second Offense	Third Offense	Fourth
K-3	Disciplinary action at discretion of building administration	Disciplinary action at discretion of building administration Social worker intervention	1-3 day after school detention. Social worker intervention	Referral to child study
4-12	Disciplinary action at discretion of building administration	1-3 day in school suspension Social worker intervention	2-10 day suspension Social worker intervention	Referral to child study
Minnesota State High School League	2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If a student is verified to be enrolled and participating in a chemical dependency program or other treatment program for a minimum of 6 weeks the student can be certified for reinstatement.	Referral to child study

			Verification of enrollment must be by the counselor or treatment center.	
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration			
Disorderly Conduct - Disorderly conduct is prohibited. Disorderly conduct is an act that the student knows or has reasonable grounds to know will alarm, anger, disturb others or provoke an assault or breach of the peace. Disorderly conduct may also be engaging in offensive, obscene, abusive, boisterous or noisy conduct or gestures or offensive, obscene or abusive language tending reasonably to arouse alarm, anger or resentment in others.				
Grades	First Offense	Second Offense	Third Offense	Fourth
K-3	Disciplinary action at discretion of building administration	Disciplinary action at discretion of building administration - Parent conference	Disciplinary action at discretion of building administration Parent conference - Social worker referral	In school suspension Child study referral
4-12	Disciplinary action at discretion of building administration	2-5 day in school suspension	2 - 5 day suspension Police referral	5-10 day Suspension or Expulsion recommendation
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration			
Disruptive or Disrespectful Behavior - Disruptive or disrespectful behavior is language or behavior that disrupts or threatens to disrupt the peace and good order of the school environment or school-sponsored activity.				
Grades	First Offense	Second Offense	Third Offense	Fourth
K-3 Parent contact	Disciplinary action at discretion of building administration	Disciplinary action at discretion of building administration	Disciplinary action at discretion of building administration - lunch or after school detention	1-3 days after school detention.
4-12 Parent contact	Disciplinary action at discretion of building administration	1-3 day in school suspension	3-5 day suspension	5-10 day suspension, referral
Minnesota State High School	Code of Conduct Disciplinary action at discretion of building administration			

League				
False Fire Alarm - Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm, fire alarm system or sprinkler system is prohibited.				
Grades	First Offense	Second Offense	Third Offense	
K-3	Disciplinary action at discretion of building administration	Disciplinary action at discretion of building administration	Disciplinary action at discretion of building administration	
4-12	5 day suspension Police referral	10 day suspension Expulsion recommendation Police referral		
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration			
Gambling - Gambling, including but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games, and other items used to promote a game of chance) is prohibited.				
Grades	First Offense	Second Offense	Third Offense	Fourth
K-3	Disciplinary action at discretion of building administration	Disciplinary action at discretion of building administration	Disciplinary action at discretion of building administration	
4-12	Disciplinary action at discretion of building administration	1-3 day suspension	3-5 day suspension	
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration			
Harassment - Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or, otherwise adversely affects an individual's employment or academic opportunities. A complete Racial Harassment Policy, Religious Harassment Policy, and Sexual Harassment Policy is on file in the District Office and is available to the public.				
Grades	First Offense	Second Offense	Third Offense	
K-3	Investigation by building administrator. Administrator	1-3 day after school detention Social worker intervention	5 day after school detention. Parent conference. Social worker intervention.	

	discretion for discipline.			
4-12	Investigation followed by 1-3 day suspension if found valid. Social worker and possible police referral.	4-6 day suspension Social worker intervention Police referral	7-10 day suspension Social worker intervention Possible Police referral	
Minnesota State High School League	Immediate one game suspension pending investigation based on report at the discretion of the administrator. 2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If a student is verified to be enrolled and participating in a chemical dependency program or other treatment program for a minimum of 6 weeks the student can be certified for reinstatement.	
<p>Hazing - Committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. A complete Hazing policy is on file in the District Office and is available to the public.</p>				
Grades	First Offense	Second Offense	Third Offense	
K-3	Disciplinary action at discretion of building administration	1-5 days lunch detention. Social worker intervention	1-3 day after school detention. Social worker intervention	
4-12	1-3 major after school detentions.	1-3 day suspension Social worker intervention Possible Police referral	2-10 day suspension Social worker intervention Possible Police referral	

Minnesota State High School League	2 consecutive interscholastic contests or 2 weeks of a season, whichever is greater.	6 consecutive interscholastic contests or 3 weeks of a season, whichever is greater.	12 consecutive interscholastic contests or 4 weeks of a season, whichever is greater. If student verified to be enrolled and participating in a chemical dependency program or other treatment program for a minimum of 6 weeks the student can be certified for reinstatement. Verification of enrollment must be by the counselor or treatment center.	
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Insubordination - A deliberate refusal to follow an appropriate direction or to identify one's self when requested is prohibited.

Grades	First Offense	Second Offense	Third Offense	
K-12	Disciplinary action at discretion of classroom teacher or building administration	Disciplinary action at discretion of administration and parent conference.	Referral to appropriate contact.	

Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration			
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Threatening Group Activity - Threatening group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, etc. are prohibited.

Grades	First Offense	Second Offense	Third Offense	
7-12	1-3 day suspension Social Worker Intervention	4-5 day suspension	5-10 day suspension	10 day suspension Expulsion recommendation Police referral

Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration			
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Academic Dishonesty

Offenses accumulate for all classes. Each offense will be reported to school administration and recorded on the student's discipline record. An offense for academic dishonesty will make a student ineligible for Academic Accolades or Awards for a period of 1 year. The classroom teacher will determine if cheating or plagiarism occurred.

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

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

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

Grades	First Offense	Second Offense	Third Offense	
7-12	Parent will be notified Possible 0 or alternative assignment at discretion of Teacher Probation from National Honor Society (NHS) Ineligible for all extra-curricular activities for the next (1) event or competition.	Parent will be notified Possible 0 or alternative assignment at discretion of Teacher Detention Probation from National Honor Society (NHS) Ineligible for all extra-curricular activities for the next two (2) events.	Parent will be notified Possible 0 or alternative assignment at discretion of Teacher Detention Probation from National Honor Society (NHS) Ineligible for all extra-curricular activities for the next three (3) events or competition.	

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

Grades	First Offense	Second Offense	Third Offense	
7-12	Parent will be notified Possible 0 or alternative assignment at discretion of Teacher Probation from National Honor Society (NHS) Ineligible for all extra-curricular activities for the next (1) event or competition.	Parent will be notified Possible 0 or alternative assignment at discretion of Teacher Detention Probation from National Honor Society (NHS) Ineligible for all extra-curricular activities for the next two (2) events or competition.	Parent will be notified Possible 0 or alternative assignment at discretion of Teacher Detention Probation from National Honor Society (NHS) Ineligible for all extra-curricular activities for the next three (3) events or competition.	

MSHSL	Code of Conduct Disciplinary action at discretion of building administration
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Plagiarism - Representing the words or ideas of another as one's own in any paper. Examples: Copying information off the internet or any other printed material and pretending this information is your own writing. Everything on the internet is not public domain. You must credit the source of those who created them. Failure to cite sources properly including not using quotation marks when needed and not acknowledging sources when paraphrasing.

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

	Ineligible for all extra-curricular activities for the next (1) event or competition.	Society (NHS) Ineligible for all extra-curricular activities for the next two (2) events or competition.	extra-curricular activities for the next three (3) events or competition.	
MSHSL	Code of Conduct Disciplinary action at discretion of building administration			
Other Behavior Infractions				
Dress and Appearance - Inappropriate clothing or appearance is prohibited. Administrators reserve the right to deny admission to school functions based on dress or appearance determined to be inappropriate or disruptive to the educational process. When a student is found in violation of these guidelines, the student will be directed to make modifications or be sent home for the day. For more information on appropriate dress and appearance see the Clothing and Attire portion of the Student/Parent Handbook and/or District Policy 504.				
Grades	First Offense	Second Offense	Third Offense	
K-12	Warning Request to change attire Parent or guardian provide appropriate dress	Repeat of 1st offense Disciplinary action at discretion of building administration	Detention **Additional infractions may lead to 1 day in school suspension	
False Reporting - Intentionally reporting false information about the behavior of a student or employee is prohibited.				
Grades	First Offense	Second Offense	Third Offense	
7-12	Detention	1-3 day suspension	3-5 day suspension	
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration			
Records or Identification Falsification - Falsifying signatures or data, misrepresenting identity, or forging notes is prohibited.				
Grades	First Offense	Second Offense	Third Offense	

7-12	Disciplinary action at discretion of building administration	1-3 day suspension	3-5 day suspension	
Minnesota State High School League	Code of Conduct Disciplinary action at discretion of building administration			
Unsportsmanlike Conduct at Events				
Grades	First Offense	Second Offense	Third Offense	Fourth Offense
K-5 Students must be with a parent or guardian.	Warning, redirection, asked to sit with their adult.	Brought to parent or guardian and asked to leave event.	Restricted from attending next three events.	Refrain from attending any events.
6-12	Warning, redirection.	Student is asked to leave.	Student is restricted from attending three events.	Refrain from attending any events

Appendix B: Technology Use Parent / Student Agreement

Technology Use

These rules apply to student use of all technology (computers, iPads, or other district devices):

- Technology use is a privilege, not a right. Students who lose privileges will not be able to use computers for the Internet, email, or any other task.
- It is a violation of the Acceptable Use Policy to:
 - subscribe to email mailing lists or other incremental email lists that contain material that is explicit, suggestive, sexual, or inappropriate in nature.
 - send or forward chain letter email.
 - send or forward inappropriate material to your account or another person's account at school.
- Downloading or installing of any kind on any school computer, iPad, or any other technological device without the express permission of the Technology Coordinator is not permitted. This includes, but is not limited to, music files, apps, games.
- Theft, vandalism, or destruction of any computer equipment or computer-related equipment is prohibited and is not limited to physical vandalism, but also includes the creation and/or distribution of viruses or hacking any computer. **Student pays for damage done by them to any computer. Lost chargers \$5.00. Loaner will be provided; damage to loaner results in purchase of new chomebook at district cost to be retained by district when the student leaves NPS.**
- Students must have a pass signed and/or permission by their teacher AND the lab or library supervisor in order to use computers. Permission to work in the lab is at the discretion of the supervisor in the lab.
- Printing must be limited to classwork only and be approved by a classroom teacher.
- All school and basic classroom rules apply to the computer lab.
- Use of others' usernames and passwords is not permitted and may result in revocation of all computer privileges.
- Computer use is not guaranteed to be private; Nicollet Public Schools reserves the right to monitor all computer users and network traffic. Any illegal activity will be reported to the proper authorities.
- Inappropriate behavior, downloading, and email violations may result in the following: removal from use of technology and detention, in-school suspension, removal from a class for the remainder of the semester.
- Theft, vandalism, sexual or pornographic material violations will result in the following:
 - 1st Violation – Removal from computer use for the remainder of the semester and in-school suspension.
 - 2nd Violation – Removal from computer use for the remainder of the year.

The Principal and teacher will decide if alternative assignments will be given and/or if students will be removed from the class without credit.

Technology Agreement

Agreements are signed and held in the office. A copy of the agreement can be requested from the office staff.

Appendix C: Weapons Policy

Weapons Policy

This policy will be read and explained to all students at the beginning of the school year and will be available to all parents during the school year. Similarly, efforts will be made to acquaint students and parents who enroll during the year, with the content of this policy.

1. Policy

It is the policy of the school district to maintain a positive, safe, secure, learning and working environment. In striving to attain such an environment, the district takes the position of "no tolerance" for weapons in our schools, except as specifically stated below. All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes as authorized in advance by the building Principal.

2. School Location / Environment

School environments include, but are not limited to, district-owned buildings; leased or rented facilities; school-sponsored activities, field trips, school vehicles, and school buses, rented or owned; and school bus stops. Anyone found to be in possession of a weapon in any area defined in this policy, before, during, or after school hours is subject to administrative and/or legal actions.

3. Possession

Students and non-students, including employees and other adults, are forbidden to knowingly or voluntarily possess, store in any area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in any of the school environments listed above. The school district will act to enforce this policy and to take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

4. Student Reporting

Students who see or become aware of a weapon at school must not touch it or remain in the presence of a person or group if a weapon is present. Students must notify an adult immediately for the safety of all concerned.

5. Weapons

"Weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm whether loaded or unloaded; any chemical, substance, device or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike terror, or cause bodily harm or death.

a. Category I Weapons

- i. All firearms, whether loaded or unloaded.
- ii. Other guns of all types including pellet, B-B, stun, look-alike, and non-functioning guns that could be used to threaten others.
- iii. Knives, switchblades, or automatically opening blades, daggers, swords, razors.
- iv. Artificial knuckles or other objects designed to be worn over the fist or knuckles.
- v. Blackjacks, clubs, nunchucks, throwing stars.
- vi. Explosives
- vii. Poisons, chemicals, or substances capable of causing bodily harm.
- viii. Bow and arrows, slingshots.
- ix. Any other device or instrument used to intimidate, threaten or inflict harm.

- b. **Category I Violations by Students** The procedure of all offenses is:
 - i. Confiscation of the weapon (if it can be done safely) or call 911 and request assistance if needed.
 - ii. Notification of Principal or designee
 - iii. Hold an administrative hearing with the student(s) that will include:
 - i. Notification of parent/guardian
 - ii. Initial suspension from school for up to five days.
 - iii. Involvement of police with the recommendation to charge.
 - iv. Recommendation to the Superintendent by the board regarding expulsion.
 - iv. Federal law requires the expulsion from school, for a period of not less than one year, any student who brings a firearm to school. The school board may modify this requirement on a case-by-case basis.
- c. **Category I Violation of Other Youths and Adults, Including Employees**
 - i. Immediate police involvement with the recommendation to charge.
 - ii. Employees will also be subject to district investigation and application of relevant district policies and disciplinary procedures.
- d. **Category II Weapons**
 Possession of Objects Which May or May Not Be Considered Weapons. While this policy represents a "no tolerance" position of weapons and/or look-alike weapons, there are several objects, which are questionable regarding whether they are considered weapons and whether the presence of these objects requires activation and enforcement of this policy. The administrator may use his/her discretion when interpreting the use and intent with such objects. Such potentially dangerous weapons may include, but are not limited to:
 - i. Small pocket knives, razor blades
 - ii. Fireworks, firecrackers, and smoke bombs
 - iii. Throwing darts
 - iv. Nuisance items and toys
 - v. Unauthorized tools
 - vi. Lighters
- e. **Category II Violations by Students** The procedure for offenses is:
 - i. Confiscation of the weapon (if it can be done safely).
 - ii. Notification of parent/guardian
 - iii. Hold an administrative hearing with the student(s) that may include:
 - iv. Initial suspension from school for up to five days.
 - v. Involvement of police with the recommendation to charge.
 - vi. Recommendation to the Principal regarding expulsion.
- f. **Category II Violation by Other Youths and Adults, Including Employees**
 - i. Administrative decision on police involvement with the recommendation to charge.
 - ii. Employees may also be subject to district investigation and application of relevant district policies and disciplinary procedures.
- g. **Administrative Discretion Regarding Possession**
 - i. K-12: A student who finds a weapon on the way to school property or in the school building and takes the weapon immediately to the Principal's office shall not be considered in possession of a weapon.
 - ii. K-12: While this policy represents a "no tolerance" position on weapons possession on school property and on or at those places or vehicles listed above is intended to prohibit all weapons for any reason, there could be a very rare occasion when a weapon is inadvertently brought onto school property or is in one's possession. If

such an occasion is clearly the case, the Principal, after a thorough investigation, may use discretion in determining the appropriateness of applying "Category II" consequences for a "Category I" violation and other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

h. Authorized Instructional and Work-Related Equipment and Tools

While this policy represents a "no tolerance" position of weapons and/or look-alike weapons, it is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, the guidelines and consequences of this policy will take effect.

i. Exceptions

This policy, pursuant to Minnesota Statutes, provides for the following exceptions.

- i. Licensed peace officers, military personnel, or students participation in military training, who are performing duties.
 - ii. School district approved firearm safety courses or activities conducted on school property.
 - iii. The School district approved possession and use of dangerous weapons by a ceremonial color guard.
 - iv. School district-approved gun or knife show held on school property.
 - v. School district approved possession and use of starter guns for athletic contests.
 - vi. Possession of dangerous weapons, or replicas, with the prior written permission of the building Principal.
- j. Students with Disabilities** The Minnesota Pupil Fair Dismissal Act. Minn. Stat 127.26 to 127.39 applies to all pupils. Accordingly, all students, regardless of disability, will be suspended from school for one to five days, pending further investigation of the weapons policy violation. If the alleged violator is "a student with a disability" pursuant to Minnesota and federal law, special due process procedures are required. Within five days of a suspension, a team meeting shall occur. The team shall determine whether the weapons policy violation is related to the disability. If the team determines that the misconduct is unrelated to the student's disability, the student will be disciplined in the same manner as students without disabilities. The disabled student who violates this weapons policy will not be expelled if the assessment team determines that the misconduct is related to the student's disability. If the misconduct is related to the student's disability, and if following suspension and readmission to school the student continues to violate this policy; and if the parent/guardian will not agree to a more restrictive placement, school officials may seek court assistance to expel the student.

Appendix D: Harassment and Violence Report Form

INDEPENDENT SCHOOL DISTRICT NO. 507 HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 507 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, including gender identity and expression \ disability

Name of person you believe harassed or was violent toward you or another person or group.

If the alleged harassment or violence was toward another person or group, identify that person or group.

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur?

List any witnesses that were present

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature) _____

Received by _____ Date _____

Investigated by _____ Date _____

Appendix E: 24 Hour Field Trip Release Form

Nicollet Activity - 24 Hour Travel Release

*Field Trips and Athletic Events.

Submit this form to Nicollet Public School office staff 24 hours prior to departure.

Today's Date: _____

This is to certify that _____ will not be riding the bus and has my permission _____ (student's name)

to be picked up by _____ at _____ (adult picking student up) (place and time)

following the scheduled activity.

Event _____ Date of event _____

I certify that I am personally responsible for transporting my son/daughter as listed above.

NAME: _____ PHONE: _____

Reason for not riding the bus is:

I understand that Nicollet Public School activities require that students and chaperones ride the bus to and from all events. A departure from this requirement will release Nicollet Public School from liability for any adverse results that may occur.

I understand that my child will ride the bus if I or the adult I assigned is not at the agreed time and place to pick up my child. NPS staff/coaches are not responsible for calling or waiting for the party to meet past the assigned pick up time. No children will be left unattended for the purpose of waiting for a late adult.

(Signature of Parent Requesting Release)

(Signature of Nicollet Principal or Activities Director)

*Extra copies are available in the office.

NICOLLET PUBLIC SCHOOLS · ISD 507

One Pine Street · Nicollet, MN 56074
Office 507-232-3411
Fax 507-232-3536 - info@isd507.k12.mn.us
Superintendent/ Principal K-12: Mrs. Robin Courrier, Dean of Students K-12 Sam Cotton

Open Campus (Lunch/PM Study Hall only) Permission Form

Dear Parents/Guardians:

Students in the 11th and 12th grades only will have the opportunity to have an open campus during their lunchtime and afternoon study halls. This year 26-27, we ask all students to sign up for a lunch and if leaving campus sign up for a to-go lunch that will be ready for you as you leave for lunch at the beginning of the secondary lunch period. If the student chooses to stay on campus they should have lunch in the commons and they may leave after they've eaten if they have an assigned study hall or work study during 6th and 7th period. **Grades, assignments, and attendance must be in good standing or your Open Campus privileges will be temporarily suspended.**

Please check one of the boxes listed below and sign at the bottom of the page.

I give permission for my student _____ to leave school grounds during lunchtime/pm study halls by walking, driving, or riding in a motor vehicle. I know that my student will be unsupervised during this time and I will not hold the school liable if he or she is injured. I also indemnify the school in the event that my student is responsible for the injury of another person while exercising the open campus privilege.

Grades, assignments, and attendance must be in good standing or your Open Campus privileges will be temporarily suspended.

I do not want my student to have lunchtime/study hall open campus privileges.

Open campus is a privilege for our students in grades 11 and 12. A signed parent permission form is required for a student to choose an open lunchtime/study hall. Students must be back in time for class when returning from lunch or pm study hall. All tardies or absences following open campus privileges without prior approval will be unexcused.

Students will temporarily lose their open campus privilege if:

- **The student is ticketed or arrested for breaking a local, state, or federal law including speeding during the lunch period or study hall period.**
- **The student's parents request that they not be allowed this privilege.**
- **The student is not in good academic standing per quarter at any time.**
- **The student provides transportation away from school for a student in grade 10 or below during the lunch period or study hall.**
- **The student receives a total of three tardies for any class period per quarter.**
- **The student receives any unexcused absences for any class period per quarter.**

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

If you have any questions or concerns, please feel free to call Mrs. Courrier at 232-3411 ext. 3118 or Mr. Cotton at 232-3411 ext. 3115.

NPS Administration