

Nashwauk-Keewatin ISD 319



Parent/Student Handbook 2023-2024

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Welcome

Greetings ISD 319 families,

We're excited to get another school year rolling and build the skills your child will need for their future. This handbook will outline the expectations of staff, students, and families as it relates to the education of every child at ISD 319. When we work together, we give our children the greatest chance of success.

Please review this handbook with your learners and review throughout the year as needed.

Max Torgerson
High School Principal

Welcome to the 2023-2024 School Year!

We are celebrating all the wonderful things that are happening in our district. Our teachers attended a math training this summer that encompasses our students talking about how they solved math problems, teachers using real life examples, and supporting students in their exploration as they gain confidence in their skills. Expect some changes when students are working on math problems when they are home. Rather than learning processes, they will learn how to solve problems in a way that makes sense to them. More of our teachers are completing the Science of Reading professional development. We have witnessed great success with our changes in reading instruction last year and will continue to see success as our teachers learn and grow.

We welcomed several new staff members as we said goodbye to some veteran teachers who retired at the end of last school year.

To keep things similar to last year, parents/guardians will drop students off at the door and an adult will bring them to the classroom. We have found that this transition is much easier for the students.

If you need to get in touch with me, my email is rvillebrun@isd319.org or my cell phone is (701) 278-1599. These two methods of communication are most effective when communicating with me.

Dr. Rae Villebrun
Superintendent/Elementary Principal

Contact the High School Office

Our attendance line for calling in absences or requesting a pass is 885-1280 ext. 51102.

Principal Mr. Max Torgerson...51101

Admin. Assist. to the Principal... Ms. Melody Lueders...51102

Counselor Ms. Lisa Barber-Tucci...51103

School Nurse Mrs. Gina Stimac...51154

Attendance/Tuancy Ben Black...51125

Principal's Office Fax 218-885-2910

Contact the Elementary School Office

Our attendance line for calling in absences or requesting a pass is 885-1280 ext. 51151.

Principal Dr. Rae Villebrun...51234

Admin. Assist. to the Principal... Ms. Michele Nelson...51151

Counselor Ms. Brandi Lautigar...51186

School Nurse Mrs. Gina Stimac...51154

Attendance/Tuancy Ben Black...51125

Principal's Office Fax 218-885-2909

Contact the District Office

The District office is located at the Nashwauk-Keewatin High School and houses the Superintendent, HR- Payroll/ Administrative assistant to the supt., business manager and the finance officer.

The School District telephone number is 218-885-1280.

Office staff and extension numbers are listed below.

Superintendent Dr. Rae Villebrun...51234

HR/ Payroll/ Admin. Asst. to the Supt. Ms. Colleen Poderzay...51235

Business Manager Ms. Denise Wahlgren...51236

Superintendent Office Fax 218-885-2910

Beliefs

We believe:

- All students can learn
- The role of the teacher is to facilitate learning and to guide students through appropriate learning situations
- Instruction is driven by data
- Using differentiated instruction meets the needs of all students
- Parents are vital and active participants in their child(ren)'s education

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the School District's website at <http://www.isd319.org>.

Elementary Class Assignments

Class assignments are created by students' previous teachers. Each spring, Educational Needs Forms are available in the office to parents interested in providing additional information regarding classroom placement. Parents/Guardians are unable to make direct teacher or case manager requests. Factors used to determine consideration include, but are not limited to: siblings in class, relatives in class, academic needs, and social harmony.

Class Schedule Changes for High School

No class can be dropped or changed without approval of the office and staff affected by the change. All such changes must be initiated by completing a petition form found in the counselor's office. If a course is dropped after the first two weeks, an "F" grade will appear on the student's permanent record.

College Visits (High School)

Students are strongly encouraged to visit colleges on a week when the Senior High is not in session, such as a holiday, teacher workshop day, etc. A copy of the school calendar is included in this handbook. Two visits per semester will be considered exempt, however, any visits must be scheduled through the counseling office to be considered an exempt absence.

Concerns

Students, parents/guardians, employees, or other people may report concerns or complaints to the School District. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond to the concerned party regarding the School District's response to the complaint (Nashwauk-Keewatin Public School District Policy 103, Complaints)

Elementary School Daily Schedule

Building supervision begins: 7:45 am--Students will not be able to enter the building before 7:45 am.

Breakfast: 8:00 AM – 8:20 AM

Classes start at 8:25 AM

Students are released on Mondays, Tuesdays, Thursdays, and Fridays at 2:50 PM

Students are released on Wednesdays at 2:05 PM

High School Daily Schedule

Monday-Tuesday-Thursday-Friday	Wednesdays
Period 1 8:25 - 9:16	Period 1 8:25 - 9:06
Period 2 9:20-10:10	Period 2 9:10 - 9:50
Period 3 10:14-11:04	Period 3 9:54 – 10:34
7th & 8th - A lunch 11:04-11:30	Spartan Pride Homeroom 10:38-11:08
7th & 8th - Class 11:34-12:24	7th & 8th - A Lunch 11:08-11:34
9th-12th - B Class 11:08-11:58	7th & 8th - Class 11:38-12:18
9th-12th - B lunch 11:58-12:24	9th-12th - B Class 11:12-11:52

Period 5 12:28 - 1:18 Period 6 1:22 - 2:12 Period 7 2:16 - 3:06	9th-12th - B Lunch 11:52-12:18 Period 5 12:22 - 1:02 Period 6 1:06 - 1:46 Period 7 1:50 - 2:30
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Drop Off & Pick-Up Procedures

Drop Off:

Families should make arrangements to drop students off at school no earlier than 7:45 AM daily. There is no supervision prior to 7:45 AM.

Pick-Up:

At the end of the day, buses depart at the scheduled dismissal. The designated regular education bus drop off/pick-up area is located on the east side of both buildings with special transportation at the Keewatin in the southwest door parking lot turn around.

Parent pick-up at Keewatin Elementary is also on the east side of the building. Parents should meet their children on the sidewalk just south of the bus loading zone.

Students in athletics, activities, band, clubs, etc. must be dropped off/picked up on time from events and games. Students who do not get picked up on time may not attend future activities.

Students are not allowed to loiter on grounds or in the building when school is out. There is no supervision for students after 3:10. Students will not be allowed in games if they are loitering in halls, and may be suspended from school.

Employment Background Checks

The School District will seek criminal history background checks for all applicants who receive an offer of employment with the School District. The School District also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the School District, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The School District may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees (Nashwauk-Keewatin Public School District Policy 404, Employment Background Checks)

Equal Access to School Facilities

The School District has created a limited open forum for secondary students to conduct non-curricular-related meetings during non-instructional time. The School District will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be school sponsored; employees or agents of the school will be present at religious meetings only in a non-participatory capacity;

the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the School District (Nashwauk-Keewatin School District Policy 801, Equal Access to School Facilities).

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including, but not limited to:

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposit for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the District's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the School District.
- A School District-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for ipads, computers, textbooks, workbooks, and library books that are lost or destroyed. If students cause damage to lockers, desks, etc. they may be charged to replace or repair the damage. The School District may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the building Principal.

Food in the Classroom

Both breakfast and lunch are available to all children in both schools. School breakfasts and lunches follow federal guidelines in nutrition and variety. Food, beverages, and lunches are not allowed in the classroom without teacher permission. During lunch, food is not to be taken from the cafeteria or delivered to students outside the cafeteria. Food and beverages are not allowed at computer workstations. Food and beverages may be confiscated if brought to class or in the hallways. Disciplinary action may be taken as well. Any questions regarding acceptable foods in the classroom should be directed to the building Principal.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the Principal. Any non-approved fundraising is a violation of School District policy. Solicitation of students or employees by students for non-school-related activities will not be allowed during the school day. (Nashwauk-Keewatin Public School District Policy 511, Student Fundraising)

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude. (Nashwauk-Keewatin Public School District Policy 421, Gifts to Employees)

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal. Class attendance during our regular school day, at least for partial days, is also a student requirement before participating in commencement ceremonies.

To participate in the graduation ceremony, students must have completed all credit requirements prior to the commencement exercises.

Hours for School District Buildings and Facilities

The school buildings will be open from 7:45 AM until 3:30 PM during the school year. The building is often open later during days when extra-curricular activities are scheduled or when community education classes are offered in the building.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or School District officials, employees, and/or agents, except as provided by law and/or school policy. (Nashwauk-Keewatin Public School District Policy 519, Interviews of Students by Outside Agencies)

Leaving School

If you become ill during the day, or if you must leave school for any reason, you must receive permission from the office. If you leave school for any reason without notifying the office prior to leaving, your absence will be regarded as unexcused, and discipline may be issued. Under all circumstances, even with teacher approval, all students leaving school premises during school hours must have permission (a written pass) from the Principal's office.

Lunch

Lunch is free for all students. Lunch should be eaten in designated areas only. Lunch times vary by class schedule. Students will be notified of their assigned lunch time on the first day of school. School lunches follow federal guidelines in nutrition and variety. Students may eat a school lunch or bring lunch from home.

One meal for breakfast and one meal for lunch is free. Ala carte items and additional meals will not be free.

Please email Melody Lueders (mlueders@isd319.org) or Michele Nelson (mnelson@isd319.org) if you have any questions.

Messages to Students

If you need to get a message to a student, please call the main office of the school in which your student attends to leave a message for them.

At the elementary school, student use of personal cell phones during the instructional day is prohibited.

Non-discrimination

The School District is committed to inclusive education and providing an equal educational opportunity for all students. The School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated Colleen Poderzay, 218-885-1280 x51235, as the District's human rights officer to handle inquiries regarding nondiscrimination.

Notice of Violent Behavior by Students

The School District will give notice to teachers and other appropriate School District staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, District officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Parent and Teacher Conferences

Conferences will be held in both the fall and spring. Teachers are expected to contact families to schedule a fitting conference time. See the school calendar for dates.

Parent/Guardian Volunteers

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visitors to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted with the procedures and requirements established by the School District. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment. To volunteer in the school building or classroom, parents /guardians should contact the building Principal and classroom teacher. Parents/guardians who visit the school should sign in at the main office before entering a classroom. For more information, contact the building Principal (Nashwauk-Keewatin Public School District Policy 903, Visitors to School District Buildings and Sites)

Pledge of Allegiance

At school, students will recite the Pledge of Allegiance to the flag of the United States of America. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make

that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag. (Nashwauk-Keewatin Public School District Policy 531, The Pledge of Allegiance)

Public & Media Information Opt-Out option

Our schools are an important part of community life; and as such, the School District and its students deserve a certain amount of attention whether through the media or in conjunction with School District approved web pages. Special events regularly take place at and in school and in conjunction with school activities, and we would like to share these activities with the community and other School District patrons through news releases, photographs, videos, other electronic means, and/or on the School District's approved web pages. Often, these news releases and web pages are accompanied by pictures of students taken by school staff, newspaper or media personnel, or other individuals authorized and approved by the School District. ISD 319 worldwide web site was established to provide a learning experience for students and staff and an opportunity to communicate with parents, community and other internet users about the learning activities as well as extra and pro-curricular activities of ISD 319 and its schools and students. The web site provides information about school and activities, including photographs of school events and special awards. School District policy and procedure requires that students receiving special services will not be included. The School District would not publish the full names of students in the photographs, and only first names will be used, when and where appropriate. It is anticipated that the majority of any photographs or video will be of a group nature. Any individual photographs will be discreet. The only exceptions to the above procedure and policy would be with regard to college recruitment, senior pictures, graduation announcements, school related yearbook, drama playbills, and sport activity sheets and programs, etc. The School District will follow the aforementioned procedure, as it considers this information, photographs, videos and other technology showing likenesses of students and student activities to be property interests of the School District. However, should you choose and elect to opt-out by giving a blanket denial of permission for the intended uses contemplated above with regard to your student, you must sign the document below, which clearly indicates by your signature that no permission is given for the use of your student's likeness for any of the intended purposes. The School District will make all reasonable efforts to respect your request and desire.

ISD 319 Opt Out of Media Release

Should you fail to sign this document and have it submitted to the School District offices by October 1st of each school year, the School District will proceed in accordance with its normal policies and procedures.

Print Student's Name: _____

Grade: _____

Parent/Guardian Name: _____

Relationship: _____ Date: _____

Signature: _____

Original kept in the building of origin

Send one copy to: Secondary/Elementary School Office

Elementary School Recess

Children should dress for the weather, as it is expected that children will be outside for recess when weather permits. Children will need a doctor's excuse to be excluded from recess if there is a need to do so for more than one day. It is up to the teacher's discretion to allow children to stay indoors due to a cold or other concern parents may have. The Keewatin Elementary School uses the National Weather Service to determine temperatures, wind chills, and precipitation appropriate for outdoor recess. The students of Keewatin Elementary will be outside for recess if the "feels like" temperature and/or wind chills are -15 degrees Fahrenheit or warmer.

Schedule

A copy of the daily class schedule is available upon request in the school office.

School Activities

The School District provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health; however, academic instruction is the School District's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Nashwauk-Keewatin School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The District will enforce all MSHSL rules during the school year and in the summer where applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact Mr. Max Torgerson, High School Principal (Nashwauk-Keewatin Public School District Policy 510, School Activities) .

School Closing/Delays Procedures

School may be canceled or delayed when the Superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The Superintendent will make a decision about closing or delaying school or school buildings as early in the morning as possible. Notice will be given to through Instant Alert, social media/school website, the radio station KOZY (1320 AM) or television station WDIO (Channel 10 & 13). Families should assume we will have school unless announced otherwise.

Searches

In the interest of student safety and to ensure that schools are drug free, District authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. “Contraband” means any unauthorized item, the possession of which is prohibited by School District policy and/or law. If a search yields contraband, school officials will seize the item(s) and where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the School District’s “Student Discipline” policy, which may include suspension, exclusion, expulsion, and when appropriate, the student may be referred to legal officials. (Nashwauk-Keewatin Public School District Policy 502, Search of Student Lockers, Desks, Personal Possessions, and Student’s Person)

Lockers and Personal Possessions Within a Locker

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

Students’ personal possessions within a school locker may be searched when school officials 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 officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials. (Nashwauk-Keewatin Public School District Policy 502, Search of Student Lockers, Desks, Personal Possessions, and Student’s Person)

Students at the Nashwauk-Keewatin High School have the option to use a combination lock for their locker. The locks for lockers are available in the high school office to be checked out from the building secretary. Locks on lockers that are not provided by the school are not allowed.

Backpacks

Backpacks, bags, and purses must be kept in lockers. Backpacks are not allowed in classrooms or cafeteria, unless the backpack is a small string backpack that is clear or mesh.

Desks

School desks are the property of the School District. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. (Nashwauk-Keewatin Public School District Policy 502, Search of Student Lockers, Desks, Personal Possessions, and Student’s Person)

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. (Nashwauk-Keewatin Public School District Policy 502, Search of Student Lockers, Desks, Personal Possessions, and Student's Person)

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other School District locations and routine inspections of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. (Nashwauk-Keewatin Public School District Policy 527, Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

Posters and Notices

Only approved notices and posters may be displayed on bulletin boards or walls. Posters soliciting for businesses will not be allowed. Please contact the Principal's Office for Administration permission and signature to post a notice.

Prom/Semi-formal Dances

Prom & Semi-Formal are both open to students in grades 10, 11 or 12. Any student requesting a guest to attend a school related dance is required to complete a "Guest Request/Permit" form two (2) weeks prior to the event. Outside guests cannot be over the age of 20, and must meet the grade requirements signified above. They must also be in good standing with discipline policy and the law.

Student Driving/Parking

It is the policy of the School District to maintain a closed campus during the school day. Vehicles parked on school property cannot be driven during school hours without permission from administration. School hours are considered 8:25 AM to approximately 3:10 PM (when buses leave), including noon lunch. Student driving or a passenger in a vehicle during school hours will be disciplined as outlined in the discipline code.

Search of the Interior of a Student's Motor Vehicle

The interior of a student's motor vehicle in a School District location, including the glove and trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon the request of a school official.

Pupil Rights (Protection of Pupil Rights Amendment PPRA)

You have a right to refuse your child(ren)'s participation in surveys and data sharing. If you have questions or concerns regarding these rights, please ask for a Parent Consent or Refusal Response in the office.

Student Publications and Materials

The policy of the School District is to protect students' free speech rights while, at the same time, preserving the District's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building Principal and/or sponsor. Non School-sponsored publication may not be distributed without prior approval. (Nashwauk-Keewatin Public School District Policy 512, School-Sponsored Student Publications and Activities).

Title I Program Eligibility (Schoolwide)

Our school qualifies to receive *Title I, Part A* funds under the *Elementary and Secondary Education Act (ESEA)* as amended for this school year. Our school is eligible for the following: Schoolwide Title I Program. The purpose of Title I Schoolwide programming is to improve our entire educational program.

Distribution of Non-school Sponsored Materials on School Premises

The School District recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to School District regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the "Distribution of Non-school Sponsored Materials on School Premises by Students and Employees" policy in *Appendix 2*. (Nashwauk-Keewatin Public School District Policy 505, Distribution of Non-school Sponsored Materials on School Premises by Students and Employees)

School-Sponsored Student Publications

The School District may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and School District policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the Principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to editorial control by the School District over the style and content when the School District's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations. (Nashwauk-Keewatin Public School District Policy 512, School-Sponsored Student Publications and Activities).

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an instruction of post-secondary education. For more complete information on the rights of parents/guardians and eligible students regarding student records, please see *Appendix 3* in the back of this handbook. A complete copy of the School District's "Protection and Privacy of Pupil Records" policy may be obtained at the District Office. (Nashwauk-Keewatin Public School District Policy 515, Protection and Privacy of Pupil Records).

Student Surveys

Occasionally, the School District utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see *Appendix 4* in the back of this handbook. A complete copy of the School District's "Student Surveys" policy may be obtained at the District Office. (Nashwauk-Keewatin Public School District Policy 520, Student Surveys)

Transportation of Public School Students

The School District will provide transportation, at the expense of the School District, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The District will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (Nashwauk-Keewatin Public School District Policy 707, Transportation of Public School Students).

Extracurricular Transportation

The School District may provide transportation for students to and from extracurricular activities. To the extent the School District provides extracurricular transportation, the District may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

Note: The school board determines whether to provide transportation for students, spectators, or participants to and from extracurricular activities. If the School District does not provide extracurricular transportation, students who wish to participate or watch are responsible for arranging for or providing their own transportation. (Nashwauk-Keewatin Public School District Policy 710, Extracurricular Transportation).

School Buses

All school buses used by the School District may be equipped for the placement and operation of a video camera. The School District will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The School District may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the student's misconduct on the bus. (Nashwauk-Keewatin Public School District Policy 711, Videotaping on School Buses).

Places Other Than Buses

The School District buildings and grounds may be equipped with video cameras. Video surveillance may occur in any School District building or on any School District property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the Superintendent. (Nashwauk-Keewatin Public School District Policy 712, Video Surveillance Other Than on Buses)

Vehicles for Vocational Purposes

Students in our vocational classes are expected to come prepared for class each day. Parts/materials, etc. needed for projects must be acquired by the student after school hours or on weekends. The area in front of the shop is designated as a non-student parking area. The only students allowed to park in that area will be those who have made an appointment **with** the instructor to work on their vehicle for that day. When work is completed on the vehicle, the vehicle needs to be moved to a legal parking area.

PART II – ACADEMICS

Alternative Educational Opportunities

Some students may be at risk of not completing their educational programs. The School District provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about the program should contact the Superintendent at 218-885-1280 ext. 51234 (Nashwauk-Keewatin Public School District Policy 605, Alternative Programs).

Course Credit Requirements for High School Grades 9-12

In order to receive a diploma, students must successfully complete at least **23** credits in grades 9-12 and comply with the following high school level course requirements:

Subject Area Credits Explanation

Language Arts	4	Must be sufficient to satisfy all academic standards in the english language arts
Mathematics	3	Algebra I is required by the end of eighth grade. Algebra II is also required.
Science	3	Must include one biology credit and one credit in either chemistry or physics plus an additional elective credit.
Social Studies	3.5	Must include United States history, geography, government and citizenship, world history, and economics, OR three credits of social studies, including at least United States history, geography, government and citizenship, and world history, and one-half credit of economics in a social studies, agriculture education or business department.
Fine Arts	1	A career and technical education course may fulfill an arts credit.
Health	.5	
Phys. Ed.	.5	
Electives	7.5	
Total	23.0	

Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from **NKHS**.

The method of calculating grade point average (GPA's) for students will be based on the following system:

A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67
B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00

**Extenuating circumstances may allow a P (passing grade). The Pass/No pass system does not affect GPA.

Weighted Grading

The NKHS Board of Education has adopted a Weighted Grade Point System at the high school.

A = 4.50	B = 3.50	C = 2.50	D = 1.50
A- = 4.17	B- = 3.17	C- = 2.17	D- = 1.17

B+ = 3.83 C+ = 2.83 D+ = 1.83 F = 0.00

The courses to be included and the values assigned to the grades earned in these courses are as follows: All CIS courses.

Senior Seminar

Seniors in good academic standing, are on-target for graduation, have a cumulative GPA of 3.667, and a 95% attendance rate are eligible to apply for senior seminar. The student will conference with the school counselor, and gain approval by the high school principal, or designee, in order to participate. This offering will count for 0 credits toward graduation, and is revocable by the building principal if academic, or attendance concerns arise.

Honor Graduates

Students graduating with a 3.0 grade point average (GPA) will be designated as Honor Graduates and an asterisk will appear before their name in the Commencement Program. Students who graduate with a 3.5 GPA will be designated as having graduated with High Honors and will wear a gold cord at graduation, and two asterisks will appear before their name. Valedictorian and Salutatorian will continue to be the #1 & #2 GPA's in the class. The only GPA used to calculate this honor will be the cumulative GPA after the first semester of a graduate's senior year.

Honor Rolls

After each quarter students achieving a 3.0-3.669 GPA for that quarter will be designated as students achieving B Honor Roll status. 3.670-3.999 "A" Honor Roll status and anyone with a 4.0-4.3 receive 4.0 Honor Roll status. Post-secondary institutions do not award quarter grades, which are the grades NKHS uses to determine honor roll status.

Make-Up Work

Every absence requires make-up work, which may be assigned by the teacher. The responsibility for completing this work rests with the student. It must also be understood that a large part of what happens in the classroom cannot be made up and is lost education due to absenteeism whether excused or unexcused. Students will be responsible for any assignment and/or test given in their class on the day they return to school for any absence including suspensions. Students should consult each teacher or review the syllabus for late work policies for each class.

Minnesota Academic Standards

All students must satisfactorily complete required Minnesota Graduation Standards

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any tests or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the School District's "Student Discipline" policy.

Extended School Year Opportunities

The School District provides extended school year services to a student when the student's IEP team determines the services are necessary to provide a free and appropriate public education.

For more information on extended school year opportunities for students with an IEP, contact the Special Education Director.

Field Trips

Field trips may be offered to supplement student learning. Field trips may be optional and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, related directly to a course of study, and require student participation.

Grades

Students' grades will be reported during the year. Report cards will be mailed to parent/guardian by request. Online grade reports may be reviewed through Campus portal. All parents will be issued a username and password that they will receive at the open house conferences at the beginning of each school year. If you would like a demonstration or updated login information it can be obtained by contacting the school at 218-885-1280. Ongoing progress reports are available through the Campus portal as well as upon request by calling the school.

A+ 100% or higher	B+ 88-89.9%	C+ 78-79.9%	D+ 68-69.9%	F 0-59.9%
A 93-99.9%	B 83-87.9%	C 73-77.9%	D 63-67.9%	
A- 90-92.9%	B- 80-82.9%	C- 70-72.9%	D- 60-62.9%	

Elementary Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The School District asks for parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. There are some essential activities that parents can do to support their children's learning:

- Set aside a specific time every evening for homework and learning.
- Reading homework will consist of the student reading for 20 minutes each night.
- Reading aloud with a child is one of the most effective techniques for reading proficiency and is encouraged for a student to meet his/her reading homework requirement.

Children need to see their parents/guardians and other adults read a variety of information which models the importance of this lifelong skill. Math skills are needed to be practiced daily by completing homework which takes from 10-20 minutes per day.

Acceleration, Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year. Retention or acceleration of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The Superintendent's decision shall be final. (Nashwauk-Keewatin Public School District Policy 513, Promotion, Retention, and Program Design)

Report Cards/Progress Reports

Report cards will be prepared at the completion of each nine-week instruction period. You are encouraged to follow your student's progress routinely using the available, secure "Parent Portal" link on the school's web site www.isd319.org. You will be issued a secure password giving you access to your student's grade book/attendance area in each of his/her classes. Reports are not mailed home. If you do not have Internet access and require a paper copy of all progress reports/report cards, please notify the office.

Standardized Testing

Each year, students 3rd through 8th grade, 10th and 11th grade participate in standardized achievement tests as required by the state of Minnesota and the federal government. More information regarding standardized testing and its use in public schools is located at:

<https://education.mn.gov/MDE/fam/tests/>

Families have the right to opt out their learners out of standardized testing. A form for families to opt their students out of standardized testing can be found here:

<http://www.isd319.org/assessments--9>

Summer School

Summer school educational services and instruction shall be directed toward the fulfillment of the goals and objectives of the educational program and graduation requirements of the School District. For more information, contact the building Principal at 218-885-1280 Ext. 51150

Parents' Right to Know

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

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

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

School Districts must notify parents of children attending Title I schools that they can request information regarding their children's teachers, including, at a minimum, information on (1) completion of state requirements for licensure and certification; (2) emergency or other provisional status; (3) educational background; and (4) whether paraprofessionals are serving the child and, if so, the paraprofessionals' qualifications.

Parents can request information about teachers. Under the Every Student Succeeds Act (ESSA), parents have the right to request information regarding the professional qualifications of their student's classroom teachers. Parents who would like to receive this information should write to the Human Resource Department, Attn: Colleen Poderzay, Nashwauk-Keewatin Public Schools, 400 2nd St. Nashwauk, MN 55769.

Parents can designate which of the following information they want:

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

PART III – RULES AND DISCIPLINE

Attendance

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the "Student Attendance Policy in *Appendix 5* (Nashwauk-Keewatin Public School District Policy 503, Student Attendance)

Each course will have classroom participation expectations determined by the instructor. **It is important for parents/guardians and the student to understand that the school controls the determination of whether an absence will be considered excused or unexcused.** If total absences, both excused and unexcused, in any class, exceed 10 for a semester, credit may be pulled based on administrator's discretion. The principal may require the student to make up class time outside of the regularly scheduled school day in order to recover the credit. The student will remain in the class the remainder of the semester and will need to earn the necessary credit the following year. An "awareness" letter will be mailed to the parent/guardian upon 5 total absences, both excused and unexcused, in any class, along with a copy of the attendance report.

A. *EXCUSED*

- a. Examples of excused absences which are acceptable are: sickness of the student, death in the student's family, dental, medical or mental health appointments (that couldn't be scheduled outside the school day), required court appearances, religious

holiday observance, inclement weather/late busses, impassable roads, school sponsored activities, removal due to suspension, trips taken with the family when cleared with the Principal's office by a parent/ guardian before the absence occurs. Excuses other than those listed above must be cleared by administration.

- b. For an absence to be considered excused, the school must receive a written note or phone call from the parent/guardian of the student within 48 hours or an hour of after school detention **may** be issued. The phone call or note must identify the specific reason for the absence. Failure to provide this information will result in the absence being considered unexcused. Parents/guardians are expected to make appointments outside the regular school day.
- c. Any student utilizing a pre-excused absence must have the parent/guardian/staff person notify the school office and all teachers at least three (3) days prior to the absence. The student is responsible to have all work/tests completed prior to leaving. Failure to follow this procedure will result in those days being considered unexcused. Pre-excused absence may be used for the following reasons: Family vacations/trips (families are encouraged to plan trips around the school schedule so students do not have to miss school); planned medical procedure, court dates.
- d. Students who belong to a team, club or school organization are considered present when traveling on a field trip and/or other school activities. The student's name must appear on an official list presented to the office prior to the field trip or activity in order to be considered excused. **These extracurricular participants are responsible for all make-up work.** In order to be absent from school for a school-related event, students must have a passing grade in all classes in which they will miss and receive permission from teachers of the missed class, or principal/designee.

B. *UNEXCUSED*

- a. Any reasons for absences not covered in the above sections will be considered unexcused. If a parent/guardian or student is uncertain about how a specific absence will be treated, it is best to call the school office to inquire prior to the absence. This will result in smooth operation of the attendance policy and facilitate communication between home and school.
- b. If a student reaches 7 absences, Family Services will be contacted as required by State Statutes to file a Truancy Petition. Students will be dropped from the school roll for excessive absenteeism or unexcused absences.

C. *EXEMPT*

- a. Students who belong to a team, club or school organization are considered exempt when traveling on a field trip and/or other school activities. The student's name must appear on an official list presented to the office prior to the field trip or activity in order to be considered exempt. These extracurricular participants are responsible for all make-up work. If possible, this work should be completed before leaving.
- b. A student may also be considered exempt if, prior to the absence, the student gets approval from the principal. This exemption will be based, in part, on the educational value of the event attended.

- c. Exemptions due to extenuating health or mental illnesses may be approved at the principal or counselor's discretion only with medical professional documentation on file.
- d. Funerals will be exempt the day of the funeral and other days as seen fit by administration.

D. *SUSPENSIONS*

- a. Absences for suspensions (in-school/out-school) do not count as part of the total absences but are considered a day the student is not participating in their scheduled classes.
- b. Students will be responsible for any assignment and/or test given in their classes on the day they return to school.
- c. Suspended students are not allowed to attend or participate in extracurricular activities during their suspension. A student suspended on the last school day of a week is not allowed to participate in an extracurricular activity until the next day school is in session.

E. *TRUANCY*

- a. An unexcused absence, even for one hour during a day, is considered truancy. Loss of points and a lowered grade could result. Teachers, at their discretion, can assign additional consequences, which may include detention.
- b. Students with **3 unexcused absences** will be sent a letter notifying parents/guardians of the problem. If a student reaches **5 unexcused absences**, a meeting will be held involving 1 or more of the following individuals: the student, parent, assistant principal, Truancy Prevention Specialist, Family Services and a representative from the team with an attendance/behavior contract possibly being signed. Upon **7 unexcused absences**, Family Services will be contacted as required by State Statutes to file a Truancy Petition.

F. *TARDINESS*

- a. A student entering class in the first 10 minutes without a pass is considered tardy. Being tardy for class will result in loss of class participation points. Being on time for class is a classroom expectation. Students tardy for class are not meeting participation expectations. Loss of points and a lowered grade could result. Teachers, at their discretion, can assign additional consequences, which may include detention. **Consequences for tardies will be progressive: 1-3 warnings, 4 detention. Excessive tardiness may result in parent meetings and additional detention.**

G. *ACTIVITIES*

- a. A student must be in attendance for the full day to be eligible to participate in practice or in games. The Administration may waive eligibility requirements because of extenuating circumstances. Students attending games/events may not leave to go to the vehicle during the event and come back to the game unless they pay the admission fee. Students may not use back/side doors or prop doors open when entering or leaving the game/event.

ABSENT...WHAT SHOULD I DO?

Before school on the day after an absence, the student must report to the office for an admit slip. The admit slip must be given to each teacher. A parent or guardian must call the school or send a note to excuse the absence. An Instant Alert will go out to the guardian of a student not accounted for at 10:00 a.m. daily. If the parent or guardian does not call the school,

the absence will be unexcused. If a student is marked as unexcused from any hour, progressive consequences will occur. If a student believes there is an error, it is that student's responsibility to correct that absence before the consequence is issued.

Bullying Prohibition

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The School District cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the School District and the rights and welfare of its students and is within the control of the School District in its normal operations, the School District intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the School District in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior (Nashwauk-Keewatin Public School District Policy 514, Bullying Prohibition Policy)

Definition: For detailed definitions of bullying, cyber bullying, harassment, disability harassment, religious harassment, sexual harassment, hazing and violence, refer to the District's policy manual.

Nashwauk-Keewatin Schools believe that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation, or bullying are forms of dangerous and disrespectful behavior that will not be tolerated.

Violation of policy: It shall be a violation of this policy for any pupil, teacher, administrator, contractor or other school personnel of the district to harass, bully or threaten a pupil, teacher, administrator, contractor or other school personnel through conduct or communication of, but not limited to, sexual, religious, racial, or disability related nature.

Reporting Intimidation, Harassment, or Bullying Behavior: Any student who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by a student or school personnel, or any person with knowledge or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward a student should immediately report the alleged acts. The report may be made to any staff member. The staff member will assist the student in reporting to the principal or other district personnel. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. False accusations or reports of bullying against another student are prohibited. An online anonymous report may be submitted through the school website: <https://www.isd319.org/>

Investigation Intimidation, Harassment, or Bullying Behavior: The School Principal or their designee will appropriately and promptly investigate all reports of harassment, intimidation, bullying, or hazing. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the School District's policies and procedures, including the School District's discipline policy. The School District may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

The investigation of all reports will be handled according to District Policy.

Consequences for Bullying:

1. Verified acts of bullying shall result in intervention by the building Principal or his/her designee that is intended to ensure that the prohibition against bullying behavior is enforced.
2. Bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one response to bullying. While conduct that rises to the level of "bullying" as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (such as, but not limited to, detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building Principal.
3. Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The School District shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the School District, and foster student, parent, and community participation. Disciplinary action taken against a non-related student, for reasons of student privacy, will not be shared or discussed with non-related families or guardians.

Credit Recovery

The NK school district may provide credit recovery opportunities outside of the regular scheduled school days. Credit recovery opportunities will be approved by administration and school counselor.

Detention

After school detention is a disciplinary measure, which is used as a deterrent to several school rule infractions. When a student is assigned to detention, he/she is expected to be there on the exact days that are specified by the principal/administrator or teacher. If a student doesn't complete the detention within 1 week from issue they will be assigned a day of ISS or OSS.

Activity participation rules will then go into effect for the day when suspension is served. The staff person issuing the detention is responsible for the call to parents/guardians prior to the student serving the detention. Parents/guardians are responsible for transportation home following the consequence.

Discipline Policy

Students are expected to follow all school and classroom rules. Reasonable behavior is what is expected. Respect for school personnel and your fellow students will be the best guides in deciding what these reasonable behaviors are. Willful defiance or disrespect will not be tolerated and will be met with whatever corrective and/or punitive measure is necessary to effect the required change. The principal may impose or recommend longer suspension, expulsion, or any other discipline as appropriate on a case-by-case basis. **Notice:** No written policy can adequately address each and every specific situation regarding pupil conduct. In general, a student may be subject to disciplinary action for willful violation of school rules, willful conduct that materially and substantially disrupts the rights of other pupils or the property of the school. ISD 319 reserves the right to use administrative discretion in the punishment phase of this discipline code. Each situation encountered may be different, and under certain circumstances, may require special considerations.

Health and Safety

Students must comply with all health and safety measures put into place due to CDC guidelines. Unsafe behavior and noncompliance may result in the student being sent home. Behavior may result in disciplinary consequences as well.

Buses – Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The School District's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The School District will not provide transportation of students for whom transportation privileges have been revoked.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pickup time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the School District under adopted administrative discipline procedures. All school bus/bus stop misconduct will be reported to the School District's transportation safety director. Serious misconduct may be reported to local law enforcement.

Backpacks, Heavy coats, Blankets

Students shall not bring backpacks (unless they are see-through), heavy or long jackets or blankets to class for safety reasons.

Cell Phones and Other Electronic Communication Devices at Elementary

Keewatin Elementary School recognizes that cell phones have become a common part of everyday life for parents and students. However, the administration and faculty believe that the use of cell phones in school must be limited. **No cell phones are allowed in classrooms during the school day.** Students are not allowed to have their cell phones on from 8:00 AM to 2:40 PM without permission from school personnel. The first time a student violates this rule, the cell phone will be confiscated and the student may pick it up in the office at the end of the day. On the second and each subsequent offense thereafter, the parents may pick up the phone in the office at the end of the day. Using a cell phone to take pictures in the restroom will be considered bullying and/or harassment and may result in a suspension and possibly legal action. Refusal to give the cell phone to a teacher or administrator when directed will be considered insubordination. Keewatin Elementary School is not responsible for any cell phone that is lost, damaged or stolen.

Cell Phones and Other Electronic Communication Devices at High School

No cell phones are allowed in classrooms during the school day. The first time a student violates this rule, the cell phone will be confiscated and the student may pick it up in the office at the end of the day. On the second and each subsequent offense thereafter, the parents may pick up the phone in the office at the end of the day. Using a cell phone to take pictures in a locker room or restroom will be considered bullying and/or harassment and may result in a suspension and possibly legal action.

Refusal to give the cell phone to a teacher or administrator when directed will be considered insubordination. Nashwauk-Keewatin High School is not responsible for any cell phone that is lost, damaged or stolen.

Students are allowed to use cellular phones before school, after school, between class periods, and during their lunch shift. Cell phones are not to be used during any class period unless directed to by the teacher. Use of phones outside this time will result in consequences.

1st offense: confiscation, possible detention, device will be returned at the end of the day.

2nd offense: confiscation, detention, parent/guardian will be required to pick up the device.

3rd and subsequent offenses: confiscation, possible suspension for the day and parent/guardian will be required to pick up the phone.

In accordance with Minnesota State High School League rules, cell phone use will not be permitted in locker rooms or restrooms. Cameras are not allowed in the locker room or in any place where there is an expectation of privacy during the school day. Phone use during lockdown or fire drills is not allowed. Students are not permitted to take photographs or video footage of any student or staff without expressed written consent of all parties involved. Any such act will result in appropriate disciplinary action as determined by Administration.

Confiscated cell phones may be used in school investigations. Students are responsible for all material on cell phones (images, pictures, video, text messages, audio messages, songs, etc.). Students may receive disciplinary action for possession of inappropriate content on cell phones or other electronic devices.

The district is not responsible for lost, stolen, or damaged cell phones or personal electronic devices.

Discipline

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the complete “Student Discipline” policy in *Appendix 7*. (Nashwauk-Keewatin Public School District Policy 506, Student Discipline)

Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom)

Inappropriate clothing includes, but is not limited to, the following:

- Shorts/skirts/dresses/rompers that are too short, tops that expose the midriff, see-through clothing, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, violent, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in School District policy.
- Any apparel or footwear that would damage school property.
- Hats, bandanas, and hoods are to be removed in the building except with the approval of the building Principal (i.e., student undergoing chemotherapy, medical situations).

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or proposes a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified. (Nashwauk-Keewatin Public School District Policy 504, Student Dress and Appearance).

Drug-Free School and Workplace

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

Students who have prescriptions must comply with the School District's "Student Medication" policy. The School District will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency. (Nashwauk-Keewatin Public School District Policy 418, Drugs and Alcohol)

Harassment and Violence Prohibition

The School District strives to maintain a learning and working environment that is free from harassment and 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, or disability. For detailed information on the School District's "Harassment and Violence Prohibition" policy, see *Appendix 8*. (Nashwauk-Keewatin Public School District Policy 413, Harassment and Violence)

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the School District's "Student Discipline" policy. For detailed information on the School District's "Hazing Prohibition" policy see *Appendix 9*. (Nashwauk-Keewatin Public School District Policy 526, Hazing Prohibition)

Internet Acceptable Use

All School District students have conditional access to the School District's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the School District's system is a privilege, not a right. Unacceptable use of the School District's computer system or the Internet may result in one or more of the following consequences:

- Suspension or cancellation of use or access privileges
- Payment for damages and repairs
- Discipline under other appropriate School District policies, including, but not limited, to suspension, expulsion, or exclusion
- Civil or criminal liability under other applicable laws.

A copy of the School District's "Internet Acceptable Use" policy is available at the main office.

Students will receive a copy of the School District's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the School District's computer system. All students who wish to use the School District's computer system must sign the Internet Use Agreement from the main office.

Sexual Harassment Policy

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

GENERAL STATEMENT OF POLICY

- A. The Nashwauk-Keewatin School District provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. Every school district employee shall be responsible for complying with this policy.
- C. The school board hereby designates Human Resource Officer/Administrative Assistant, Colleen Poderzay, 400 2nd Street, Nashwauk, MN 55769, cpoderzay@isd319.org, as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

Visitors

Visitors are permitted to park in designated School District visitor parking areas. Unattended vehicles left in other locations on School District property may be towed at the owner's expense. The bus loading zone is located on the east side of the building. The bus loading area is a "No Parking Zone," for visitors.

Tobacco-Free Schools

School District students have the right to learn and work in an environment that is tobacco free. Students are violating school policy when they possess any type of tobacco, tobacco related device, electronic cigarettes, and vapes (with or without tobacco) in a public school, on school grounds, in any school owned vehicles, or at any school events or activities. Any student who violates this policy is subject to School District discipline. Contact the building Principal at 218-885-1280 X51150 if you have any questions or wish to report violations. A violation of this policy does not occur when a part of a traditional Native American spiritual or cultural ceremony. A violation of this policy does not occur when an adult non student possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose (Nashwauk-Keewatin Public School District Policy 419, Tobacco-Free Environment)

Vandalism

Vandalism of any District property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in School District policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to: any firearms (loaded or unloaded), airguns, pellet guns, BB guns, all knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The School District does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum; immediate out-of-school suspension, confiscation of the weapon, immediate notification of police, parent or guardian notification, and recommendation to the Superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to School District discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact the Superintendent. (Nashwauk-Keewatin Public School District Policy 501, School Weapons Policy)

High School Discipline Code

When groups of people live and work together in a community, rules are necessary for the protection of everyone. Nashwauk-Keewatin High School is a community of students who must

live by a few simple, easy to understand, and readily acceptable rules. Below is a summary of the violations of school rules and the consequences that shall be imposed should the student choose not to abide by the rules. These offenses violate the discipline code when they occur during the school day, and also include violations during extracurricular events. Consequences may be changed at the discretion of administration.

VIOLATION	1ST OFFENSE	2ND OFFENSE	3 RD OFFENSE
Tobacco/E-cigarette Use/Possession and/or paraphernalia	1 Day ISS Vape Education	ISS/OSS MyLifeMyQuit	Refer to Police/Trtmt Out of School Suspension
Alcohol/Drug use or possession	Out of school suspension Refer to police	Out of school suspension Refer to Police	Expulsion considered Refer to police
Drug Sales/Distribution	Expulsion & Refer to Police		
Fighting	Out of school suspension Refer to police	Out of school suspension Refer to police	Expulsion considered Refer to Police Admin. Discretion
Assault/Verbal and physical	Suspension based on severity Refer to Police	Expulsion considered Refer to Police	Adm. Discretion Refer to Police
Vandalism	Out of school suspension Restitution	Out of school susp. Restitution	Expulsion considered
Theft	Restitution/Refer to Police Out of school suspension	Restitution/Refer to Police Out of school suspension	Expulsion considered Refer to Police
Disruptive conduct	Detention	Detention & Parent Conference	Removal from class
Insubordination/ Inapprop. language/misconduct	Parents Contacted , Student Conference	Parent Meeting	Out of school suspension
Fire Equipment Misuse	Expulsion considered Refer to police/Restitution		
Weapon possession	Expulsion by statute/Refer to Police		
Misconduct at Extracurricular Events	Removal from event	Removal from event Suspension	Banned from attendance
Harassment	Suspension possible based on severity	Refer to Police Suspension based on severity	Refer to Police Administrative Discretion

Bullying/Hazing/ Racial, Religious, Sexual, Disability related, or other forms of harassment or Cyberbullying	Suspension based on severity Refer to District Harassment Officer	Refer to Police Parent Conference Suspension	Refer to Police Administrative Discretion
Electronic Devices	Confiscate, return at the end of the day, 1 hr. detention	Confiscate, parent pick up 2 hrs. detention	Confiscate, parent pick up, suspension.

VIOLATIONS (additional)	MINIMUM DISCIPLINARY ACTION (Not all inclusive-will be dealt with on an individual basis)
Driving/riding in vehicle During school hours	Suspension and parent conference. Trespass notice issued. Refer to police when buses are present.
Arson	Expulsion and refer to police.
Bomb Threat/Shooting threat	Suspension and refer to police. Possible expulsion.
Fireworks in school	Suspension/possible expulsion, refer to police.
Forgery	Detention, parent/guardian conference, possible suspension.
Cheating	Fail test/assignment-teacher may recommend detention or suspension.
No passes in hallway	Possible detention
Gang activity or graffiti	Suspension or expulsion
Skippping Class	Detention/Suspension Parent contact/conference
Leaving campus without permission	Suspension

PART IV – HEALTH AND SAFETY

Accidents

All student injuries that occur at school or school-sponsored activities should be reported to the school nurse or Building Principal in the main office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the Principal or other District leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Crisis Management

The School District has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan. The “Crisis Management” policy addresses a range of potential crisis situations in the School District and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The School District will conduct lockdown drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures. A copy of the Crisis Management Policy can be found on the website or upon request at the main office. (Nashwauk-Keewatin Public School District Policy 806, Crisis Management Policy)

First Aid

The nurse’s office in each building is equipped to handle minor injuries requiring first aid. If the nurse’s office is not open, assistance can be sought from the building’s administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a

parent/guardian will be contacted depending on the situation. The District has installed automated external defibrillators (AEDs) in each of the buildings. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

It is the policy of the school board that students with communicable diseases should not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the School District. A procedure for minimizing interruptions to learning resulting from communicable disease will be established by the School District in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable disease will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes in contact. The School District will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others (Nashwauk-Keewatin Public School District Policy 420, Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)

Head Lice and Bed Bugs

When a case of head lice or bed bugs is suspected, the student will be evaluated by the school nurse. If a live lice bug or a bed bug is found, staff will notify the parent/guardian to arrange for the student to be excused from school for the remainder of the day. Siblings may also be checked. In order to return to school, the student must have received proper treatment and all live bugs must be removed. All lice nits should be removed to prevent re-infestation. The school nurse handles head lice and bed bugs in a confidential manner. In cases of repeated absences due to infestations, the school nurse may call for a meeting with the parent/guardians and the school counselor to discuss effective head lice treatment options. The most effective screening occurs when parents check their own children at home. Please perform weekly head checks on your student for head lice. More information regarding head lice and bed bugs is available in the school nurse's office.

Health Service

The student health office is staffed by a trained school nurse. Students who become sick at school should notify their teacher and school nurse. The school nurse will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. Please contact the building secretary at 218-885-1280 X 51151, elementary or X 51102, HS, to report such absences.

Immunizations

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment. Students may be

exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parent/guardians or student. The School District will maintain a file containing the immunization records for each student in attendance at the School District for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse at 218-885-1280 X51154. A copy of the Immunization Requirement Policy can be obtained on the District website or upon request from the main office. (Nashwauk-Keewatin Public School District Policy 515, Immunization Requirements)

Indoor Air Quality Notification

Nashwauk-Keewatin School District has an Indoor Air Quality (IAQ) management plan. The management plan outlines specific policies and procedures that will be used in the district to address indoor air quality issues. IEA, the District's health and safety consultant, completes annual IAQ assessments within the school to ensure proper air quality.

If you have any questions concerning IAQ, or would like to use the EPA Tools for Schools checklists, please contact the District Safety Team lead: Max Torgerson (218) 885-1280 ext. 51101

Medications at School During the School Day

The School District acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school required a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirement for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left in the Nurse's office or with main office personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to School District policy and procedures, medications administered as noted in a written agreement between the School District and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). The School District is to be notified of any change in a student's prescription medication administration (Nashwauk-Keewatin Public School District Policy 516, Student Medication)

Pesticide Application Notice

The School District may plan to apply pesticide(s) on school property. To the extent the School District applies pesticides, the School District will provide a notice by September 15 as to the School District's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice (Nashwauk-Keewatin Public School District Policy 807, Health and Safety Policy). Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticides on children can be requested by contacting the Facilities Director at 218-885-1280

AHERA Annual Asbestos Notification

The following asbestos management plan activities have been or are currently being completed. These activities are pursuant to the Environmental Protection Agency 40 CFR Part 763- “Asbestos Containing Materials in Schools; Final Rule and Notice.”

- One AHERA Third Year Inspection and One Semi-Annual Periodic
- Surveillance Inspection
- Asbestos Repairs
- Notification of Asbestos Locations for Short-Term Workers (Electricians, Plumbers, etc.)
- Training of District Personnel

Nashwauk-Keewatin School District has contracted through the Institute for Environmental Assessment (IEA) to provide Environmental, Health and Safety consulting services, including being involved in the above listed activities.

Safety

The safety of students on campus and at school-related activities is a high priority of the District. While District-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

Safety Drills

Drills including fire, severe weather and lockdowns will be held periodically throughout the school year. Procedures for dismissal in case of a fire alarm are posted throughout the school building. Teachers will also advise students concerning classroom exit and drill procedures.

Trespassing

Minnesota Statutes 609.609 makes it a misdemeanor for any person or persons to be found in a school building unless the persons:

- are enrolled students or their parents;
- have reported to the school office or have permission to be in the building.
- are attending an event to which the public is or the individuals are invited.

School Security

To better provide for the safety of our students and staff a security system is in place in District buildings and grounds. **ALL** cameras are operational 24 hours every day.

School entrances are to remain locked at all times during the school day. Doors to the school building should never be propped open or left ajar. This is done for the security of the students and staff at ISD 319 schools. ISD 319 utilizes the services of local law enforcement officials in punitive, investigative and/or legal matters that may arise.

Visitors in District Buildings

Parents/guardians and community members may enter the school when participating in meetings or conferences. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. **All visitors will be required to sign in at the main office.** Visitors must have the approval of the Principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with School District procedures or if the visit is not in the best interest of the students, employee, or the School District. Students are not allowed to bring visitors to the school without prior permission from the Principal. There will be no student visitors brought by another student to class during the first week and last week of the school year. (Nashwauk-Keewatin Public School District Policy 903, Visitors to School District Buildings and Sites)

ISD 319 iPad/Chromebook Policy Introduction

Note: "Device(s)" in this section refer to iPads (Grade K-6) and Chromebooks (Grade 7-12)

The purpose of the ISD 319 School District 1:1 Digital Learning Initiative is to improve engagement, personalization of student learning, and equitable technology access for all students. Students will utilize technology to enhance daily learning and be prepared for success in post-secondary options.

The policies, procedures, and information apply to all technology and devices used in ISD 319. Parents and students must sign and return the Consent form before the device can be issued to their child.

Terms of the iPad/Chromebook

Devices will be distributed at the discretion of the District Administration upon confirmation that the Student-Parent Agreement form has been signed.

Legal ownership of the device remains with the District. The use of the device is a privilege extended to students and is conditioned upon compliance with the requirements of this handbook, the District's Acceptable Use Policy, and all other District policies.

Student devices and accessories will be checked in at the end of each school year at a date and time determined by the Administration. Students who graduate early, transfer, withdraw, or are suspended or expelled will return the device and accessories at the time of withdrawal. Students returning to school the following year will be issued the same device that was previously assigned to them. If a student fails to return the device at the end of the school year or upon withdrawal from ISD 319, the student's family will be responsible for the replacement cost of the device. Failure to return the property in a timely fashion may result in the involvement of law enforcement.

The devices will be subject to routine and frequent monitoring by teachers, administrators, and/or technology staff. Users have no expectation of privacy when using District-owned equipment or technology systems. Any Nashwauk-Keewatin staff member may request that a student turn in the device to them for monitoring at any time.

The District reserves the right to repossess the device and accessories at any time if the student does not fully comply with the terms of this Handbook. The District may also choose to limit and/or withdraw home use privileges for failure to comply.

Software and apps will be managed by the District due to the need to comply with licensing agreements.

If technical difficulties arise with a device, or non-conforming content is discovered, the device will be restored by technology staff. If technology staff need to restore a device, the District is not responsible for the loss of any content put on the device by the student.

Each device has identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the device itself, the case, or charging equipment in any fashion.

Students in grades K-8 will be issued an iPad. Students in grades 9-12 will be issued a Chromebook. Grades 7-12 will take them home every day., and Students in grades 5 and 6, may take them home for special projects and activities, per teacher discretion. The district remains the owner of the device, but the student is responsible for caring for it, much like other district-issued equipment like textbooks and athletic equipment.

Overview

The following requirements and guidelines apply to the Device Implementation initiative.

Student Responsibilities

Students are expected to use the device appropriately for educational purposes.

Students are expected to have their device in school each day with a fully-charged battery. A limited number of loaners may be available on a first-come, first-serve basis. Students may not use a loaner more than three times a semester. Forgetting a device or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. Repeated failure to bring the device to school or failing to charge the battery may result in the loss of home privileges for the student.

Students are responsible for downloading any necessary documents, assignments, and/or materials from their teachers. If a family does not have wireless access at home, students must do this before school, during the school day, or after school. There may be a limited number of hotspots for use at home.

Students may load only those photos needed for classroom assignments on their District-owned device and all content must comply with the Acceptable Use Policy. Students may not change the lock screen settings once their picture and name have been set. They may change their home screen photo.

The use of music on the device during instructional time will be at the discretion of the classroom teacher. Music storage is limited to music stored for school project and assignment use. Personal music storage is prohibited. Music streaming is prohibited during school hours.

The presence of inappropriate music or photos, as determined by school officials, may result in the loss of the device and/or other disciplinary actions.

Students may not install software, download apps, or attempt to reconfigure the software of the device in a manner that does not comply with District use. If non-conforming apps or software are discovered on District-owned devices, the devices will be restored to the school set of software, and disciplinary action may be enacted. Tech staff are not responsible for saving, restoring or backing up documents, music, or photos that students may be storing on the devices. A factory reset on the device may be performed at any time.

Students are encouraged to store documents, worksheets, notes, and other files on their iPad, but they must be responsible for backing up or saving all work to other media. Students must either email documents to themselves as a backup, or they may use a cloud-based storage account such as Google Drive. Loss of data is not the responsibility of the district and is not a valid excuse for not turning in work.

Students attempting to hack or jailbreak the device will be subject to disciplinary action.

Students will not be allowed to personalize the device or case provided by the school. There will be no stickers or other decorative paper or tape allowed.

If students choose to set a passcode for their iPad, they are required to inform district technology staff any time they set or change it.

Wireless printing will not be available from the devices. Nashwauk-Keewatin is promoting a paperless environment. Students are encouraged to use email and Cloud storage solutions.

Students are expected to follow the District Technology Acceptable Use Policy signed by parents or guardians and students at the beginning of each school year.

Students are expected to notify district technology staff of any damage, loss, or theft within 24 hours.

Parent Expectations

The District asks for the parents' support in communicating with their children about the standards of appropriate content and helping to monitor the use of the device at home.

Parents are responsible for filling out and signing the Student-Parent Agreement form. If necessary, parents are expected to assist their child in filling out any forms needed to report theft or damage within 24 hours of the damage occurring.

Parents are encouraged to become familiar with the device and help ensure the use of the technology to track their child's progress. The device allows parents and students to view teachers' assignment calendars, track homework, and monitor progress toward coursework completion.

Parents should help to ensure that only the student and parents use the school-assigned device.

Students are strictly prohibited from:

1. Any action that violates existing school board action or public law.
2. Sending, accessing, uploading, downloading, or distribution of offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
3. Cyberbullying.
4. Changing of the iPad settings. Exceptions include personal settings such as font size, brightness, etc.
5. Bypassing the Nashwauk-Keewatin Student web filter through a web proxy.
6. Use of anonymous and/or false communications using any social media or messaging app.

7. Giving out personal information over the Internet. This includes but is not limited to setting up personal accounts such as chat rooms, email, eBay, etc.
8. Gaining access to other students personal accounts, files, and/or data.
9. Use of external devices or attachments without prior approval from administration.
Headphones and wireless keyboards are acceptable.
10. Taking photos or videos of anyone without their permission.

Behaviors and Discipline Related to Student iPad/Chromebook Use

Technology Related Behaviors Violations	Traditional Classroom Violations
Failure to bring device to school	Coming to class unprepared
Missing Cover	Not having required supplies
Email, texting, internet surfing, etc	Passing notes, reading magazines, Games
Damaging, defacing, stickers, etc.	Vandalism/Property damage
Using account belonging to another	Breaking into someone else's Locker or classroom
Accessing inappropriate material	Bringing inappropriate material to school in print form
Cyber-Bullying	Bullying/Harassment
Using profanity, obscenity, racist terms	Inappropriate language, harassment
Sending/forwarding assignment to another	Cheating, copying, assignment, student to use as their own and/or copy plagiarism

Violations Unique to ISD 319

1. Not having a device fully charged when brought to school.
2. Attempts to defeat or bypass the district's internet filter and/or security settings.

3. Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity.

4. Unauthorized downloading/installing of Apps.

Consequences of failure to comply with this handbook or other District Technology Policies

1. First Offense: Student loses device privileges for 24 hours. The device must be left at school for this time period.

2. Second Offense: Students will check in and check out their device from the Technology Staff daily for three weeks. They will not be allowed to bring the device home during that time. The student is still responsible for completing all course requirements on time. Failure to follow this procedure will result in extension of consequences.

3. Third Offense: Three weeks of device privilege suspension. The student is still responsible for completing all course requirements on time. A meeting may be scheduled with the parents/guardians, the student, the principal, and the teacher(s) if necessary.

4. Fourth Offense: The student's device privileges will be revoked for the remainder of the school year. The device and all equipment will be turned in. The student is still responsible for completing all course requirements on time.

General Care Instructions

Device screens should only be cleaned with a soft, dry, clean cloth. Chemical cleaners or liquids, including water, should not be used on the devices.

Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the device. When disconnecting, remove the cable from the device before pulling the cord from the wall outlet.

Devices must be kept in the district provided protective cases at all times.

Students should never put weight on the devices, stack items on top of them or wedge them tightly into a backpack or case. The device cases should not be used as a folder to carry other items including any sharp or pointed items such as pens or pencils.

Liquids, food, and other debris can damage devices. Devices should be closed in cases and away from food and liquids when students are eating. Devices are not allowed in the cafeteria, gym, or fitness center, or bathroom (unless directed otherwise by school staff).

Devices should not be exposed to temperature extremes. Students should not leave the device in any location where the temperature falls below freezing or exceeds 95 degrees. If the device is cold, it should be allowed to warm up to room temperature before use. An device exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use. Do not use any heat or cold source to adjust device temperature.

Security and Theft Prevention

The device may ONLY be used by the student to whom it was assigned or by the parents/guardians of the student. The student may not loan it to another student.

The student is responsible for the security of the device at all times. The device should never be left unsecured. When not with the student, the devices should be secured or stored in a locked location out of view. During after-school activities and/or away events, students are still responsible for securing the device in a locked location.

Students should keep personal information about themselves and others off the device. Password security for network systems should be maintained. It is the responsibility of the student to keep his or her information secure.

Theft must be reported within 24 hours to the appropriate school personnel. Students/parents will be required to fill out a theft report through the local police department.

The devices contain software that can be activated to track and recover missing devices. The District will coordinate with law enforcement to track missing or lost devices.

Damage and Repair

Damage or hardware issues must be reported within 24 hours to Technology Staff. For cases of hardware failure or accidental damage, a loaner will be provided for the student throughout the repair/replacement process. There may be a delay if there are no loaners available.

Students/parents are responsible for the full cost of any willful, negligent, or intentional damage to the device. Failure to pay for willful, negligent, or intentional damage may result in legal consequences.

Students and families will be responsible for maintaining the device in operating condition, which may include repair or replacement charges. Repairs can be made through our school (prepayment required). Repairs will be made at the discretion of the family, and a student may continue to utilize their device if it is still operational (for example, if a screen is cracked). If the device is not operational a replacement device will be issued on a check-in and check-out basis from the Tech Department while the device is being repaired. Students will not be allowed to take a replacement device out of the building without prior approval from the building principal.

Insurance

There will be an insurance option offered through the School District. Families of 7-12 graders may pay \$30 per device for full coverage for a first time repair. A second repair will be 50% covered, and a third repair will be 25% covered. Lost, stolen, or intentional damage is not covered. If families choose not to buy insurance, they are responsible for costs of repair or replacement.

APPENDIX

1. Policy Cross Reference Table

Topic Nashwauk-Keewatin Public School District Policy Number(s)

Alternative Educational Opportunities 605	Harassment and Violence Prohibited 413
Attendance 503	Hazing Prohibited 526
Bullying Prohibited 514	Health Information 420, 516, 518, 530, 806
Complaints 103	Internet Acceptable Use 524
Crisis Management 806	Interviews of Students by Outside Agencies 519
Discipline 506	Nondiscrimination 102, 401, 521, 522, 528
Drug-Free School and Workplace 417, 418	Notification of Violent Students 529
Employment Background Checks 404	Parking on School District Property 527
Equal Access to School Facilities 801	Pledge of Allegiance 531
Extended School Year 508	School Activities 510
Field Trips 610	School Closing Procedures 602A
Fundraising 511	Searches 502, 527
Gifts to Employees 421	Student Dress and Appearance 504

School Promotion and Retention 513
Student Publications and Materials 505, 512
Student Records 515
Student Surveys 520
Tobacco-Free Schools 419

Transportation of Public School Students
707, 709, 710
Video and Audio Recording 711, 712
Visitors in School District Buildings 903
Weapons Prohibited 501

My signature indicates that I read, understand and agree to adhere to the requirements as stated in the policies and procedures published in the **Nashwauk Keewatin Student Handbook**.

Student Signature _____

Parent Signature _____

Date _____