

Student/Parent Handbook



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Aaniin, Boozhoo!



Welcome to Nett Elementary School, the home of the Eagles! We are proud and fortunate to have such a beautiful school tucked away in the north woods region of Minnesota. Our school motto, "Nett Lake Eagles are respectful, responsible, and ready to fly!" applies well beyond our classrooms! Our staff provides a learning environment with academic, social, emotional, and cultural learning opportunities in the most inspiring and nurturing way. We are proud to teach the roots of native life going back hundreds of years, learning about not only subsistence life, but also the admirable innovations that came out of Native American living.

Nett Lake is equipped with the latest technology to enhance learning in a way that induces higher-order thinking, sparks imagination, and builds creative learners to prepare them for the future. We have an iPad for every one of our K–6 students! Our teachers stay well informed with professional development and professional learning communities to deliver creative, student-responsive curriculum and instruction. We have the lowest class sizes in the region. With our committed staff, we are able to provide the individual academic support your child needs. Our partners support us with programs such as the Boys and Girls Club, Head Start, and early learning readiness. Together, we are building a cohesive environment that centers around early learning, nurturing, and raising our kids.

Your child will progress through Nett Lake Elementary School with an encouraging and supportive team of educators and school board. The elementary years are the formative years, so we strive to develop within each child a sense of respect, responsibility, and personal creativity to carry with him/her throughout the coming years! We value your interest in Nett Lake Elementary School. Please come for a visit! Gichi-miigwech.

Thank you for your trust.

Peter G Hardy

Mr. Hardy
Superintendent/Principal



MISSION STATEMENT:

The Nett Lake School District is committed to providing meaningful learning opportunities that support and challenge the academic, social, emotional, and cultural development of students.

Nett Lake Elementary School Faculty and Support Staff

Title	Name	Email	Ext.
Supt./Principal	Peter Hardy	phardy@isd707.org	104
Business Manager	Christine Hampson	champson@isd707.org	103
Secretary	Jeaninie Whiteman	jeaninew@isd707.org	101
Kindergarten/Grade One	Laura Reinsch	lreinsch@isd707.org	121
2 nd /3 rd Grade	Nicole Benner	nbenner@isd707.org	127
4 th /5 th /6 th Grade	Genie Turner	gturmer@isd707.org	132
SLD/EBD	Lee Gillson	lgillson@isd707.org	128
Title I	Michelle Clines	mclines@isd707.org	129
IHSL	Jeaninie Whiteman	jeaninew@isd707.org	156
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Para	Patty Overbye	poverbye@isd707.org	111, 132
Para	Cheryl Skraba	cskraba@isd707.org	111, 127
Para	Cindy Szweduk	cszweduk@isd707.org	111, 121
Cook	Breanne Porter	bporter@isd707.org	151
Maintenance/Custodian	Adrian Jones	ajones@isd707.org	150
Custodian	Lance Kingbird	lkingbird@isd707.org	150
Bus Driver	Tom Burnett	tburnett@isd707.org	150
IT Technician	Curt Glass	techcoord@isd707.org	154

PARTNERS IN YOUR CHILD'S EDUCATION:

Both parents and teachers want the same thing for our children- the best possible education. When we work together, we make a strong team. Here are some ways you can help the school do a better job:

- See that your child attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Be aware of what your child is learning in school.
- Let us know if your child has any problems outside of school that might affect his/her schoolwork.
- If you have concerns or questions about any aspect of our school program, share them with us. Your child's teacher will give you the information you need. If needed, the Superintendent is available, too.
- If someone on the school staff has been particularly helpful to your child, let that person know. We all like to hear good news.

The Student Handbook is comprised of four parts:

- 1) Information;***
- 2) Academics;***
- 3) Rules and Discipline; and***
- 4) Health and Safety.***

PART I – INFORMATION

Arrival and Dismissal Hours

The school is open from 7:30 AM to 3:30 PM. The school day is:

Monday, Tuesday, Wednesday, Thursday	8:00 AM to 3:15 PM
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Student Breakfast will begin at 7:45.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found in the appendix and on the school district's website at <https://www.nettlakeschool.org>

E-Learning Day Plan

In the event of hazardous weather or any other unforeseen circumstance that is deemed unsafe, the school may implement an E-Learning Day. E-Learning Days require students and staff to remain home. Students will be assigned activities to complete and to bring to school for credit. Completion of the activities is important as it counts towards a student's daily attendance. Teachers will be accessible throughout an E-Learning Day should a student or parent need to contact them with questions regarding the assigned activities.

Emergency Drills

Nett Lake School District has put together a Crisis Management Plan that complies with the mandates of the State of Minnesota. We have put a crisis management team in place that will oversee the training and drills that take place each year.

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.

Food in the Classrooms

Students may bring food or treats to their classrooms that is approved by their teacher. Only store bought food and treats that

is prepackage will be allowed. Please notify teachers the day prior to bringing anything into the school.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the superintendent. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day.

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.

Holiday Celebrations and Parties

Holiday Celebrations and Parties will be at the discretion of the classroom teachers. Any parents that do not wish for their child to participate, should notify the classroom teacher.

Legal Alerts

If the school is expected to adhere to a Legal Alert, the most recent court order must be on file in the school office. In the event an issue arises, and no legal paperwork is on file the authorities will be called to assist.

Lunch

Lunch is to be eaten in designated areas only. Lunch times vary by grade levels. Students will be notified of their assigned lunch time on the first day of school. Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home.

Media Release Form

Often times during school functions, photographs are taken of the participating students. These photos may be published in items such as the school calendar and other district promotional flyers. If a parent does not wish for these photographs to be published, the Media Release Form must be completed, signed and returned to school within two weeks of receipt of the form. If we do not receive a signed denial form, we will assume we have your permission to photograph your child and possibly publish his/her photo.

Messages to Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited.

Nondiscrimination

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, including gender identity and expression, or age in its programs and activities. The school board has designated the superintendent 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

Parent/Teacher conferences are held in the Fall and Spring. These conferences are scheduled to enable each parent to have a 15-minute conference with their child's teacher. If there is a need for additional conference time, another time can be arranged which is convenient for parents and teacher. **Parents are encouraged to communicate with teachers at any time there is a question or concern.** For exact dates please see the school calendar on our website - <https://www.nettlakeschool.org>

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America daily. 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. Minn. Statute 121A.11

School Closing Procedures

School may be cancelled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. (Also see E-Learning Days) The superintendent will decide as early in the day as possible about closing school. School closing announcements will be broadcast over WDIO TV as well as an instant alert sent directly to persons with cell phones. Also, information will be shared on our Facebook page.

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 desks and lockers. "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, when 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.

- **Lockers and Personal Possessions Within a Locker**

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers 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 only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school 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.

- **Desks**

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

- **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.

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 institution of post-secondary education. A complete copy of the school district’s “Protection and Privacy of Pupil Records” policy may be obtained at <https://www.nettlakeschool.org>

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 school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students’ parent or guardian.

Transportation (Extracurricular)

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.]

Video and Audio Recording 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 students’ misconduct on the bus.

- **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.

PART II — ACADEMICS

Alternative Educational Opportunities

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students 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, Title One service, homebound instruction, and enrollment in an alternative learning center, among others.

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test 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.

Field Trips

Field trips may be offered to supplement student learning in which students voluntarily participate 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, relate directly to a course of study, and require student participation.

Grades

Students' grades will be reported twice during the year. Report cards will be mailed to parents for review.

Homework

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

Non-Learning Items

We are asking your help in keeping the following items at home: Toys, CD players, electronic equipment (games, iPods, DS players, etc.) and all other non-learning items will be taken from the student and stored in the office to be sent home at the end of the school day. If the student again brings a non-Learning item, his/her parent will be responsible for coming to school to bring the item home. In the event a student has the teacher's permission to bring an item for any reason, the parent will be notified.

Parent Right to Know

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

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

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

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the superintendent.

Summer School

The school district may provide summer school learning opportunities and programs. Notification will be sent out prior to the last day of school.

PART III — RULES AND DISCIPLINE

ATTENDANCE:

Regular school attendance is directly related to success in academic work. It benefits students socially, provides opportunities for important communication between teachers and students, and establishes regular habits of dependability. When your child has been absent for any reason, please send a note explaining your child's absence or call the School Secretary at 757-3102 ext101. For detailed information, see the "Student Attendance" policy on our website at <https://www.nettlakeschool.org>

Attendance Procedure

- A. Attendance Recorded
 1. A student will be counted as present for the morning session (1/2 day) if he/she is in attendance by 9:00 a.m.
 2. A student will be counted as present for the afternoon session (1/2 day) if he/she is in attendance by 1:00 p.m.
- B. Excused

For a student's absence to be excused, it must meet one of the following criteria:

 1. Sickness of pupil: If the illness is for 1 day, a parent note or phone call is required. Illness for two or more consecutive days, a doctor's note is required.

2. Medical or dental appointments: Doctor's note is required.
3. Serious illness/death in the family.
4. Religious observance.
5. Family activities with prior approval by school administrator: Student must make arrangements for makeup work with each teacher prior to their departure.

C. Unexcused

1. All absences not school authorized, not excused, or which are the result of tardiness without a valid excuse occurring more than ten (10) minutes after class has started, shall be considered unexcused.
2. All absences for which timely and proper notification is not provided.
3. Sleeping in, babysitting, shopping, etc.

D. Attendance Monitoring

The following steps will take place when students are absent without the parent/guardian notifying the school:

1. Daily phone calls or home visits to parents when notification of absence or tardiness is not provided to the school by 9:00 a.m.
2. After 3 unexcused absences, a letter sent home reminding parents of truancy law.
3. After 5 unexcused absences, a home visit will be made to parents.
4. After 7 unexcused absences, a truancy/neglect letter will be sent to the parents and the Bois Forte Tribal Court.
5. Continued truancy, additional truancy/neglect letters will be sent to the Bois Forte Tribal Court AND possible notification of educational neglect sent to the Bois Forte Human Services.

E. Tardiness

1. Tardiness will be considered excused/unexcused on the same basis of absences.

Resolution Enforcing the Compulsory Attendance Law for Independent School District #707

WHEREAS: The Nett Lake School District, ISD 707 has experienced a disproportionate share of truancy problems among its student population, and

WHEREAS: the school superintendent has discussed methods of enforcement for truancy with the school board and the Bois Forte Tribal Prosecutor, and

WHEREAS: the Nett Lake School Board will be in compliance with the Minnesota Compulsory Attendance Law M.S. 120.11 to 120.105, and

WHEREAS: to secure compliance with the Compulsory Attendance Law, the school board will bring the truant child under the jurisdiction of the Bois Forte Tribal Court, and

WHEREAS: pursuant to the Bois Forte Tribal Code, section 629 "Failure to Provide Education For Children" which states, "Any Indian person who, without good cause, neglects or refuses to provide his/her children or any children under custody and care, under the age of sixteen (16) years with an education is guilty of an offense", and

WHEREAS: when the facts relating to an alleged violation of the "Compulsory Attendance Law" are presented to the tribal prosecutor of the Bois Forte Tribal Court it shall be that official's decision whether to file a criminal action against the parents pursuant to Section 629 of the Bois Forte Tribal Code.

NOW THEREFORE BE IT RESOLVED: that the Superintendent of ISD 707 is authorized to forward all facts relating to all violations of the Compulsory Attendance Law to the Bois Forte Tribal Prosecutor, and is further authorized to act as the complainant and sign any affidavits in supporting a complaint prepared by the tribal prosecutor and relating to such facts.

Bullying

Bullying means any repeated behavior, action or pattern of interaction that makes another person feel intimidated, fearful or threatened. There are three types of bullying behavior: verbal, which includes such things as name calling, teasing, unkind notes, etc.; physical, which includes hitting, shoving, etc.; and psychological, which includes blackmailing, extorting, spreading rumors, etc. If, upon investigation, it is determined that bullying behavior exists, there will be consequences as prescribed by School Board Policy 514-Bullying Prohibition.

Buses – Conduct on School Buses and Consequences for Misbehavior

The goal of the Nett Lake School is to provide safe, comfortable and efficient transportation service to all our students. To accomplish these goals, we count on the support of the bus driver, school staff, students and parents. The district will comply with all federal and state laws and regulations governing student transportation. Students are expected to follow the same standards of behavior on the school bus as in school. The school bus ride is part of the school day. With regard to the well-being of our students, the bus driver has the same responsibility and authority as any other school staff member. Drivers will report all misconducts to their supervisor who will then report to the student's principal for the administering of discipline.

School Bus Rules:

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 pick-up 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.

1. Arrange for your child to be at the bus stop five minutes before the scheduled pick-up time. Help your child learn his or her route number(s).
2. Teach your children about the DANGER ZONE. The DANGER ZONE is the area ten feet around the bus. This is the area where most accidents occur.
3. Arrange for first time and young riders to be accompanied to and from the bus stop the first few days of school.
4. Understand that bus pick-up and drop-off times are based on existing weather and road conditions.
5. Inclement weather, traffic congestion, road construction, and demographic changes can cause minor adjustments to route times. Parents will be notified about major adjustments in bus schedules that may affect their child.
6. Teach your children to follow School Bus Rules.

Riding the bus to school is a privilege, not a right. MN 121a.59

"Transportation by school bus is a privilege, not a right, for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus, pursuant to written school discipline policy."

Consequences:

Consequences for school bus/bus stop misconduct apply to all routes. Parents or guardians will be notified of any suspension of bus privileges.

The Principal will implement these steps:

1st offense Verbal warning – seat reassignment - by the driver

2nd offense Written warning – parent notification

3rd offense Up to five (5) days suspension from riding the bus

4th offense Up to ten (10) days suspension from riding the bus

Further offenses - Possible loss of all bus privileges for the remainder of year.

Serious offenses that are dangerous or destructive will result in immediate suspension of riding privileges and may include notification of law enforcement officials. The length of suspension and further disciplinary measures will be determined by the degree of the offense. Students damaging school buses will be responsible for the damages. Failure to arrange payment for such damages within two weeks will result in loss of riding privileges until damages are paid.

Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (i.e., field trips or competitions) will be at the sole discretion of the School District.

Parental support of School Bus Rules helps us ensure a safe, comfortable ride every day throughout the school year.

Cell Phones and Other Electronic Communication Devices

Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures. Nett Lake Elementary School will not be responsible for lost or stolen items.

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 "Student Discipline" policy on our website at

<https://www.nettlakeschool.org>

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:

- “Short shorts,” skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, 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.
- Headgear, including hats or head coverings, is not to be worn in the building except with the building principal’s approval (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

If the administration believes a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

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.

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

Harassment and Violence Prohibition

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Please see our policy on our website at <https://www.nettlakeschool.org>

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district’s “Student Discipline” policy. Please see the school district’s “Hazing Prohibition” policy on our website at <https://www.nettlakeschool.org>.

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; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. A copy of the school district’s

“Internet Acceptable Use” policy is available on our district website at <https://www.nettlakeschool.org>

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices 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. For detailed information on the school district's “Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction” policy, please visit our district website at <https://www.nettlakeschool.org>

[Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.]

Turnaround Room

The Turnaround Room is a quiet space where students can take a short break to calm down, think about their choices, and prepare to return to class ready to learn. It is not a punishment, but a place to help students manage strong feelings, solve problems, and repair relationships if needed. While in the Turnaround Room, students will reflect on what happened, how it affected others, and what they can do differently next time. Our goal is for every student to return to class feeling calm, focused, and ready to do their best.

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 firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-chuks; 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. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the “School Weapons” policy, contact the superintendent.

PART IV — HEALTH AND SAFETY

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the superintendent. 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 staff will call 911 or seek emergency medical treatment and then contact the parent(s).

Asbestos Management Plan

The school district has developed an asbestos management plan. A copy of this plan can be found in the crisis management manual and is available on the district's website.

Common Illness

To help assure good health care for students and alert health authorities to the presence of specific disease, parents are asked to call the school by 8:30 a.m. EACH morning the student is absent for any reason and to notify the school later if a specific disease develops. Since most diseases spread before being recognized, it is impossible to prevent exposure. Control measures are designed to protect individual students from complications. Parents are urged to keep their children home if they develop any symptoms suggestive of a communicable disease. Their temperature should be normal at least 24 hours BEFORE a student returns to school. The parent/guardian will be called if a student becomes ill at school. It is their responsibility to take the student home.

- **Temperature Guideline:** 100 degrees the student goes home automatically. Students should not return to school unless the temperature goes below 100 degrees for 24 hours. Please do not send students who have an undiagnosed rash to school. Your child should be fever, vomit and diarrhea free for 24 hours before returning to school.

Any temperature greater than 100 degrees F is considered a fever and the child will be sent home. Children must be fever, vomit, and diarrhea free for 24 hours without using fever reducing (such as Tylenol, Motrin, Advil, etc.) or other medications in order to return to school. This applies even if the underlying cause of the fever is non-infectious, such as middle ear infections, bronchitis, urinary tract infections, etc. Children with a fever do not usually feel well enough to participate & attend school activities. It is recommended that they be given 24 hours to recover from the fever before returning to school. Please note that a child who exhibits symptoms of illness without a fever may be sent home if the school feels this is in the best interest of the child or the child's classmates (with compromised immune systems).

COMMON CONCERNS IN SCHOOL-AGE CHILDREN

Note: Children and adolescents should not be given aspirin containing medications unless specifically prescribed by a physician. Good hand washing is the best prevention of disease.

DISEASE/ INFESTATION	SYMPTOMS	INCUBATION PERIOD	USUAL SCHOOL ACTION AND COMMENTS ON COMMUNICABILITY	SOURCE OF INFECTION AND MODE OF TRANSMISSION
Shingles/ Chickenpox	Slight fever, general feeling of illness, rash resembling water blister appearing after 3-4 days. Scabs appear later.	2 to 3 weeks	1. Exclude from school until chickenpox vesicles are dry and crusted. 2. Contagious a few days before eruption and about six days after last crop of vesicles. 3. May be in school if shingles covered.	Virus spread directly from person through discharge from the nose and mouth, also by discharges from the skin and mucous membranes of infected persons. Readily communicable. One attack usually confers immunity. Children on immunosuppressive drugs at high risk.
Cold Sores (Herpes Simplex)	Vesicles usually on lips but may occur anywhere on skin or in mucous membranes. May be confused with Impetigo.	2-12 days	1. No restriction. 2. May be communicable as long as seven weeks after lesion appears.	Virus is transmitted by direct contact with infected persons, a majority of whom have inapparent infections.
Common Cold	Acute upper respiratory signs, including watery eyes, sneezing, running nose, general feeling of illness.	12 hours to 3 days	1. No restriction unless fever more than 100 degrees 2. Communicable 24 hours before onset and for five days after nasal involvement	Virus spread directly through coughing and sneezing and indirectly through articles fleshly soiled by discharge of infected person.

COVID-19	Fever of 100.4 degrees or higher, new onset or worsening of cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache*, sore throat, new loss of taste or smell.	10 days	1. Stay home until you have had no fever for at least 3 days AND improvement of other symptoms AND at least 10 days have passed since your symptoms first appeared. Siblings and household members also stay home for 10 days. 2. Some spread might be possible before people show symptoms (when they are asymptomatic). 3. The school will use the COVID-19 Decision Tree from MDH for further guidance.	The virus is thought to spread mainly from person-to-person through respiratory droplets produced when an infected person coughs or sneezes. It spreads between people who are in close contact with one another (within about 6 feet). These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is also possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. Washing your hands and cleaning frequently touched surfaces often is a good way to prevent you from getting COVID-19 from touching surfaces.
Influenza	Chills, body/head stomach ache, fever sore throat, followed by cough, and runny nose.	24-72 hours	1. Exclude from school until well, usually 2-7 days. Fever of more than 100 degrees for 24 hours. 2. Use non-aspirin products to treat fever.	Virus spread directly through coughing, sneezing and contact with nose or throat discharges of patient. Possibly airborne.
Impetigo	Blisters, pustules rapidly covered with honey-colored crust. May be confused with cold sores. Usually seen first near mouth or nose, can spread rapidly.	1-6 days, occasionally longer	1. Contagious until lesions are healed. 2. May return to school when treated with over-the-counter antibiotic ointment.	Bacteria spread by direct contact with sores, sometimes with contact from discharges from nose or throat of patient; airborne transmission also occurs. Usually caused by Streptococcus or Staphylococcus bacteria.
Mononucleosis	Fever, sore throat, swollen lymph glands (neck)	Probably 2-6 weeks	1. Restrict only according to doctor orders. 2. Period of communicability unknown.	Virus spread by saliva, kissing, sharing drinking glasses.
Lice (Pediculosis)	Infestation of the head hair or other hairy parts of the body or clothing with lice or nits. Scratching causes reddened rash-like area. Nits are tiny white eggs, stuck to hair usually close to scalp and neckline and/or behind ears.	Variable, eggs hatch in one week	1. Head lice will be evaluated case by case. 2. Sending a child home due to untreated or chronic headlice will be at the discretion of the principal. 3. Parents will be given information and in some case head lice kits to help treat their child.	Lice transmitted primarily by direct contact with infected person. Lice can also be transmitted through combs, brushes, bedding, wearing apparel and upholstered furniture. Thorough cleaning and washing of clothing and bedding required to rid household of lice.

Pink Eye (Conjunctivitis)	Redness of conjunctiva. May or may not have purulent discharge. Eye irritation.	24-72 hours	1. Refer for medical diagnosis and treatment of purulent drainage. 2. Communicability depends on agent. 3. May remain in school unless purulent drainage.	Most are viral in etiology; some bacterial. May be spread through hand-eye contact. Redness of eye may also be results of allergic reaction.
<u>Diarrhea:</u>	Loose, watery stools. Abdominal cramps. Abdominal pain. Fever.	Few hours to 5 days	1. Children with diarrhea should remain home until they are symptom free for 24 hours. 2. The only exception is if the diarrhea is the result of a chronic condition, then a note from the doctor is needed indicating the diarrhea is not infectious.	Viral infections. Bacterial infections. Parasitic infections.
Ringworm Body (Tinea Corporis)	Ring-shaped or irregular lesion with elevated vesicular or scaly borders. May show central clearing. May become inflamed and crusted.	1-3 weeks	1. Communicable as long as fungi can be recovered. Treated with over-the-counter antifungal ointment.	Contact with human or animal infected with the fungus or its spores and by contact with contaminated articles.
Bed Bugs	Bite marks on the face, neck, arms, hands, or any other body parts while sleeping.	The lifespan of a bed bug, from beginning to end, is between 99 and 300 days.	The serious negative effects of bed bugs are more financial and mental than physical, but the itchy bites can't be ignored either. The mental effects are stress and lack of sleep.	Bedbugs can live in some people's clothing, bedding, and furniture. They can be transferred from person to person.
Scabies	Itching, scratch marks or burrow marks. Common sites are thighs, beltline, wrists, elbow, webs of fingers. Scratching may cause secondary infections or rash.	Days to weeks	1. Exclude from school until adequately treated. 2. Communicable until treated. 2. Family should be examined.	Mite is transferred by direct contact with an infected person and to a limited extent, undergarments or soiled sheets freshly contaminated by an infected person.
Strep Throat, Scarlet Fever, Scarlatina	Fever, sore throat, headache, nausea, vomiting. (If associated with rash it is called Scarlet Fever/Scarlatina)	1-3 days	1. If positive for strep, exclude from school until 24 hours after antibiotic treatment is started and until clinically well. 2. Communicable until 24 hours after treatment is started. 3. Exclude until fever is less than 100 degrees for 24 hours.	Bacteria spread directly from nose or throat discharges of infected persons.

Crisis Management

The school district has developed a "Crisis Management" policy. Nett Lake has its own building-specific crisis management plan. Students and parents will be provided with information as to district and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Emergency Contact Information

- **Emergency Occurs:** The incident could be anything from a medical emergency, a natural disaster, an accident, or any situation requiring immediate attention.
- **Assessment:** The staff on-site assess the situation to determine the severity of the emergency and whether it necessitates notifying parents or guardians.
- **Contact Emergency Services:** If the situation warrants it, emergency services (such as paramedics, police, or firefighters) are contacted to provide assistance.
- **Contact Parent or Guardian:** If the emergency involves a child or dependent person, the designated emergency contact (usually a parent or guardian) is notified as soon as possible. The contact information should be up-to-date and easily accessible.
- **Provide Information:** The staff informs the parent or guardian about the nature of the emergency, the steps being taken to address it, and any necessary instructions they need to follow.
- **Updates:** If the situation evolves or changes, the staff keeps the parent or guardian informed with regular updates, ensuring that they are aware of any developments.
- **Coordinate Pickup or Next Steps:** Depending on the nature of the emergency, the parent or guardian may need to pick up the child or dependent person from the location, meet them at a designated area, or follow specific instructions.
- **Documentation:** The entire process, including the communication with parents and the steps taken to address the emergency, is documented for future reference and accountability.
- **Reunification:** Once the emergency is resolved or under control, the child or dependent person is reunited with their parent or guardian following the established protocols.
- **Debriefing:** After the emergency is over, the organization may hold a debriefing session to evaluate the effectiveness of the notification procedure and identify any areas for improvement.

Health Information First Aid

The school office is equipped to handle minor injuries requiring first aid. 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.

Health Related Issues: Please notify the office and the teacher if your child has any physical difficulties or allergies (food, bee stings, animals, etc.) or if for any reason, your child cannot participate in a school activity. Regular attendance throughout a child's school life is very important. However, there are times when a child should be kept at home for the sake of his/her own health, as well as the health of other children. The following information is intended to help with this decision:

- If your child has a fever of 100 degrees or more, he or she should stay home for 24 hours **after** the temperature returns to normal
- If your child has vomited or had diarrhea, he or she should stay home for 24 hours **after** the last episode
- If he or she has any rash that may be disease-related or the cause is unknown, check with

- your family physician before sending your child to school
- If your child is ill, please call the school at 757-3102 daily to report the illness.
- If a Strep infection is suspected and a throat culture taken, the child should stay home until results of throat culture have been determined.
- If your child has Pink Eye, the child needs to be excluded from school until examined by a medical care provider and until 24 hours after antibiotic treatment begins.
- If you have any questions about the above information, please call your family physician.
- If prescription medications are required, please refer to our procedure described under the heading **Medications at School During the School Day**.

Illness

Students who become sick at school will be sent to the office and be placed in the quiet room and kept comfortable. The secretary or principal will arrange for students who becomes sick at school to go home early. In the event of an emergency, 911 will be called.

Parents/guardians are responsible for making arrangements should their child become ill or injured during school hours. **Be sure that your child's emergency card has updated information at all times.** Information on the emergency card should include telephone numbers for parents/guardians at work and home or for another designated adult who can come for your child if you, the parents/guardians, cannot be reached.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18.

For more information, call your doctor, clinic or health plan.

Minnesota Department of Health, Immunization Program

<http://www.health.state.mn.us/immunize>

For a copy of the immunization schedule or to obtain an exemption form or information, contact the district office.

Medications at School During the School Day

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

Suicide Prevention Information

Suicide prevention is a critical aspect of ensuring the well-being of students in schools. In Minnesota, as in many other places, schools play a vital role in identifying and addressing mental health concerns, including suicidal thoughts and behaviors. Contact information for the 988 Suicide and Crisis LifeLine is (988 LifeLine), the Crisis Text line for mobile devices is 988.