



**Student/Parent
Handbook
2014-2015**

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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	Steve Thomas	stthomas@isd707.org	104
Business Manager	Christine Hampson	champson@isd707.org	103
Secretary	Beth Cook	bcook@isd707.org	101
Kindergarten	Debbie Jackson	djackson@isd707.org	121
1 st Grade	Laura Reinsch	lreinsch@isd707.org	126
2 nd Grade	Bonnie Anderson	banderson@isd707.org	127
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4 th Grade	Katy Long	klong@isd707.org	131
5 th Grade	Loretta Rankila	lrnkila@isd707.org	132
6 th Grade	Trish Sullivan	tsullivan@isd707.org	133
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Title I	Michelle Clines	mclines@isd707.org	129
ECSE	Terry Gilbertson	tgilbertson@isd707.org	118
School Counselor	Tara Fierke-Kleppe	Tara@isd707.org	112
Technology Coordinator			154
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Para	Cheryl Skraba	cskraba@isd707.org	105
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Cook	Joan Whiteman	joanw@isd707.org	151
Cook Aide	Shelley Strong		151
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Custodian	Donald Chosa	dchosa@isd707.org	150
Part-time Custodian	Ronald LaRoque		150
Bus Driver	Ronald LaRoque		
Bus Driver	Tom Burnett		
Consultant	Myra Thompson		

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.

ARRIVAL AND DISMISSAL:

The school is open from 7:30 AM to 4:00 PM. The school day is:

Monday, Tuesday, Thursday	8:30 AM to 3:15 PM
Wednesday	8:30 AM to 2:00 PM
Friday	8:30 AM to 3:00 PM

Students maybe dropped off after 8:00 AM and must be picked up immediately after school unless your student goes to the Boys and Girls Club.

ATHLETIC SHOES: To protect the health and safety of the child, athletic shoes must be worn in the gym and outside for physical education activities. Because these schedules rotate it is most convenient to have these shoes kept at school.

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.**

Attendance Procedure

- A. Attendance Recorded
 - a. 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.
 - b. 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 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 home visit will be made to parents.
3. After 5 unexcused absences, a letter sent home reminding parents of truancy law.
4. After 7 unexcused absences, a truancy/neglect letter will be sent to the parents and 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

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 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 is not tolerated in the Nett Lake School. 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.

BUS BEHAVIOR POLICY:

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:

1. Immediately follow the directions of the driver.
2. Sit in your own seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.

Parent Responsibilities

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 Superintendent 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: Many families wish to have contact with their students before and after school via cell phone. If a student has a cell phone at school it must not become a distraction or disruption to the learning process; therefore, students' cell phones must be powered off and kept in their backpacks during the school day. Nett Lake Elementary will not be responsible for lost or stolen items.

CHEATING/PLAGIARISM/COLLUSION: Academic dishonesty will be investigated and dealt with according to district policy.

COMMON ILLNESS & SCHOOL ATTENDANCE GUIDELINES:

Fever: Any temperature greater than 100 degrees F is considered a fever. Children must

be fever-free for 24 hours without using fever reducing medications (such as Tylenol, Motrin, Advil, etc.) 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 nurse feels this is in the best interest of the child or the child's classmates (with compromised immune systems).

Colds: Children with an upper respiratory infection without a fever may attend school if they feel well enough to do so. It is helpful in preventing the spread of illness if children learn to use tissues to cover sneezes and coughs, and wash hands after contact with the secretions.

Infections: Any child who has been on antibiotic therapy for 24 hours is no longer considered infectious and may return to school. This includes infections of the eye, nose, skin and strep infections. (Exception is pink eye, not all doctors treat this, so the doctor or nurse will decide if exclusion is necessary to protect others from being contaminated).

Diarrhea: Children with diarrhea should remain home until they are symptom free for 24 hours. 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.

Vomiting: A child who has vomited the evening before or in the morning before school should remain home for that day.

Common Childhood Diseases: If a child has chicken pox, measles or any other known untreatable contagious disease, they must be kept home until they are no longer contagious. For most common childhood diseases, the period of contagion is known. Consult your nurse for additional information.

Medications: If your child is on medications at home but not at school, please let your school nurse know. Many medications cause unusual or undesirable side effects that can be mistaken for other problems. School personnel are not allowed to administer any medications without parent's permission and a doctor's written order. All medication must be in the original container with a current label.

COMMUNICABLE DISEASE INFORMATION: Please notify the school if your child appears to have any of these diseases, and confirm the diagnosis with your doctor: Chicken Pox, German Measles, Infectious Hepatitis, Measles, Mumps, Strep Throat, Pink Eye (Conjunctivitis), Impetigo, Head Lice, Ring Worm, Scabies, Tuberculosis (TB), Pertussis

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 period 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.**

CURRICULUM REVIEW: In accordance with the guidelines from No Child Left Behind, you have the right to review the curriculum we teach your child.

DISCIPLINE POLICY: Policies have been established by the Nett Lake School District whereby, if violated, a student is subject to suspension, expulsion, exclusion, and/or

referral to civil authorities for:

- Disruption of School.
- Damage or destruction of school property.
- Damage or destruction of private property.
- Assault on a school employee.
- Physical abuse of a student or other person not employed by the school.
- Possession of weapons and dangerous instruments.
- Possession, use, transmission, or under the influence of alcoholic beverages or any controlled substance.
- Failure to comply with directions of school personnel at school or an activity sponsored by the school.
- Repeated violation of rules and regulations.

For the complete copy of the Student Discipline Policy #506 please visit the school website at <http://www.nettlake.k12.mn.us> or contact the school office for a copy of the policy.

DISCRIMINATION POLICY: It is the policy of the Nett Lake School District to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection therefore, whether full-time or part-time under any education program or activity operated by the District for which it receives federal financial assistance.

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

CLOTHING DEEMED DISRUPTIVE TO THE LEARNING ENVIRONMENT IS NOT ALLOWED. PROHIBITED ATTIRE INCLUDES, BUT IS NOT LIMITED TO:

- Shirts with sleeves must be worn. Both shoulders must have coverage:
- No tube, tank, or halter tops, those tops (that tie at the back of the neck, strapless tops, including dresses. No muscle shirts, spaghetti straps, tops that go over only one shoulder, including dresses.
- Shirts must be full length - No bare midriffs, no exposed torsos, no exposed navels
- Shorts must be at mid-thigh length.
- Clothing must cover undergarments: underwear, bra straps, boxer shorts and under shorts.
- No clothing with inappropriate phrases, slogans or artwork that is vulgar, sexually suggestive, profane or promotes violence, encourage disrespect, indecency or hate.
- No drug, tobacco, alcohol, gang-related or sexual references.
- No lined jackets or coats worn during the school day. This includes letter jackets,

trench coats, winter coats and/or vests.

- No sunglasses.
- No headwear.

Offensive items include graphics that contain or promote the use of tobacco, alcohol, chemical substances, violence of any kind, racial, sexual or gang related messages, images, or activities. Students whose clothing is deemed inappropriate will be asked to change into clothing that is acceptable. If no suitable clothing is available, students will be removed from the classroom setting for the remainder of the day.

Parents/guardians of students who refuse to cooperate in wearing appropriate clothing will be notified.

DRUG/WEAPON FREE ZONES: Minnesota Statute 152.021-152.023 and 609.66 relate to law enacted by Minnesota Legislature declaring areas surrounding schools as Drug and Weapon Free Zones. Anyone engaged with possessing or selling drugs or caught possessing; using or recklessly handling anything considered a dangerous weapon in these zones is guilty of a felony and subject to prosecution.

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. Listed are the drills that take place annually:

Fire Drill	5 per year
Tornado Drill	1 per year
Lock Down Drill	5 per year
Campus Evacuation	1 per year

FAMILY TRIPS: Although travel can be a rewarding and educational experience, **families are discouraged from taking vacations during school days.** If travel is necessary, please make prior arrangements with the principal and your child's teacher for making up the schoolwork. Keep in mind that much of the learning that takes place in school does so during discussion and group activity and cannot be replicated.

FIELD TRIPS: Occasionally classes will go on field trips. Parents will be asked to provide written permission for field trips at the beginning of each school year in the form of our district annual field trip permission form. Parents will be notified in advance of all field trips.

FOOD/GUM/CANDY: Food and Beverages are allowed only in the cafeteria unless they are part of a classroom activity in which case they must stay in the classroom. Gum, candy and soft drinks are prohibited unless they are part of a class celebration. Students are encouraged to bring healthful snacks.

HARASSMENT AND VIOLENCE: It is the policy of the school district to maintain a positive learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual

nature or regarding religion and race as defined by school district policy. Additionally, the school district will act to investigate all complaints, either formal or informal, verbal or written, or religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. See School Board Policy 413 for additional details.

HAZING: "Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person. This includes physical activities and any activity that intimidates or threatens the student with ostracism, mental stress, embarrassments, shame or humiliation. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan direct, encourage, aid or engage in hazing. The School District will act to investigate and will discipline or take appropriate action.

HEALTH RELATED ISSUES: Please notify the health 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 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 **Medication Procedures**.

HOMEWORK: Specific homework requirements vary by grade level and to some extent by classroom teacher. Discuss this with your child's teacher if you are not clear about his/her expectations.

ILLNESS DURING THE SCHOOL DAY: 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 their child if the parents/guardians cannot be reached. In an emergency "911" will be called.

IMMUNIZATIONS:

It's the law in Minnesota—Kids need shots for school!

	DTP/Td diphtheria, tetanus, pertussis (whooping cough)	Polio	MMR Measles, mumps, rubella	Hib Haemophilus influenzae, type b	Hepatitis B	Varicella* (chickenpox)
Preschool	^^ ^^	^^ ^	^	At least ^		^
Kindergarten (6 years old and younger	^^ ^^ ^^ 5 th shot not needed if 4 th was after age 4	^^ ^^ ^^ 4 th polio may not be needed if 3 rd was after age 4	^^		^^ ^^	^^
Age 7 through 6 th grade	At least ^^ ^	At least ^^ ^	^			
7 th through 12 th grade	At least ^^ ^ Plus one more shot at age 11- 12***	At least ^^ ^	^^		^^ ^^ 7 th grade only**	^^ 7 th grade only

*Varicella shot not required if child already had chickenpox disease.

**An alternate 2-shot schedule of hepatitis B may also be used for kids from age 11 through 15 years.

***If a child received a Td at age 7-10 years they do not necessarily need another one at age 11-12. However, they must receive another shot of Td or Tdap 10 years after their last one.

These are the shots that school law requires. Parents may file a medical exemption signed by a health care provider or a conscientious objection signed by parent/guardian and notarized.

Other immunizations recommended for school kids, but not required by the School Immunization Law:

- Influenza (flu) - each year for children age 6 months through 18 years-especially those with risk factors like asthma and diabetes.
- Meningococcal for age 11-18.
- Human papillomavirus (HPV) for girls age 11-18

For more information, call your doctor, clinic or health plan.
Minnesota Department of Health, Immunization Program

INTERNET USE BY STUDENTS: Each student will be allowed access to the Internet only if the necessary permission slip is signed and returned to school each year. If the terms of this policy are violated, a student may temporarily or permanently lose computer privileges.

LOCKERS: Students should not store money or other valuables in their locker. Lockers are school property and school personnel for any reason can search the contents 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 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.

LUNCH: Lunch is to be eaten in designated areas only. Lunch times vary by classroom.

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.

MEDICATION PROCEDURE: All prescription and over-the-counter medications must be accompanied by a written order from the doctor. All prescription medications must be in a pharmacy bottle labeled by the pharmacist. All medications that are brought to school must be kept in the Front Office.

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.

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS: Teachers and other appropriate school staff will be notified if a student with a history of violent behaviors is placed in their classroom. The Superintendent/Principal will inform parents/guardians of the student that notification will be given to the teacher and appropriate school staff. The parents/guardians have the right to review the records and challenge what is documented.

PLEDGE OF ALLEGIANCE: Under Minn. Statute 121A.11, "Anyone 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 persons' right to make that choice.

PESTICIDE/HERBICIDE APPLICATIONS: A Minnesota state law went into effect in 2000 that requires schools to inform employees, students, and parents of scheduled pesticide applications. The estimated schedule of application is available for review by employees and parents in the school office.

State law also requires that employees and parents be informed that the long-term health effects on children due to the application of such pesticides, or the class of chemicals to which they belong, may not be fully understood.

For more information regarding the Nett Lake integrated Pest Management program, including the pesticide application schedule, please call Ken Villebrun at 218-757-3102.

2012 - 2013 ASBESTOS NOTIFICATION: As a result of federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Nett Lake School District has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the Nett Lake School District were inspected by EPA accredited inspectors and an independent laboratory analyzed samples. Based on the inspection, the school prepared, and the state approved, a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the Nett Lake School District has completed their 3-Year Re-inspection required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

This past year the Nett Lake School District conducted the following with respect to its asbestos containing building materials:

**Continued our Operations and Maintenance Program*

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected every three years after a management plan went into effect. MacNeil Environmental, Inc. will accomplish this under contract.

Short-term workers (outside contractors - i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the district's Designated Person before commencing work to be given this information.

The Nett Lake School District has a list of the location(s) and type(s) of asbestos containing materials found in that school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to the Nett Lake School District at (218) 757-3102.

INDOOR AIR QUALITY NOTIFICATION: Nett Lake School District is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission—educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school, because each of us daily makes decisions and performs activities that affect the quality of the air we breathe.

School staff, students and parents can obtain checklists or self-help information so they can properly evaluate their child's home or other out of school situation by contacting the school. Staff and parents can also obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, and pesticide and herbicide applications to determine the extent to which school activities contribute to a child's symptoms by contacting the school.

The Nett Lake School District Indoor Air Quality contact person is Ken Villebrun. If there are any questions regarding the school's IAQ Program, please feel free to call the school at (218) 757-3102

RETENTION POLICY: In general, children will be placed at the grade level to which they are best adjusted academically, socially and emotionally. They will usually progress annually from grade to grade, spending one year in each grade. Some children may profit by staying another year in the same grade. The prime consideration for such retention shall be the maturity level of the child. The school staff that work with the child will make the determination. They will consider both subjective and objective data in making such determination. In such cases, the parent or guardian shall be consulted in advance, although the final decision shall rest with the school authorities.

SCHOOL CLOSINGS: In case of extremely severe weather conditions school closings or delayed school openings will be announced through the Instant Alert System and broadcasted on local radio and television stations. The first consideration is the health and safety of the child. It is the policy of the Nett Lake School to recognize the right and responsibility of the parents in the matter of school attendance on extremely cold days.

In case of an emergency, parents/guardians should always have an alternate plan in place of where his or her child should go if no one would be home. Students need to be informed of the alternate plan.

SECURITY IN THE SCHOOL: All parents and visitors to the school are required to sign in at the office and receive a visitor sticker upon entering the building. Please enter through

the front lobby doors only. All other doors are locked during the school day. Parents who have specific concerns about their child's safety are encouraged to talk with the principal about the guidelines.

SPECIAL EDUCATION: Special services are available for students who have educational disabilities. Referrals to the Response to Intervention team can be made through the principal or through your child's classroom teacher.

TELEPHONES: Cell phones are not allowed in school. Students are allowed to use school telephones only in the case of an emergency or when directed by a staff member to do so. Phone calls to students will not be transferred to classrooms. Emergency messages will be delivered directly to the appropriate teacher.

TERRORISTIC THREATS: Physical or verbal threats, including but not limited to: the staging or reporting of dangerous or hazardous situations such as: improper activation of fire alarms, or bomb threats, threatened assault, threatened taking of a life, threatened sexual assault or interference/obstruction by a student, parent or school personnel of school investigations will result in appropriate disciplinary action by school or district administration, or police. See District Discipline Policy.

TITLE I SERVICES:

Parent Involvement Policy & Procedures I.S.D. 707 - Nett Lake Elementary School

Independent School District #707 is committed to the goal of providing a quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if school and home work together to promote high achievement by our children. Neither home nor school can do the job alone. Parents play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success at every step along the way.

PART I. DISTRICT EXPECTATIONS

ISD 707 agrees to implement the following requirements:

- Put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Work with its schools to ensure that the required school-level Parental Involvement Policy/Procedure meet the Title I requirements, and include, as a component, a school-parent compact.
- Will incorporate this districtwide Parental Involvement Policy/Procedures into its district plan.

- In carrying out the Title I parental involvement requirements, to the extent practicable, ISD 707 and its schools will provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format in alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the ISD 707 plan for Title I is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to Minnesota Department of Education.
- Will involve the parents of children served in Title I schools in decisions about how the one percent of Title I funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools. (Only applicable for districts with Title I allocations greater than \$50,000.)
- Will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in Minnesota (i.e. , Minnesota Parent Center, Bloomington, MN).

PART II. DISTRICT PARENTAL INVOLVEMENT POLICY REQUIRED COMPONENTS

ISD 707 will take the following actions to involve parents in the joint development/revision of its district parent involvement policy/procedures:

- Present for review and comment the Parent Involvement Policy & Procedures and Parent/Teacher Compact to the LIEC and PAC committees.
- Place the Parent Involvement Policy & Procedures and Parent/Teacher Compact in the Nett Lake School Handbook for review and comment.

ISD 707 will involve parents in the joint development of district plan, review and improvement:

- Parents will have joint development of the Title I plan as representatives of the LIEC and PAC parent committees.
- Parents will be informed of the district report card at the Open House prior to the start of school, the school website, and newsletters.
- The district will notify parents if the district has been identified it needs improvement at the Open House prior to the start of school, the school website, and newsletters.

- The district will consult with parents about the district plan for improvement in collaboration with the LIEC and PAC parent committees.
- The district will provide staff development opportunities, time and resources for parent involvement on a quarterly basis.

ISD 707 will build the school's and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities:

- The school district will provide materials and training to help parents work with their children to improve academic achievement, such as literacy training and using technology, as appropriate, to foster parent involvement.
- The school district will educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, work with parents, and how to implement and coordinate parent programs and build ties between parents and schools, by providing materials and training to staff.
- The school district will coordinate and integrate parental involvement programs and activities with Head Start, Early Literacy, Home Instruction Programs for Preschool, and public preschools and other programs, that encourage and support parents in more fully participating in the education of their children.
- The school district will take the following actions to ensure that Title I information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format.

ISD 707 will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I school. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantage, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement policies.

PART II. DISCRETIONARY DISTRICT PARENTAL INVOLVEMENT POLICY/PROCEDURES COMPONENTS

ISD 707 Parent Involvement Policy/Procedures may include other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities:

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Train parents to enhance the involvement of other parents.
- In order to maximize parental involvement and participation in their children's education, arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.
- Provide other reasonable support for parental involvement activities parents may request.

PART III. ADOPTION

ISD 707 Parent Involvement Policy/Procedures has been developed/revised jointly with, and agreed on with, parents of children participating in Title I programs.

The Parent Involvement Policy/Procedures was developed/revised by ISD 707 on July 8, 2013 and will be in effect for the period of school year 2014-2015. ISD 707 will distribute this policy/procedures to all parents of participating Title I children during the Open House on August 28, 2014 or on the first day of school.

Title I Authorized Representative

Date

These parents were involved with the development of this document:

John Villebrun
Jenny Anderson
Tara Geshick
Vondalee Carr

Nett Lake Elementary Partnership Pledge

Student - Parent - Teacher - Educational Assistant - Principal Compact

RESPONSIBILITIES FOR LEARNING - A TEAM APPROACH - EDUCATION TAKES EVERYONE

This agreement is a pledge to work together. We believe this agreement can be fulfilled by our team effort. Together we can improve teaching and learning. Please READ, SIGN, and RETURN this Compact.

STUDENT AGREEMENT

If I am going to have success in school, I must work to the best of my ability. I will strive to do the following:

- Attend school regularly and on time.

- Have a positive attitude towards self, others, school, and learning.
- Know and obey all school and class rules.
- Be respectful to my schoolmates and the adults who help me learn.
- Ask for help and ask questions when I don't understand something.
- Work as hard as I can to do my best in class and complete all assignments on time.
- Discuss with my parents/guardians what I am learning in school.
- Limit my TV viewing and do quiet learning activities instead.
- Read aloud a minimum of 15 minutes every day.
-

Signature of student _____

PARENT/GUARDIAN AGREEMENT ~ I want my child to be the best he/she can be and achieve at the level he/she is capable of. I will strive to do the following:

- See that my child attends school regularly and on time.
- Support the school in its efforts to maintain proper discipline.
- Establish a quiet study time and encourage good study habits.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Find out how my child is progressing by attending conferences and reviewing schoolwork.
- Respond to communications sent home and view the Tuesday Folder weekly.
- Limit my child's TV viewing and encourage quiet learning activities instead.
- Provide reading materials for at home use.

Signature of parent/guardian _____

INSTRUCTIONAL STAFF AGREEMENT ~ We believe that all children can and want to learn. We will strive to do the following:

- Respect, love, and encourage children, their ideas, and their growth.
- Find out what techniques and materials work best for each student.
- Vary techniques, materials, and the pace of instruction to ensure all students achieve at the level they are capable of.
- Provide necessary assistance to classroom teachers and parents so the students can be successful learners.
- Communicate regularly with students, teachers, and parents regarding progress in learning and behavior.

Signature of Instructional Staff Members _____

PRINCIPAL AGREEMENT

I support this form of parent involvement. As a principal, I will strive to do the following:

- Create a welcoming environment for student, staff, and parents.
- Communicate our school's mission and goals to students, staff, and parents.
- Maintain a positive and safe learning environment.
- Reinforce the partnership between parents, students, and staff members.
- Provide appropriate in-service and training for staff members and parents.
- Maintain and foster high standards of academic achievement and behavior.

Signature of Principal _____

TOBACCO PRODUCTS PROHIBITED IN PUBLIC SCHOOLS: The 1992 Legislature enacted M.S. 144.4165, Sec. 3, which prohibits tobacco products in public schools. The language specifies that, "No person shall at any time smoke or use any other tobacco product in a public school, as defined in section 120.05, subdivision 2. This prohibition extends to all facilities, whether owned, rented or leased and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition does not apply to a technical college." This legislation is effective August 15, 1993. Any person who violates M.S. 144.4165 is guilty of a petty misdemeanor.

TREATS FOR CLASS: According to public health regulations, treats must be purchased at a bakery or store. Individually wrapped snacks are encouraged.

VOLUNTEERING: Parents and community members are encouraged to volunteer in our school. There are unlimited opportunities to get involved. Talk with your child's teacher if you are interested. Volunteers are essential for PAC and family events and are used to assist with special school activities. Volunteers are also needed to work with individual students and small groups of students especially in areas of basic literacy. You are also encouraged to become involved in our school through the shared decision making process. **Each volunteer will be required to pass a mandatory criminal background check as a security precaution for our students. The office secretary will assist you with this process.**

WEAPONS: Nett Lake School supports a Zero Tolerance Policy regarding weapons on school property. Bringing weapons to school could lead to suspension and/or expulsion according to Nett Lake School District Policy. Students must not bring guns, knives/blades or other potentially dangerous articles to school. Parents will be informed and the police may be involved. Replicas or toy weapons are also included in this ban.