

Nay Ah Shing School



Parent and Student Handbook

Abinoojiiyag School 320-532-4690
Middle/High School 320-532-4695
43651 Oodena Drive Onamia, MN 56359

Pine Grove Learning Center 320-384-6236
63842 Ojibwe Trail Sandstone MN 55072

“Our Students Make a Difference”

Table of Contents

<i>Nay Ah Shing School</i>	1
Purpose of this Handbook	4
Administration	5
School Board Members	5
School Hours	5
School Enrollment Procedure	5
General School Policies	6
Communication with School Staff	8
Parent Portal Access	9
Graduation Requirements	9
Grading and Assessments	11
The Family Educational Rights and Privacy Act (FERPA)	13
Attendance Policy	14
Absences	14
When Absent from School	15
Schools Response to Absenteeism	15
Tardy Policy	16
Skipping	17
Truancy	18
Perfect Attendance	19
Recommended Dress for students	20
Student Technology Policy	21
Cell Phones	22
Health and Medication Policy	22
Health Screenings	22
Immunizations	22
Illness/ Injury/ Health Emergency	22
Guidelines for Exclusion of Ill Children from School	23
Specific Disease Exclusion Guidelines	23
Head Lice (pediculosis)	24
Medication and Prescriptions	24
Suicide Prevention Services	26
Student Services	26
Media Center	Error! Bookmark not defined.
Fieldtrips	27
School Meals	27
Allergy Policy	297
Asbestos Management Plan	29

General Emergency Evacuation	29
TRANSPORTATION POLICY	30
Bus Privileges	30
School bus rules and regulations	30
Policy for Staff and Elected Officials with Student's Attending NAS.....	32
Discipline and Behavior Management Policy and Procedure	32
Bullying Policy	34
Teacher authority	36
Classroom/Instructional behavioral expectations	36
School-wide Behavior Expectations	37
Consequences	38
Restorative Justice Plan.....	38
Drug and Alcohol Policy	40
Smoking and Tobacco Policy	40
Weapons Policy	40
Title IX: Know Your Rights	41
Reporting of Maltreatment of Minors.....	41
Sexual Harassment Policy Regarding Students & Grievance Procedure.....	42
I) Sexual Harassment Policy	42
Violence Policy	44
School Response to Behavioral Issues.....	45
Due Process for Expulsion.....	46
Student Grievance Procedure	46
School Consequence Table.....	48
Parent Participation.....	59
Partners in Education Compact	60
Signature Page	61

WELCOME TO NAY AH SHING SCHOOLS

The Mission of Nay Ah Shing Schools is to teach Ojibwe language, Culture, Tradition, History, and skill to live in two cultures by:

- ❖ Educating students academically, socially, emotionally, and physically in a safe and supportive environment
- ❖ Building relationships and socializing skills by teaching respect for themselves, for elders and for all individuals
- ❖ Creating strong partnerships with parents
- ❖ Accommodation of learning styles and teaching life skills
- ❖ Inspiring each other to do our best in service to all our relations

Purpose of this Handbook

This handbook is made available to Parent/Guardians and students to explain the operation of Nay Ah Shing School so that we can all work together in providing the best education for our students. We take our responsibility for your child's education seriously and we want you to be knowledgeable of those responsibilities, but we cannot do it ourselves. We need your support and assistance as well. WE ALL HAVE TO WORK TOGETHER for our children's education.

Please review the entire contents of this handbook with your son or daughter. The handbook lists policies, procedures and guidelines necessary to ensure a safe, welcoming and positive learning environment in which everyone's rights are protected and guaranteed.

The handbook includes a school compact that outlines parent/guardian, school and student responsibilities. We ask that all parties sign the Partners in Education Compact and return to the school as soon as possible. A copy of the compact with all signatures will be placed in the child's folder.

Approved by School Board on this day_____ of September, 2018

Kim Kegg
Chairperson

Administration

Commissioner of Education	Rick St. Germaine
Director of Education	Jocelyn Shingobe
Interim Principal- Grades K-5	Lehtitia Wiess
Principal- Grades 6-12	Noah Johnson
Support Services Director	Julie Benjamin
Pine Grove Director	Karrie McCurdy
Niigaan/Extracurricular Coordinator	Byron Ninham
School Counselor	Julie Krueger-Higgins

School Board Members

Kimberly Kegg	Chairperson
Joseph Nayquonabe, Sr.	District I
Semira Kimpson	District I
Sami Thomas	District II
Richard Dunkley	District III

School Hours

Nay Ah Shing Abinoojiiyag and Pine Grove schools are in session from 8:25 a.m. until 3:05p.m. Nay Ah Shing Middle and High School is in session from 8:25 a.m. until 3:15 p.m. Students are supervised by school personnel from the time they load the bus until they are returned home at the end of the school day. School personnel will be available to supervise students during all school-sponsored events.

School Enrollment Procedure

Common practice at Nay Ah Shing School allows any Indian child, eligible in a federally recognized tribe, a tuition free educational opportunity. Students expelled from another school may be denied admission based on administrative discretion. Nay Ah Shing Schools may require a waiting period for new and transfer students in order to establish schedules and secure records. The School Board has the right to limit enrollment of an individual student for the following reasons: overcrowding, student history, and impact on the school. All students who do not have a Certificate of Indian Blood (CIB) need to have prior approval of the School Board to enroll at Nay Ah Shing Schools.

Incoming students will be assessed for achievement level for placement in classes and scheduling purposes.

A parent/guardian must accompany the prospective student (under 18 years of age) to the school office to complete registration materials. A minimum two-day (work days) waiting period is necessary to obtain previous school academic/behaviors records in order to facilitate appropriate

placement of the student (a longer waiting period may be necessary until all previous school records have been received in the school office). Upon returning completed registration materials, and being admitted into the school, parents and students will be given a copy of the Handbook.

General School Policies

Visitors

- Parents or guardians are encouraged to be involved in the life of the school whenever possible.
- All visitors are required to report to the school office immediately upon arrival on the campus. Visitors are not permitted unless it is in the best interest of the students and the school.
- All visitors must receive permission from the school principals and will be held accountable for school rules.
- Parents or guardians are welcome to visit the schools including classrooms with prior approval of the building administrators provided the visit is not disruptive to the overall learning environment.
- Children that are not accompanied by a parent/guardian/chaperone will not be permitted to visit during school hours.

Check out Procedure

Nay Ah Shing Schools is a closed campus. Students may be checked-out only by the adults listed on the enrollment form. Any student that does not follow the checkout procedure will not be allowed back into the school until a parent/guardian meets with Administration.

Students that leave campus without following the checkout procedure will have their parent or police contacted immediately and they will receive an unexcused absence for the time that they are out of the building.

When picking up your child:

- Report to the front office and complete the checkout sheet.
- You must be here in person. No requests by telephone will be accepted.
- Students who are 18 years of age or older must also follow the checkout procedure and may not sign themselves out.
- Students who have been checked out to lunch by the parent/legal guardian must return prior to the start of their **next** class. If a student leaves early or comes back late for class, they will be marked as unexcused absent from either class period.

School Closing

The telephone at Nay Ah Shing School will have any school closing announcement before 6:30 a.m. on the morning of any closing. Pine Grove will follow Nay Ah Shing schools, unless there are qualifying circumstances. School closings will also be announced over area radio and television stations listed below. Any cancellation due to weather will be announced on the radio and television. Information may also be obtained by calling the automated phone answering system at the school, phone number (320) 532-4695 Nay Ah Shing or (320) 532-4690 Abinoojiiyag. Additionally, notification by administration will be provided through the Bright Arrow Program. Please update the school with the desired phone number for this notification.

Television station
WCCO 4 KSTP 5
FOX 9 KARE 11

Transportation Guidelines for Inclement Weather

Wake Up Time Temperature: Bus Garage 5:00AM

- -20 degrees or -30 degrees Wind Chill= 2 hour later start

Actual Temperature:

- -25 degrees or -45 degrees Wind Chill= Nay Ah Shing K-12 Cancellation
- -15 degrees= Wewinabi- Headstart

Field Trips/ After School Activities

- -20 degrees Actual Temperature or Wind Chill

Lockers

Students will be assigned lockers at the beginning of the year. The students are responsible for the upkeep of the lockers. If in the case where the number of students is greater than the number of lockers, the school will provide an alternative.

Locker and Desk Searches

School lockers and desks are the property of the school. At no time does the school relinquish its exclusive control of lockers or desks provided for the convenience of students. School personnel for any reason, may conduct inspection of the interior of lockers or desks and their contents at any time, without notice, without student consent, and without a search warrant. Any suspicious items, which warrant the school to search a locker, will be turned over to tribal police.

Student Use of School Phones

- Use of the school telephones by students is limited to emergency calls and school-related business calls only.

- Calls for permission to attend parties or to ride buses with friends, etc. will not be permitted. These matters should be taken care of before the student comes to school.
- Students will not be called out of class to answer phone calls. A message will be taken for the student.
- Inter-school phones (located in the classrooms) are to be used for official school communication only.

Hall Passes

Students must have hall passes when leaving a classroom during instructional time. All students need to use their planners to sign out. Teacher discretion will be used so class disruptions are limited. Students may need to be escorted by a staff member, if student has a loss of privileges.

Communication with School Staff

Nay Ah Shing School welcomes input and feedback from parents and community members. Teachers believe open communication is essential to student success; you may call or email at any time to schedule a meeting. Parents and community members are encouraged to attend Parent Action Committee Meetings, which are held monthly. Any questions or concerns should be directed to the following persons:

Parent Liaison

(320) 532-4690 ex 2160

Adrian Collie

acollie@nas.k12.mn.us

Ojibwe Language Coordinator

LeAnn Benjamin (320) 532-4690 ex 2101

lbenjamin@nas.k12.mn.us

Interim K-5 Principal

Lehtitia Weiss (320) 532-4690 ex 2208

lweiss@nas.k12.mn.us

6-12 Principal

Noah Johnson (320) 532-4695 ex 2104 direct line: (320) 532-7887

njohnson@nas.k12.mn.us@nas.k12.mn.us

Commissioner of Education

Rick St. Germaine (320) 532-4695 ex2301

rst.germaine@nas.k12.mn.us

School Board Chairman

Kim Kegg (320) 216-5419

kkegg@yahoo.com

Parent Portal Access

The Campus Community is another means of including parental involvement in your student's academics, behavior, and attendance. Your Parent Portal Access information can be found on the Nay Ah Shing School website. You will be given a user name and password; please review the Parent Portal Guidelines. The guidelines are available in your orientation packet or at the front office. You can also contact the school for further assistance.

Graduation Requirements

Graduates of Nay Ah Shing School **must have earned at least 22 credits, and a cumulative GPA of a 2.0 or higher.** Candidates for graduation must have the following minimum number of credits earned in these areas:

- 4 credits - English
- 3 credits – Mathematics
- 4 credits - Ojibwe Language
- 1 credit - Physical Ed/Health
- 3 credits-Science (1 credit –Biology)
- 3 credits - Social Studies
- 1 credit- US History
- 1 Semester Credit (1/2) Economics
- 1 Semester Credit (1/2) Financial and Business Management
- 1 credit – Art
- 1 credit - Indigenous History/Mille Lacs Band Government/History

Starting 2021- 4 credits of Mathematics will be required

Students must be on track to graduate (no missing or short credits) by the end of second Trimester to be considered as a candidate for graduation.

Students are encouraged to exceed the minimum amount of credits prior to graduating to fully benefit from all the educational opportunities offered at Nay Ah Shing. It is essential that students are fully prepared to pursue post- secondary opportunities of their choice beyond high school. Students with parent/guardian approval who wish to graduate early must seek approval of the school board by the end of second quarter of their graduating year.

In addition to the above requirements, Band Statute 1040-MCL-18, Section 8 requires that each candidate for graduation possess the ability to converse in the Native Language of the Ojibwe. Students, who reach a conversational fluency level as determined by the Ojibwe language staff, will have completed the fluency requirement for graduation. Ojibwe language staff will establish a panel to assess student's oral performance. In addition each graduating senior will be expected to complete a culturally based final project approved by the Ojibwe Language Coordinator prior to graduation day.

Partial Ojibwe language credit can be waived for transfer students beyond ninth grade by participating in other community and school cultural activities as approved by the Ojibwe Language Coordinator. Students can earn one quarter credit for 36 hours of participation in such cultural events. Documentation will be required.

Students are to enroll in the course by the end of the first two weeks of each quarter in order to fulfill the requirements of the course for the quarter. Meeting the requirements for graduation is the responsibility of the student, the school counselor and the Ojibwe Language Coordinator.

Graduation Assessment requirements:

Districts must provide student the opportunity to participate in a national college entrance exam during the school day.

1. Be provided the opportunity to participate in district-provided college entrance exam in grade 11 or grade 12.

High School (10-12 grade) Promotion

High School grade level promotions will be based on completion of grade level requirements, completion of student projects, and attendance. Special Education students will follow individual education plans, which are designed by an Individual Education Plan Team (IEP).

The following credits earned are necessary in order for a student to advance to the next grade level:

Sophomore	5.5 Credits
Junior	11 Credits
Senior	16.5 Credits

Eighth to Ninth Grade Promotion

Eighth grade students must earn a passing final grade in the following required courses in order to advance into ninth grade. Administrative discretion applies for students with Special Needs:

- ✓ English
- ✓ Math
- ✓ Social Studies
- ✓ Science
- ✓ Ojibwe

However, students who have not met the criteria will be provided the opportunity to complete online learning in the classes they have failed. Tutors will be available throughout the school year and summer to help students with their scheduled online learning classes.

It is important that students are prepared prior to entering 9th grade so they are able to pass high school classes and will stay on track to graduate on time.

On Line Learning

With prior administrative approval, students in grades 6-12 may achieve school credit by completing an on line credit recovery course through the Odyssey program. On line learning is not intended to replace on site classroom learning, but can be used as part of the curriculum or credit recovery after school Monday-Thursday 3-5pm. The Odyssey program is web based and can be accessed twenty four hours a day. A tutor is available at the school to assist students with the Odyssey program.

College Class Post-Secondary Education Options (PSEO)

Nay Ah Shing School will support any qualified student's enrollment in the post-secondary educational options (PSEO) program. To qualify, a student needs to be in 11th and 12th grade and meet the requirements of the college. College courses are being held at Nay Ah Shing through the College in Schools Program.

Grading and Assessments

Grading is one means of charting progress. The grade indicates the level of achievement the student has reached toward the mastery of course objectives. While grades are only one indication of what is being learned by the student, it continues to be the school's most reliable means of communicating achievement to parents, guardians and students. Based upon performance, grades attempt to describe the depth or quality of the learning that has taken place, as such, they should not merely indicate a student's progress as it relates to that of his/her peers but, rather, they should be as objective as possible in indicating the student's capabilities.

Official grade reports will be issued three times a year (after each 12 weeks). Parent/teacher conferences are held three times a year at Abinoojiyag, and twice yearly at the middle and high schools; however meetings can be scheduled at any time throughout the school year, upon parent/guardian request.

Grades 6-12:

- A – Performing at grade level or above at a superior level of work
- B – Performing at or about grade level with an above average level of work
- C – Performing at or near grade level with average work
- D – Performing below grade level with below average work
- F Unsatisfactory working at an unacceptable level.
- I-Incomplete-Students have 10 school days to complete their work to a satisfactory level, or the grade will be changes to either 'No Credit' or "F".
- P Pass without grade point average affected

Grades Kindergarten-Grade 2:

- E-Excellent
- S-Satisfactory
- N-Needs Improvement
- U-Unsatisfactory
- NA-Not Applicable

Implementation of Rubric Grading: New for FY 18-19

Implementation of Standard-based Report Cards: New for FY 18-19

Assessments

Student progress is reported to the Bureau of Indian Education (BIE) and to the Minnesota Department of Education (MDE). This progress is shown by NWEA assessments which are taken three times a year in either the Northwestern Educational Assessments (NWEA), or (fall, winter, spring), as well as the Minnesota Comprehensive Assessments (MCA). This assessment data is used to Assessment, which is taken during the spring. These tests provide whole class and individualized instruction by providing information that helps us to provide a well-rounded and effective education for all students. It is important for

Each student, school, and funding that has NWEA scores. MCA scores (grades 3-8 10, 11) score each year. Individual scores are then compared to national scores to see whether Nay Ah Shing students participate do their very best work to show that they are learning at the same rates as other students around the nation. In addition, educators have a rate at which your child should be improving, based on what they have learned so far. This is called an RIT scale. Your child's scores should be increasing to meet that RIT goal.

The staff at Nay Ah Shing will keep you updated on scores and RIT goals. Please talk to your child's teacher if you have any questions.

MCA tests:

Grades 3-8 math and reading
Grades 10, 11 math and reading
Grade 5 & 8 Science

NWEA tests:

Fall
Winter
Spring

Incomplete Grade

All students who have received an incomplete in the first two (2) Trimesters, must make up the work within 10 school days following the end of each trimesters. If the student fails to make up the work, the incomplete work will change to "no credit or 'F'" for the course. The only exception is last trimester in which the grade given at the end of the trimester will be the final grade for the trimester.

Honor Roll

Nay Ah Shing School will identify students (grades 3-12) who have excelled in school.

A honor roll	Students with a 3.5 or better grade point average.
B honor roll	Students with a 3.0 to 3.49 grade point average.

PSEO classes will have an additional 0.5 weight added to the grade.

Students missing from class 5 or more days (unexcused, including time accumulated in detention or BCC) in a quarter will not be considered for the Honor Roll. Students with Incomplete grades will not be considered for the honor roll. Honor rolls will be published in the local newspapers. Quarterly award ceremonies will be held to recognize student achievement, attendance, and behavior.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Nay Ah Shing School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Nay Ah Shing School may disclose appropriately designated "directory information" without written consent, unless you have requested the school not to. The primary purpose of directory information is to allow the Nay Ah Shing School to include this type of information in certain school publications. The following information has been designated as directory information:

Examples include:

- Student's name
- Honor roll or other recognition lists
- Graduation programs
- Degrees, honors, and awards received
- Grade level
- Participation in recognized activities
- A playbill, showing your student's role in a drama production
- The annual yearbook
- Sports activities
- Newspaper stories related to school functions and events
- Photographs
- School Sponsored Videos
- Publicity regarding Nay Ah Shing School

If you do not want Nay Ah Shing School to disclose the above information without your prior written consent, you must fill out the "Opt-out" Media Consent form and return it to school.

Attendance Policy

In order to receive maximum benefit from classroom instruction and participation, it is important for students to attend school each day, on time. To ensure an adequate education and the required credit for promotion and graduation, students shall attend all classes and required school activities, unless properly excused by the office. Nay Ah Shing School will provide incentives and awards for students with perfect attendance and near perfect attendance

Absences

1. Excused absences need both parent/guardian and school approval and will be granted for the following:
 - a. **Illness:** this applies to the student being ill as well as to the illness of an immediate family member when the family member's illness requires the student to miss school. 3 or more days in a row **will require a doctor's note.**
 - b. **Death/Funeral** Students may be gone up to 4 days because of a funeral. If your child will be gone more than 4 days, you must get **written approval for additional excused** time from the principal.
 - c. **Medical/Dental appointments** Whenever possible, please schedule doctors and dentist appointments before and after school. If you must schedule an appointment during school, the appointment will be excused only upon receiving a **written note** from the doctor or dentist.
 - d. **Cultural related activities** must be **Approved in advance** by Ojibwe Language Coordinator
 - e. **Family Activity** A student may be gone up to 5 days from school for a pre-approved family activity such as a vacation. All days after 5 days will be considered unexcused without additional approval from school administration.
 - f. Court ordered placement.

Examples of Unexcused Absences

- a. Babysitting
- b. Cold Weather
- c. Employment
- d. Missing the bus
- e. Need for sleep or rest

2. Students must attend classes regularly and on time. 7 unexcused class periods or 2 unexcused AM/PM sessions equals 1 full unexcused day. An “unexcused class period” will include Homeroom that starts at 8:25am. 7 unexcused class periods or 2 AM/PM sessions with result in a reentry meeting with the parent/ guardian. Time that is spent in the behavior room instead of class will also be considered unexcused absent from class unless approved by the teacher.
3. Students who have family or personal business out of town for more than 3 days must arrange for make-up work before the absence or complete missing work within one week of returning in order to get credit for the quarter.

When Absent from School

Parents/caregivers need to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. Otherwise the absence will be recorded as unexcused.

- If it is impossible to call on the day of the absence, the school needs to be notified on the morning the student returns. For clarification and record accuracy, it would be appreciated if the student would bring a signed note stating the reason for absence.
- Parent verification regarding excused absence must come no later than five days after a student’s return, otherwise the student absence will remain unexcused
- The school may accept an appointment card or letter from a hospital or clinic when the school has not been notified by the parent of an appointment.

Schools Response to Absenteeism

Below is a list of the steps school personnel will take in response to absenteeism.

- Step One: Three (3) unexcused absences– Parent Involvement Coordinator will contact and inform the parent/guardian by telephone and/or email. A truancy brochure will be given at that time. A referral will then be made to the crisis management team.
- Step Two: Five (5) unexcused absences – Parent Involvement Coordinator will send a certified letter to the parent or guardian requesting them to appear before the school board or a designated representative. (Notice #2) In addition, parents/guardians will be expected to attend a meeting with school crisis management team to develop a plan/contract designed to improve attendance.

- **Five classes/school days missed are considered excessive absenteeism under MN State Standards, Bureau of Indian Education standards and**

**Mille Lacs Band Statute, therefore cannot be tolerated. Title 9 part 18c
Mille Lacs Band Statute reads**

On the fifth unexcused absence from school the School Board shall by registered mail notify the parents or guardians to appear before the School Board for formal hearing into the matter.

- Step Three: Seven (7) unexcused absences– Parent Involvement Coordinator will notify parent or guardian by certified letter (Notice #3). Truancy File opened
- **All documentation regarding absenteeism will be forwarded to Mille Lacs Band Health and Human Services, the county attorney’s office of the county in which the student resides. (Students with excessive absences are subject to mandated reporting requirements) This documentation will result in the creation of a truancy file.**
 - **Students must make up work outside of class that they have missed due to excessive absenteeism or they will not progress to the next level.**
 - **Students may face possible dis-enrollment from school or class**

Students who accumulate 10 days unexcused absent in a Trimester will go before school board and be considered for dis-enrollment

If the student is dis-enrolled for any reason, the public schools in each student’s home district will be notified per BIE policy. In order to re-enroll at Nay Ah Shing, the parent and student must go before school board.

Tardy Policy

Definition of tardiness: A student will be marked tardy when not in the assigned classroom when the bell rings, (denoting the beginning of class) unless excused by the teacher.

It is important that students are taught the value of being punctual. If a student is tardy, and arriving to class becomes disruptive to the class, the student will be expected to go immediately to the behavior room. The integrity of the classroom learning environment must be maintained at all times. Being tardy is not only disruptive to the educational setting for others, but, can become an undesirable habit in their own development.

6th-12th Grade Tardy Policy: If a student is more than ten (10) minutes late to class, he/she will be considered unexcused absent for that class period. Principals, teachers and support staff will be in the halls between classes, to encourage students to attend classes in a timely manner.

K-5 Tardy Policy: A student will be marked unexcused tardy if they are less than 30 minutes late to the start of the AM or PM attendance unless excused by the teacher.

If a student is more than 30 minutes late to the start of the AM or PM attendance, they will be considered unexcused absent for the AM/PM session of school that they are late to, unless a valid excuse is confirmed upon arrival.

Being unexcused tardy 5 times to an AM and/or PM session will be considered as ½ day unexcused absence.

The start of AM attendance is 8:25 AM.

The start of PM attendance is 11:45 AM.

Skiping

The definition of skiping is:

Being absent 10 or more minutes without a valid excuse, leaving the building during the school day without properly checking out, or leaving a classroom without the teacher's permission.

Truancy

Nay Ah Shing School will follow Mille Lacs Band and Minnesota State statutes regarding truancy. In an effort to combat truancy, the Mille Lacs Band of Ojibwe has strengthened truancy policy to increase student academic achievement. The newly adopted policy/model is available at www.nas.k12.mn.us or at the front desk of each school.

MLB Law under Title 9 part 18 Compulsory Attendance of school age pupils

- (a) Every child between the chronological age of six to sixteen years of age shall attend a Band School or Public School of the State of Minnesota, during the entire time that the school is in session during the school year. Nay Ah Shing School shall be in session no more than one hundred and eighty (180) instructional days. 25 CFR, Part 36, Subpart C, Section 36.2 (b). Any student between the ages of sixteen and eighteen years of age who seeks to withdraw from school must have the student's parent or guardian (1) attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities, and (2) the student's parent or guardian must sign a written election to withdraw from school.
- (b) It shall be the duty of the School Board or its designee to determine the legitimacy of all absences from school for any pupil. Excuses for absence shall be determined from uniform standards promulgated by the School Board.
- (c) The School Board or its designee shall by registered mail notify the parents or guardians of any pupil who is unexpectedly absent from school. On the fifth unexcused absence from school the School Board shall by registered mail notify the parents or guardians to appear before the School Board for formal hearing into the matter. Upon the continuation of unexcused absences or upon failure of the parents or guardians to appear before the School Board, the School Board shall request that the appropriate Social Services agency file a civil complaint (Child Protection Petition) in a court of competent jurisdiction.
- (d) Any person who is found guilty of civil violations of this section shall be subject to a fine not to exceed one hundred (100.00) dollars. Continued civil violation shall subject the person to contempt of court and an additional fine.
- (e) For the purposes of this section, parents or legal guardians shall be deemed liable for the truancy of minors under their direct supervision in any court of competent jurisdiction.
- (f) For the purpose of this section, parents or legal guardians shall be deemed liable for the acts of minors under their direct supervision in the Court of Central Jurisdiction

Perfect Attendance

Perfect attendance will be determined with the following criteria:

- Attend every day of scheduled school
- Students may have a maximum of 7 hours out of the classroom; this includes excused and unexcused absences and time spent in the behavior management rooms. Time out of class will be documented in the school reporting system (NASIS) by classroom teachers. NASIS will be used to verify information when determining perfect attendance.
- Only excused hours out of the classroom are funerals, medical appointments out of the immediate area and school sponsored events.
- Excused cultural absences must be approved by the Ojibwe Language Coordinator.

Near Perfect attendance will be determined by the following criteria:

- Two or less missed days of scheduled school.
- Any absences need to be excused.

Recommended Dress for students

The school recognizes that student dress and grooming practices are generally a matter of personal choice. However, the school also recognizes that there is a relationship between students' choices of dress and grooming practices and such things as school pride, self-esteem, and general welfare of the students.

The student shall assume the responsibility for dressing appropriately for all school occasions and weather. Suitable shoes must be worn in school for reasons of health and safety. Common sense should be followed in selecting appropriate dress.

Students who violate the school dress policy may be asked to do any of the following depending upon the specific circumstances:

- Turn inappropriate clothing inside out.
- Change into clothing that may be provided by the school
- Have other clothing brought to school
- Remove the accessory
- Student may be transported home

Any headgear must be stored in the student's locker throughout the school day, unless the student obtains permission from a school administrator.

Teachers may request that jacket/coat/hooded sweatshirts (including outerwear vests) be removed before entering their classroom.

Hats may be worn by students with discretion (attendance, behavior, and achievement)

The following are **not acceptable**:

1. Bare midriff
2. Bandanas and headbands in the school
3. Hoods worn on or over the head.
4. Any clothing, accessory or symbolic apparel believed to be affiliated with gang relations.
5. All clothing which make reference to obscene message, sex, violence, drugs and satanic images or contain unacceptable language.
6. Baggy pants where underwear is showing.
7. Sunglasses in the building unless verifiable medical reasons exist, i.e. prescription.
8. Balloons not required for classroom activities.
9. Use of electronic equipment such as iPod, cell phones or other types are not allowed in all Nay Ah Shing schools at any time during the instructional hours. These items will be allowed in grades 6-12 over the breakfast and lunch periods, which are subject to change per school board. All school students are strongly discouraged from bringing such items to school.
10. Lasers and lighters are not to be brought to school and will be confiscated. The school may confiscate any items, toys, and paraphernalia. Any confiscated items will be kept in the Principal's office and returned only to parents upon parent request.

11. Personal equipment on campus is at student's own risk. The school will not be responsible for lost/stolen items brought to school.
12. Footwear that may cause damage such as scuffmarks to school property or floors.

Student Technology Policy

Nay Ah Shing Schools provide computers and Internet access to support students, faculty and staff as a resource and tool for the educational program. Our Wi-Fi has filters that meet federal laws as well as school and Band policies. To maintain the security and integrity of the school's computer network, all users must adhere to the guidelines and expectations for computer usage. Nay Ah Shing School makes use of an Internet content filter to prevent access to sites with obscene, pornographic, or harmful content. Given the nature of the Internet and the limitations of content filtering systems, it is impossible to block all inappropriate sites. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the school. Access is a privilege, not a right.

Internet Safety, Privacy, and Security

- Students should only use appropriate websites and will notify personnel of inappropriate websites.
- Students should create and use strong passwords and adhere to privacy policies
- Students should not share personal passwords
- Students should not use the passwords of others

Digital Ethics

- Students should use appropriate language in the use of text messages, email, online discussions, and blogging.
- Do not send nor forward email that would be considered SPAM or chain emails.
- Do not provide personal contact information to strangers or persons that you do not know well.

Students shall not use school technology for:

- commercial uses, including offering to sell or purchase products or services;
- entertainment or personal non-education-related uses (downloading music or videos- may violate copyright laws)
- political campaigning, but may be used for communicating with elected representatives or expressing views on political issues
- illegal activities, such as arranging for a drug sale or the purchase of alcohol, engaging in gang activity, threatening the safety of a person, including cyber bullying
- harassment or personal attacks, including prejudicial or discriminatory attacks or statements
- posting false or defamatory information about a person or organization
- transmitting obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language or images

- transmitting content which is libelous or slanderous, creates a clear and present danger of inciting students or others to commit unlawful acts, violates school rules or disrupts the school's orderly operation
- attempting to gain unauthorized access to District computer technology, another person's folder or any other computers via the District's network
- attempting to read, delete, copy, modify or forge the content of other users' folders
- disclosing, using or disseminating personal identification information about one's self or others
- making deliberate attempts to disrupt network performance and/or destroy data

Credit and Copyright

- Students should not engage in plagiarism or self-plagiarism activities
Self-plagiarism occurs when an author reuses portions of his/her own published and copyrighted work in subsequent publications, but without attributing the previous publication.
- Students should not violate existing laws governing copyright
- Students should evaluate the quality, credibility, and validity of websites and provide proper credits and citing techniques.

Cell Phones: (YONDR CELL PHONE FREE ENVIROMENT)

Cell phones are not allowed to be used during instructional hours. Students must put their cell phones in the phone holders (Yondr) located in each classroom, while classes are in session. Yondr Cell Phone Free Environment, their lockers or the front office are other alternative options.

Cell phones will be allowed in grades 6-12 over the breakfast and lunch period, this is subject to change per school board or administrative discretion. The use of cell phones is a **privilege**. All school students are strongly discouraged from bringing such items to school if they become a distraction to their education.

If a student does not comply, the following will occur:

Violation 1

- Student will be asked to hand the cell phone over to classroom teacher to be returned at the end of the class period

Violation 2

- If student refuses to hand the phone over, then administrative staff will confiscate the phone to be returned at the end of the school day

Violation 3

- After the third violation, the student's parent or guardian will need to pick up the phone in person

Violation 4

- Student will not be allowed to bring phone to school

Health and Medication Policies

Health Screenings

School-age hearing and vision screening is performed yearly according to guidelines by the Minnesota Department of Health. Hearing will be screened annually from kindergarten through third grade and in grades five, eight, and eleven. Vision will be screened in grades one, three, five, seven, and ten. Dental and diabetes screenings will be performed annually in grades kindergarten through twelve when clinic staffing is available. If it is determined a student needs to be referred to a health care professional, the parent/ caregiver of the student will be contacted and a referral letter will be sent home. Additional requests for hearing and vision screening may come from the parent, teacher, or other educational staff. If you would like your child's hearing or vision examined, please contact the health office.

Immunization

For the protection of all students, Minnesota State Law (M.S. 123.70) requires that all children who are enrolled in a Minnesota school be vaccinated against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B and varicella (chicken pox), allowing for certain exemptions.

Beginning the 2015-2016 school year it became mandatory for all students entering Kindergarten to receive the Hepatitis A immunization. 7th, 8th and 9th grade students must have received the Meningococcal and T-dap immunizations.

To reduce the occurrence of school absences from influenza, it is recommended that students receive a yearly influenza vaccine.

Before entering school, each student must provide proof that the immunization schedule is in process or has been completed. If a child has a medical reason or if parents conscientiously object to immunization, a notarized legal exemption form needs to be on file with the school.

Illness/ Injury/ Health Emergency

If a student is injured or becomes ill at school, they are to report to the teacher and ask to be escorted to the nurse's office when available, or to the behavior room. If necessary, the school will try to contact the parents. All students who are injured or become ill must check out through the office before leaving school. Students are encouraged to stay at home whenever they are ill.

In case of an accident or emergency during school or a school activity, students and staff are to notify school administration immediately. First aid supplies are kept in the nurse's office and in classrooms. A defibrillator is available in all schools.

Should the situation require medical attention, attempts to notify the parent or other emergency contact, as listed on the students enrollment form, will be made and the student will be taken to a medical facility for treatment. When a student is transported by school personnel or ambulance to the hospital or clinic, the parent is responsible to meet the driver and student at the health facility.

Parent permission to receive medical attention in emergency situations must be kept on file at the schools.

Guidelines for Exclusion of Ill Children from school

There are times when keeping a student from school is necessary to promote a healthy school environment and to prevent the exposure and spread of illness or health conditions to others. It is the responsibility of the parent to make arrangements for the care of their children when they are ill. Parents/ Guardians are encouraged to contact their healthcare provider if their child is ill.

Head Lice (pediculosis)

Head checks will be done at the beginning of the school year, monthly, or as needed throughout the year in all Nay Ah Shing schools by a the school nurse. If live head lice is discovered on a student during the school day, the student with live head lice does not need to be sent home early from school. They will be allowed to go home on the bus at the end of the school day, be treated, and return to class after appropriate treatment has begun. The student will be given an information sheet on how to treat. Students with live crawling head lice will not be allowed re-admittance to the school until treatment has been received. Once treatment has been received, the student may return the next school day with a parent or guardian and will be rechecked by a designated staff member. If there are no live head lice or live nits, the student may return to class. If your child misses school, due to head lice, this is not excused.

Medication and Prescriptions

Nay Ah Shing Schools recognizes that some students may require medication during the school day.

Students are not to carry their own medication while in school unless there is a medical necessity; In these cases, the school nurse must be contacted and parent/ guardian must complete the school's medication permission form.

The school district's licensed practical nurse (LPN) or other trained staff member will administer medication which has been requested by the parent/guardian following the school's policy. School staff may not distribute over-the-counter (OTC) or prescription medication to students without proper training and delegation by Licensed School Nurse. For the safety of your child, it is essential that the following be observed when a medication is to be given during normal school hours;

Two key factors must be present before medications will be administered:

1. Written permission authorizing school personnel to administer medications.
 - a. Parents' consent is needed for all medication;
 - b. Physician consent is needed in addition to parent's consent for all prescription medications.
 - c. Medication permission forms are available on the district website or can be picked up at the front desk, labeled "Medication Administration Request Form". The form must contain the following:
 - i. Student name

- ii. Name of Medication
 - iii. Diagnosis
 - iv. Time and direction of administration
 - v. Dosage and route of administration (ex. 1 teaspoon orally)
 - vi. Possible side effects
 - vii. Termination date of administration
 - viii. Signature of a parent/guardian
 - ix. Physician's name and office address
2. Medications given in school must be brought in an unopened original or pharmacy labeled container (labeled bottle identifying the child's name, dosage of medication, route, and physicians name for prescription medicine; sealed original labeled bottle for over-the – counter (OTC) medications).
- a. Medications brought in in plastic bags or other containers will not be accepted.
 - b. Limited quantities of the medication should be brought to the school.
 - c. Should a parent in outlying areas be unable to bring the prescription medicine to the school, the prescription medication may be given to the student's bus driver, provided it is clearly labeled and has the necessary information.

Medication forms are available from the school front office staff.

Medication administered by school personnel will be kept in the health office under lock and key. Special storage requests must be discussed in advance with the school nurse. It is the parent/guardian's responsibility to pick up any medication belonging to their child at the end of the school year. The health office will destroy unused medication not picked up by the end of the school year.

Students are permitted to carry prescribed inhalers with a physician's order and school nurse assessment.

Nay Ah Shing School is not responsible regarding medication if the student or parent/guardian does not comply with this policy.

Medication information will be kept confidential according to state and federal regulations. Designated school staff and personnel may be notified of certain health information on a "need-to-know" basis in order to provide a safe environment for the student.

Suicide Prevention Services

Critical Information:

Writing, talking or even hinting about suicide must be taken seriously. Immediate intervention is essential. Student confidentiality is superseded by the need for student safety. In the event a staff member believes a student is a suicide risk or has attempted suicide:

Staff:

- * Stay with the student until assistance arrives
- * Notify school administration, counselor, social worker or school nurse.
- * Ensure short- term physical safety of the student, provide first aid if needed.
 - * Listen to what the student is saying and take the threat seriously.
 - * Assure the student of your concern
 - * Assure the student you will find help to keep him or her safe
 - * Stay calm and don't visibly react to the student's threats or comments
 - * Do not let the student convince you the crisis is over
 - * Do not take too much upon yourself. Your responsibility is limited to listening and providing support until the student can receive appropriate medical care or counseling.

Building Administration:

- * Call 911 if the student needs medical attention, has a weapon, needs to be restrained or if a parent/ guardian cannot be reached.
- * Determine a course of action with social worker or other mental health professional
- * Contact student's parent or guardian and make appropriate recommendations
- * Do not allow the student to leave school without a parent or guardian
- * Notify district administration
- * Document all actions
- * Follow up and monitor to ensure student safety
- * Implement Recovery procedures

School Staff must exercise caution when discussing an attempted suicide or death by suicide with students. When the incident becomes public knowledge, it is best to request permission from the family to discuss it with students in order to address emotional reactions within the school community.

Resources: Homeland Security and Emergency Management Division of the Minnesota Department of Public Safety. <https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Pages/planning-universal-procedures.aspx>.

Student Services

Media Center

Media Center will be used for Steam curriculum, testing, and classes.

Fieldtrips

Field trips are a privilege to be earned by the students. Students must attend school and adhere to the requirements set forth by the teachers in order to be permitted to go on the trip. The school will arrange transportation and the following rules must be adhered to:

1. Authorization for school field trips must be filled out as a part of the enrollment packet.
2. Students must obtain written permission from their parents/guardians to attend the field trip.
3. All members of the group must travel to and from the event with coach, organization, advisor(s), or faculty representative(s).
4. Any damages accrued while on a fieldtrip by a student will be billed to the parent/guardian
5. Due to safety factors, students who are not able or willing to follow the rules will not be allowed to attend field trips
6. Infractions of a serious nature may disqualify a student from all future field trips.
7. School bus policies will be strictly enforced.

School Meals

Breakfast and lunch are provided free of charge to students of Nay Ah Shing School. Students are required to eat the meals in designated areas only.

- Students are not permitted behind the food serving line.
- All food will be placed only on food serving trays.

Nay Ah Shing will promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical habits. Every effort will be made to notify staff about any special nutritional needs of students. Staff will receive training on how to respond to those needs. Students will have opportunities, support and encouragement to be physically active on a regular basis.

Upon approval by the building administrator, parents and/or guardians will be allowed to eat meals with their children at the school at a cost of \$3.00 for breakfast and \$4.00 for lunch. Tickets can be purchased at the front desk.

Allergy Policy

According to the National School Lunch Program Act, the Food & Nutrition Department is required to adhere to specific regulations to accommodate special diets for students enrolled in Nay Ah Shing Schools.

Generally, children with food allergies or intolerances do not have a disability as defined in any of the Acts or laws, and the school food service may, but is not required to, make food substitutions for them. However, when food allergies result in severe, life-threatening (anaphylactic) reactions, the child's condition would meet the definition of "disability" and the substitutions prescribed by the licensed, medical physician must be made.

If you are requesting any special dietary requests for your child for next school year, please get the appropriate forms from our Parent Involvement Coordinator and have your family physician fill them out. Often the physician will order tests to verify an allergy. These forms must be updated each school year. When you contact the Parent Involvement Coordinator, he will set up a meeting between the Nutrition Services Coordinator and yourself, at your convenience, to discuss your child's special dietary needs. Please bring the completed forms to the meeting. Without the forms, the School Foodservice cannot provide any special foods for your child. If you have any questions, please contact Deb Foye (nutrition coordinator) or Ace Collie (Parent Involvement Coordinator) at 320-532-4690.

No products containing nuts can be brought into the schools due to known student allergies at this time. Please keep that in mind when providing your students with snacks or treats for school.

Asbestos Management Plan

Although Nay Ah Shing is asbestos free, it is important to relay that on October 22, 1986, Congress promulgated the Asbestos Hazard Emergency Response Act (AHERA), Public Law 99-519 (40 CFR 763 Subpart E), which requires schools to annually notify parents, legal guardians, school staff, employees, and workers of the availability of the schools' Asbestos Management Plan which outlines the steps taken to eliminate exposure to asbestos hazards.

We here at Nay Ah Shing School willfully comply with the AHERA requirement because of our commitment to the well-being of your children, our employees and workers.

We have an Asbestos Management Plan available for review, which identifies all locations of asbestos containing building materials in each building and includes an Operations and Maintenance Plan to manage this asbestos. The Asbestos Management Plan is available for review during normal hours of school operations at the Administration Office.

Should you have any questions, please contact the Administration Office.

General Emergency Evacuation

Nay Ah Shing has a Crisis Emergency Team to deal with general emergency evacuation situations. In such an emergency they will work with staff, administration, Tribal Police, and any necessary entities to resolve issues and provide student safety. Each of the following emergency evacuations will have plans and protocol that will be implemented.

It is the responsibility of staff to ensure students know the exit plan and the directions for leaving the building from each of the rooms in an emergency.

Tornado Evacuation:

Directions will be given by each instructor as to the procedure to be followed in case of a tornado warning. One tornado drill will be held over the course of the year.

Fire Drills:

Students are to evacuate the building quietly. No student is to return to the building until an “ALL CLEAR” message is given. Monthly fire drills will be held during the course of the year.

ALICE Emergency Plan:

Nay Ah Shing schools employ emergency plans only as needed. This system works with tribal police and emergency responders. If you have any questions regarding this system, please see your school’s administrators, tribal police, or tribal emergency service workers.

Monte Fronk, Emergency Management Coordinator:	320-362-0435
Sara Rice, Tribal Police Chief:	320-532-3430
Josh Hemsworth, School Resource Officer:	320-532-4695 ext. 2302

Alert

Plain language, what is a threat, what is the location, number of suspects

Lockdown

Barricade your door with as much as you can

Inform

One person notifies “911” what you are observing in your areas. Inform school.

Counter

As a last resort throw, distract, take down subject. Never pick up weapon!

Evacuate

Get out of the building or area to a safe designated place!

TRANSPORTATION POLICY

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues. Our Transportation Coordinator is **Patti Wiersgalla**, and she can be reached at: (320) 674-0776

If she cannot be reached, please call the school Principals at their respective schools.

Bus Privileges

PLEASE NOTIFY THE OFFICE IF THERE IS TO BE A CHANGE IN TRANSPORTING YOUR CHILD. If there is no notification, your child will follow his/her regular method of getting home. **ALL BUS PASSES** must be called in **by 2:30pm.**

Transportation of students to and from school is a privilege. For safe transportation, the students must be aware of the rules for the bus. The student must also be aware of what will happen if he or she decides to violate the rules. The bus driver is in complete charge of the bus at all times and is responsible for the safety and discipline of the students.

School bus rules and regulations

- 1) Students should be ready 5 minutes prior to their pick up time for the bus stop, drivers will wait a **maximum** of 1 minute per stop, please have your child ready on time for the convenience of the other passengers. If there is three days of no pick up the bus drivers will not continue to stop. The parent or guardian must come into the school to establish bus pick up starting again.
- 2) Stay off the road while waiting for the bus.
- 3) If student has to cross the road while loading, stay at least 10 feet in front of the bus.
- 4) Keep hands, feet, and property inside of bus.
- 5) Fighting, throwing items, teasing other children, and use of profane language will not be tolerated.
- 6) Emergency exit doors are for emergency use only.
- 7) Students will remain **seated** while bus is moving.
- 8) Littering, smoking, drug use, animals, or weapons are not permitted on the bus.
- 9) Parents will be allowed on the bus with school administration permission only.
- 10) Parents must have indicated on the enrollment form alternative drop off destinations.
- 11) Writing on or destruction of the school bus is prohibited. Fines will be administered.
- 12) If the driver has reason to believe that no caregiver is home and child to be dropped off is under the age of 10 the driver will not let child off. The driver will contact the school, where they will try to contact the appropriate student contact. If no contact made the driver will return student to the school. As a last resort Tribal Police will be contacted.

The driver/bus monitor shall:

- Give a verbal warning to student concerning the violation and make use of the school discipline policy.
- Take appropriate action such as moving the student to the front seat, etc.

Students are expected to behave in an orderly manner at all times. Students who do not cooperate will be issued a Bus Violation:

- 1) Will be referred for disciplinary measures
- 2) May be denied the privilege of riding the bus.
- 3) In extreme cases local authorities may be notified.

If the student commits a major infraction that jeopardizes the safety of the student, other students, or the bus driver, the bus driver may assign a one-day suspension from the bus. A school administrator, if warranted, may assign a bus suspension for more than one day. The school may use videotape footage to review incidents.

Suspension of Bus Riding Privileges

Whenever a bus driver suspends a student, the student will be provided a copy of the suspension report. The Transportation Coordinator will notify the parent/guardian the same day, if possible. Whenever a student is suspended from bus riding privileges, the student is still obligated to attend school using an alternate form of transportation to and from school.

The duration of the suspension will be at the discretion of the Bus Driver and the Transportation Coordinator. Parents will be mailed, or hand delivered a copy of their child's bus suspension. A signed copy of the bus suspension by the parent/guardian will be needed to be returned to the school, failure to do so, may result in loss of bus privileges.

Multiple bus suspensions by a student(s) will result in a parent meeting with the Transportation Coordinator and other School Administration. Failure to show/come to the meeting will result in a continued bus suspension, and/or permanent loss of bus privileges.

Student Transportation Safety Training

1. Nay Ah Shing Schools shall provide students enrolled in grades kindergarten through 12 with age appropriate school bus safety training. The training shall be results-oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:

- a. Transportation by school bus is a privilege, not a right.
- b. District policies for student conduct and school bus safety.
- c. Appropriate conduct while on the bus.
- d. The danger zones surrounding a school bus.
- e. Procedures for safely boarding and leaving a school bus.
- f. Procedures for safe vehicle lane crossing; and
- g. School bus evacuation and other emergency procedures.

1. Student school bus safety training shall commence at the beginning of the year. All students grades K-12 who are transported by school bus and are enrolled during the first or second week of school must demonstrate achievement of the school bus safety training competencies by the end of the third week of school. Students who enroll in a school after the second week of school and are transported by school bus shall undergo school bus safety training and demonstrate achievement of the school bus safety competencies within

four weeks of the first day of attendance. The school district may deny transportation to a student who fails to demonstrate the competencies, unless the student is unable to achieve the competencies due to disability. The school district will make reasonable accommodations in training for students known to have limited English proficiencies and students with disabilities.

Policy for Staff and Elected Officials with Student's Attending NAS

Staff persons who have students in this school (K-12) normal operation of the student's academic, sports, or disciplinary issues at the school.

1. Staff must understand that there is necessary limitations and conflict of interest that employment at this school puts upon them in this regard.
2. Students who have parents, guardians, or relatives working at the school, or are elected officials should not expect to receive favored treatment.
3. Elected officials and members working with the Mille Lacs Band of Ojibwe Band Assembly also bears a special responsibility not to let their position be used by themselves for special consideration or exceptions to the policies in this book.
4. If an employee/elected official has a concern with a teacher, staff member, another student, or a parent/relative:
 - The employee/elected official will first seek a conference with the direct supervisor for that particular staff member.
 - If the employee/elected official cannot find satisfaction by consultation and action taken in the previous step, the proper chain of command must be followed.

Discipline and Behavior Management Policy and Procedure

Positive Behavior Support Program

Nay Ah Shing School uses the Positive Behavior Intervention Support Program (PBIS) throughout the school. Rules and expectations are posted throughout the school buildings. Students are taught what is expected of them at the beginning of the year. Expectations are reviewed periodically as needed. We emphasize the positive and reward students for doing the 'right thing'. Ho-wah slips are used to recognize students who are meeting or exceeding expectations

No student will be permitted to commit any act that will prevent the teacher from teaching, prevent others from learning or which is viewed to be contrary to the best interests of the school or others.

All school rules, policies, and expectations are in effect during school hours, while a student is on school grounds, or at any school function. Rules and policies are also in effect while students are traveling on school sponsored trips.

All students are responsible for knowing and obeying our school rules, policies, and expectations. The basic rules to follow at Nay Ah Shing are:

**Be Safe,
Be Responsible
Be Respectful.
Referral**

Howa

FYI

Parent Buck

Name:_____

Date:_____ **Time:**_____

Reason: _____

Staff Signature_____

Bullying Policy

Definition of Bullying *(as defined by the NASS Olweus Bullying Program Committee)*

Any written or verbal expression (including cyber bullying, internet postings, texting, etc), physical act, gesture, or social exclusion, or pattern thereof, that can be perceived as an imbalance of power by a student that is intended to cause or is perceived as causing distress to one or more students or which substantially interferes with another student's or students' educational benefits, opportunities, or performance.

The Olweus Bullying Prevention policy will be available on our website as well as in the office of all Nay Ah Shing Schools.

The integrity of the school must be respected at all times. Cyber bullying outside of the school that potentially can affect the security or safety of the learning environment will be addressed as a school disciplinary issue.

Bullying includes, but is not limited to: conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. Harming or causing distress to a student
2. Damaging a student's property
3. Placing a student in reasonable fear of harm to his or her person or property
4. Creating a hostile educational environment for a student
5. Hazing

NASS Olweus Bullying Procedure Step 1:

Any act of bullying reported to a staff member or seen by a staff member must be addressed immediately.

The student being bullied:

Step 1: The Bullied student will schedule an Olweus Bullying interview with the behavior specialist within a day of the incident to address the issue. Parents will be notified that their student has experience a bullying situation, be explained the procedure, and receive the "Tips for Parents" form.

Step 2: A follow up interview will be scheduled within a week of the incident to make sure the bullying has not occurred again.

The student doing the bullying:

Step 1: This student will be sent to see the behavior specialist and conduct an Olweus Bullying interview to address the issue. The staff member who referred the student will write up a behavior referral on the student.

Step 2: The parents of the student will be notified that their student has been involved in a bullying incident, be explained the procedure and steps that will follow if the behavior continues, and will receive the "Tips for Parents" form.

Step 3: (This could be a consequence? Lunch detention, 1/2 day ISS, what you see as fair?)

Step 4: A follow up interview will be scheduled with the student within the following week to make sure issue has been resolved.

Nay Ah Shing Behavior Continuum

"BELOW THE LINE" Behavior

DISRESPECT

- Side Conversations
- Interrupting
- Eye Rolling
- Finger Pointing
- Making Rude Noises
- Distracting Others
- Arriving Late
- Refusal to Follow Directions
- Running in Hallways
- Inappropriate Gestures
- Vulgar / Inappropriate Language
- Teasing / Put-Downs
- Name Calling
- Electronics in Classroom
- Graffiti
- Spitting
- Throwing Objects
- Public Display of Affection
- BULLYING
- Pushing
- Slapping
- Hitting
- Pulling/Grabbing/Ripping Clothing
- Harassment (Sexual, Racial, Religious, etc.)
- Cursing
- Fighting
- Vandalism
- Theft
- Threatening Others
- Assaulting Others
- Intimidation with a Weapon
- Fighting with a Weapon

VIOLENCE



Teacher authority

Teachers shall have complete authority in their classrooms and will have class rules posted. Students shall be expected to respect such authority and shall demonstrate general behavior that supports courtesy, decency, and the educational process.

The classroom teachers will be the primary monitors of students during school hours, on school grounds, and at school activities. All first attempts to solve disciplinary problems will be made by the classroom teacher in charge. However, all staff, including custodial, maintenance, bus drivers, and cooks has the authority to enforce school rules in the school setting or at any school activity.

If these attempts prove futile, the student will be referred to the Behavior Management Team. The Behavior Management team serves students who are in need of more individualized behavioral approaches. The student will discuss the disciplinary concerns with staff and arrive at an acceptable solution. If the student frequents the Behavior Management room a behavior assistance plan will be developed and the parent will be notified. Students will be encouraged to participate in the talking circle to help address issues that may interfere with school performance.

Children with disabilities who are subject to disciplinary actions by the school are entitled to all of the same due process rights afforded to children without disabilities. All children with disabilities who have been suspended or expelled for more than 10 school days in a school year retain the right to a free and appropriate education. If a student is suspended or expelled for more than 10 days within the school year, the special education team will hold a manifestation determination meeting to decide program modifications based on the students disability.

Classroom/Instructional behavioral expectations

- Students must use appropriate language at all times
Noise (N): any sound created by a student who distracts the student, another student, or the teacher from the business at hand. The noise may be generated vocally, (including, but limited to, talking, swearing, or unintelligible sound) or non-verbally (such as, but not limited to, pencil tapping, or finger snapping).
- Students must follow staff directions the first time given
Out of Place (OP): any movement beyond either explicitly or implicitly defined boundaries in which the student is allowed movement of any sort.
Off Task (OT): any movement not on tasks, such as looking around, staring into space, doodling, using electronic devices, or any other observable movement off the task at hand.
- Students must keep hands, feet, and objects to themselves at all times.
Physical Contact (PC): any contact with another person or another person's property, which is unacceptable to that person. Kicking, hitting, pushing, breaking, throwing items, and stealing are all categorized as physical contact, as well as verbally threatening or a physically threatening gesture, such as making a fist or getting in someone's face.

School-wide Behavioral Expectations

Common Area	Be Safe	Be Responsible	Be Respectful
Cafeteria	Walk at all time Eat at tables with chair legs touching floor. Keep all food to self	Wait in line patiently All food and drink stays in food area. Wait to be excused	Clean up your area Treat self and other kindly And use good manners
Recess Area	Stay within designated boundaries Take care of equipment and grounds	Go directly to recess area Wait for dismissal instructions. Line up promptly when staff signals	Treat self and others kindly, play fair and use good manners. Tell adult/staff, if there is a problem.
Hallways	Walk at all times Use drinking fountains appropriately	Move to class on time Use hall pass or be escorted during non-transition	Quietly pass in hallways
Bathrooms	Wash hands before returning to class. Keep water in sink and put towels in garbage can	Use bathroom during break Return to class room promptly Inform adults of vandalism	Give people privacy
Arrival and dismissal areas	Enter and exit through designated doors When busses are present remain on sidewalk	Wait patiently in designated areas	Treat others and property with respect
Circle/Assemblies	Sit in designated area	Focus on presentation Wait for dismissal instructions Return to class promptly	Actively listen to the speaker Respect tobacco and offerings
Classroom	Stay in assigned areas Keep walkways clear Follow directions and safety procedures immediately	Be prepared and on time Use time wisely Treat school and other property with respect Clean up after self	Actively listen to the speaker Use appropriate voice and words.
Gym	Use equipment properly No food, drink, or gum	Show good sportsmanship Equipment must stay inside the gym and be returned to designated area	Be a team player, encourage others
Bus	Stay seated Wait a safe distance from the road	Use quiet voice Place litter in proper place	Be ready and on time Follow all directions of driver and bus monitor Treat school bus, property and others with respect
Nurse/Offices	Wait patiently in designated area	Wait quietly until addressed State your purpose politely	Bring hall pass

Consequences

Overview

The consequences for inappropriate student behavior are designed to be fair and firm for all students. They apply to Nay Ah Shing students in all school buildings, on school property, in school vehicles, and at school events. School vehicles are defined as school buses or other vehicles owned or leased by the school district.

The principals may use discretion in individual cases. Depending upon the nature and the severity of the offense and the number of prior offenses, consequences will be assigned. The possible consequences are not intended to be all-inclusive. Because it is not possible to list every inappropriate behavior that occurs, behaviors not specified will be responded to as necessary by staff. The list of possible behavioral consequences are presented as guidelines for staff, students, and parents. Except for serious offenses, the accumulation of consequences shall count for one school year only.

The principal(s) or a designee may involve the police and other law enforcement authorities as necessary. If a student violates a school rule, which is also a violation of a law either county or tribal, the student may be referred to the police in addition to being dealt with as described in this regulation.

List of possible consequences:

1. Parent Conference
2. Restitution/Fines
3. Loss of classroom privileges
4. Barring from school activities
5. Confiscation
6. After-School Detention
7. In-School Suspension
8. Out of School Suspension
9. Restorative Justice
10. Probation office notification
11. Police notification
12. Chemical Testing
13. Expulsion

Applications

- **Class Meetings-** This will be a good time to discuss issues with the class as a whole. Hopefully this time will help deter problematic behaviors.
- **Circles-** Meetings held in the circle area. These meeting are meant to inform and offer support if there are any students that may need it, for whatever reason.

- **Reintegration/Re-Entry Meeting-** A short meeting with administration before returning to school will be required. This will help show the importance of the school supporting the student in positive decision making moving forward.

Restorative Justice

At Nay Ah Shing Schools, Restorative Justice Plans are an option for students to help hold them accountable for their actions and the effects that they may have on the school and the community as a whole. These practices encourage a culture of cooperation, support, and positive decision making. With this Plan, there will be a Restorative Justice Team to help with recommendations and/or a determination. This Team will consist of: school administrator, student/teacher representative, and a parent volunteer. Student names and identity will remain confidential.

Drug and Alcohol Policy

Nay Ah Shing School recognizes that the use of drugs, illegally and/or inappropriately, is a danger to the positive development of students. The school recognizes that chemical dependency is a treatable illness. Students with chemical dependency problems who seek assistance and follow a prescribed treatment program will not be affected academically by the diagnosis or treatment. Nay Ah Shing School will do whatever is possible to assist in the healthy recovery of any student. This includes providing educational materials to treatment facilities where Nay Ah Shing School students are attending. Drug testing is not to be administered by Nay Ah Shing School Staff. Any student found in possession of any controlled substance, alcohol, or other mood altering chemicals, or if any staff member finds paraphernalia that is suspicious it will be confiscated and turned over to the proper authorities. Students will be disciplined according to the school discipline policy.

Any student who is found to be under the influence of alcohol or a controlled substance will not be allowed to remain in school. Parents and Police will be notified and student will need to be picked up immediately.

Smoking and Tobacco Policy

Nay Ah Shing School is a “Smoke Free” facility.

In 1997 the Commissioner’s Order states “Now therefore, be it ordered that all cigarette smoking 300 yards of the Nay Ah Shing school campuses will be prohibited with the exception of any smoking for ceremonial purposes.”

Athletes caught smoking, consuming or possessing alcohol, or misusing drugs during their season are subject to the Minnesota State High School League rules.

Smoking by students under the age of 18 is against the law and will be reported to parents and police. Students will receive discipline according the school discipline policy

Weapons Policy

“Weapon” - refers to any device, instrument, knives, or firearm, whether loaded or unloaded, designed as a weapon which is capable of threatening or producing bodily harm or death, including pellet guns, look-alikes, toy guns, or non-functioning guns that could be used to threaten others.

“Weapon Possession” - refers to having a weapon on one’s person or in an area subject to one’s control on school property or at a school activity. In the case of a student found in possession of a weapon that he/she is “holding’ for another student, both students will be subject to the weapons policy. School recommends students notify a staff if they see a weapon and for their safety are not to touch the weapon. If student has knowledge of a student having possession of a weapon, they are obligated to inform a teacher. Any 'weapons' as described above will be confiscated by school personnel and will not be returned to student or parents/guardians. All weapons violations will be referred to Tribal

Title IX: Know Your Rights

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. 1681 *et.seq*, is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities (hereinafter “schools”) receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

Pursuant to Title IX of the Educational Amendments of 1972, Nay Ah Shing has designated two persons A Title IX coordinators for the schools. Please ask at the front desk for the Title IX coordinator. The coordinator’s responsibility includes coordinating and implementing the schools’ Title IX compliance efforts and to strengthen the college culture that supports a safe and respectful learning and working environment.

Information about Title IX:

Every Complainant has a right to present his or her case. The case rights include the following:

- 1) The right to adequate, reliable, and impartial investigation;
- 2) The right to have an equal opportunity to present witnesses and other evidences;
- 3) The right to the same appeal processes, for both parties.

Every Complainant has the right to be notified of the time frame of the following:

- 1) The school will conduct a full investigation of the complaint;
- 2) The parties will be notified of the complaint outcome;
- 3) The parties may file an appeal, if applicable.

The complainant has the right for the complaint to be decided using a preponderance of the evidence standard (i.e., it is more likely than not that sexual harassment or violence occurred).

Every Complainant has the right to be notified, in writing, of the outcome of the complaint.

The grievance procedures may include voluntary informal methods (i.e., mediation) for resolving some types of sexual harassment complaints. However, the complainant will be notified of the right to end the informal process at any time and begin the informal stage of the complaint process. In cases involving allegations of sexual assault, mediation is not appropriate.

Reporting of Maltreatment of Minors

It is the policy of Nay Ah Shing schools to follow the policy of the state of Minnesota requiring the reporting of neglect, physical or sexual abuse, of children in the home, school, and community settings. This Minnesota Statute 626.556 can be found in its entirety at: <https://www.revisor.mn.gov/statutes/?id=626.556>

Sexual Harassment Policy Regarding Students & Grievance Procedure

I) Sexual Harassment Policy

Purpose: The Consolidated Nay Ah Shing School Board (School Board) establishes this policy to declare and ensure that the schools under its jurisdiction will not tolerate sexual harassment of its students.

Definition: Sexual harassment is characterized as unwelcome conduct of a sexual nature, and can consist of unwelcome sexual advances; requests for sexual favors; and other verbal, non-verbal, or physical conduct of a sexual nature. Sexual conduct between an adult school employee and a minor school child is presumptively considered unwelcome and non-consensual. Additionally, conduct of a non-sexual nature may elevate to the level of sexual harassment if repetitive and inappropriate under the circumstances, e.g., frequent hugging or touching outside of a normal or customary context.

Scope: This policy prohibits sexual harassment perpetrated upon a student by an employee, including teachers, administrative officials and staff, and other workers; another student; or a third party, e.g., a visiting speaker. The prohibition extends to encompass all activities in connection with the academic, educational, extra-curricular, athletic, and other programs of the schools, regardless of location, e.g., on a school bus.

Reporting: The school principal(s), school teachers, and other school officials are mandated reporters of reasonably suspected abuse, including physical, emotional, or mental injury of a student. These mandated reporters must immediately convey such allegations to Mille Lacs Social Services followed by a statutorily required written report within forty-eight (48) hours, which cannot be filed anonymously. A student may convey details of sexual harassment to any of the foregoing individuals, thereby triggering the mandatory reporting obligation. In either event, the mandatory reporters must file a duplicate report with the designated Title IX Coordinator. Alternatively, a student or his or her parent(s) or legal guardian(s) may formally confer or directly file a formal complaint with the Title IX Coordinator:

Joycelyn M. Shingobe, Title IX Coordinator
Executive Director
MLB Department of Education
43408 Oodena Drive
Onamia, MN 56359-2236
Tel: (320)532-2153
E-mail: Joyce.Shingobe@millelacsband.com

Confidentiality: The student and/or his or her parent(s) or legal guardian(s) may express a desire to maintain confidentiality, and the school must inform them of this option. However, a school official must inform the student and/or his or her parent(s) or legal guardian(s) that exercising this option may inhibit an adequate administrative response and/or legal or equitable remedy. Regardless, the school must not unnecessarily divulge or improperly disclose the identity of the alleged victim(s) and perpetrator(s) and purported facts and circumstances to anyone with a legal right to receive such information.

Response: The school must promptly and effectively respond to any allegation of sexual harassment without regard to the manner of reporting, and immediately initiate an impartial and objective investigation of the conduct at issue. During an investigation, the school must definitively act to eliminate the possibility of harassment or its recurrence. Any retaliation against the student and/or his or her parent(s) or legal guardian(s), other reporting party, or individual participating in the inquiry is strictly prohibited.

II) Grievance Procedure

Complaint: The Title IX Coordinator may receive formal or informal complaints of alleged sexual harassment in the manner described in the above “Reporting” paragraph. The complaint should presumptively involve purported facts that have transpired within thirty (30) calendar days of the reporting, but the Title IX Coordinator may still consider an untimely complaint depending upon the circumstances.

Investigation: The Title IX Coordinator must expeditiously begin an investigation, which must involve conducting interviews of all parties possessing relevant information, including the documented interviews contemporaneously undertaken by law enforcement or social services agency. The Office of the Solicitor General will advise and Title IX Coordinator upon request of review. The Title IX Coordinator must conclude the investigation within thirty (30) calendar days of receiving the complaint unless impractical.

Findings: The Title IX Coordinator must issue a written report within ten (10) calendar days after finalizing the investigation, and deliver copies by certified mail or personal service to the complainant(s), alleged perpetrator(s), school principal, and Commissioner of Education. The written report must detail relevant facts, identify reasonable inferences, verify the occurrence or non-occurrence of sexual harassment, and propose means of resolution, if apt.

Discipline: Employment discipline may result from the Title IX Coordinator’s written report. However, the imposition of discipline is not contingent upon the written report. Supervisory officials may independently impose disciplinary measures by means of separate, albeit parallel, processes.

Conflicts: The Commissioner of Education will designate a substitute investigator if the Title IX Coordinator identifies or confirms a conflict of interest, which is limited to instances where the Coordinator uniquely personal knowledge of the disputed facts or the Coordinator or his or her immediate family, including grandparents and siblings, are the respective parties.

Appeal: The Title IX Coordinator’s findings are not judicially appealable absent express statutory authorization by the Band Assembly of the Mille Lacs Band of Ojibwe.

Principle Obligation:

“No Person in the United States shall, on the basis of sex,...be subjected to discrimination under any education program or activity receiving Federal financial assistance...” 20 U.S.C. §1681 (a).

“Though the statute does not mention sexual harassment, we have held that sexual harassment is intentional discrimination encompassed by Title IX.... Discrimination is a term that covers a wide range of intentional unequal treatment...” Jackson v. Birmingham Bd. Of Educ., U.S. 167, 174 (2005)

Pertinent Statutory and Secondary Authority:

2 MLBSA § 5(a)

8 MLBSA §§ 3103(b), 3243(b-c, f)

9MLBSA § 8(a), (c)(6)

MLB Pers. Policy and Procedures Manual (ed. Mar. 5, 2014) at 30, 69, 77-79, 98

United States Education Amendments of 1972, Pub. Law No. 92-318, 86 Stat. 235, 373

(“Title IX”) (codified at 20 U.S.C. §§ 1681-1688)

34 C.F.R. §§ 106.1-106.71

Office of Civil Rights, U.S. Dept. of Educ., Revised Sexual Harassment Guidance:
Harassment of Students By School Employees, Other Students, or Third Parties (2001)

Questions regarding the applicability of Title IX Coordinator or the Assistant Secretary for Civil Rights, U.S. Department of Education, 400 Maryland Ave. S.W., Washington, D.C. 20202-1100

School Board Approval: March 26, 2015

Violence Policy

Threats

Threats include verbal, physical, written, via e-mail or Internet, and in some cases sexual harassment. In the case of threat, the school principal or dean of students will investigate the incident.

Assault

An assault is defined as any threat or attempt to strike another student, whether successful or not. It may include physical or verbal threats. Any assault will be subject to disciplinary action according to policy.

Battery

Battery is defined as actually intentionally striking another student with the intent to harm. Any action that results in an assault of another person will be reported to the tribal police. Victims of assault or victim's parents need to press charges with law enforcement as Nay Ah Shing School can only press misconduct charges on incidents in the school.

Gang/Hate

A gang is identified as any group that participates in disruptive, intimidating, illegal and/or violent activities.

Gang/Hate Group Affiliation Identifiers

Including, but not limited to: wearing gang affiliated clothing/accessories, showing hand signs or symbols, graffiti, displaying tattoos, writing, drawing or creating gang symbols in any fashion will not be tolerated and will result in disciplinary action

The school must assure the safety of all students and will reserve the right to use Nonviolent Physical Crisis Intervention if students are in danger of harming themselves or others.

School Response to Behavioral Issues**Initial Referral to Behavioral Team**

- Referral to the Talking Circle/Cultural Intervention
- Referral to Support Staff/Outside Resources Staff
- Individual Contract
- Right Choice Team

In school suspension:

The in school suspension is an alternative to out of school suspension. While the student is suspended, he/she must complete assignments provided by the classroom teacher. If the student does not cooperate while serving in school suspension, he/she may receive additional suspension or out of school suspension

Out of school suspension:

Students may receive out of school prior to being readmitted to school after the suspension period. The purpose of the meeting is:

- to discuss the behavior(s) that led to the suspension,
- to discuss appropriate alternative behaviors the student might have chosen
- to discuss a plan to prevent future inappropriate behaviors.

Suspended Students

Suspended students and parent/guardians must be given notice of the suspension and a written or oral explanation of the charges. The student has the right to present his/her side of the issue prior to the suspension or as soon as practical.

Expulsion

A student may be expelled from school if it is shown that his/her conduct does in fact undermine good order, threatens the welfare of the school, disrupts the educational process or deprives other students of an opportunity to pursue their own education. Expulsion may be for a calendar school year or less depending upon the decision of the School Board. This decision on expulsion will be based on the recommendation from the Expulsion Hearing Committee in accordance with due process. The principal or the principal's designee will select members of the Expulsion Hearing Committee. That recommendation will be reviewed by school board members at a hearing/meeting held within 15 days of the notification to the parent/guardian of the student(s) to be expelled. Expelled students are not allowed on school grounds at any time without prearranged permission from the school principal. To be re-admitted to school after the expulsion period, students must demonstrate to school board that they have met all conditions of the expulsion. The school board makes the final decision on a student's reentry to school.

Due Process for Expulsion

In all disciplinary actions students will be afforded due process of law under the Constitution of the United States, and the regulations of the school district. Every student is entitled to due process of law before he/she is expelled.

- A. Written notice of charges within a reasonable time prior to a hearing. Notice of charges shall include reference to the regulation allegedly violated, the facts alleged to constitute the violation, and the notice of access to all statements of persons relating to the charge and to those parts of the student's school record which will be considered in rendering a disciplinary decision.
- B. A fair and impartial hearing to the imposition of disciplinary action (absent the actual existence of an emergency situation and immediate danger to the health and safety of the student and others). In an emergency situation the school official may impose disciplinary action not to exceed a temporary suspension, but shall immediately submit a report in writing the facts (not conclusions). The report shall indicate the reason for the emergency and shall afford the student a hearing that fully comports with due process as soon as practicable.
- C. The right to have present at the hearing the student's parents/guardian (or their designee) and to be presented by lay or legal counsel of the student's choice. Private attorney's fees are to be borne by the student.
- D. The right to produce, and have produced, witnesses on the student's behalf and to confront and examine all witnesses.
- E. The right to record of hearings of disciplinary actions including written findings of fact and conclusions in all cases of disciplinary action.
- F. The right to administrative review and appeal
- G. The student shall not be compelled to testify against himself.
- H. The right to have allegations of misconduct and information pertinent expunged from the student's record in the event the student is found not guilty to the charges.

Student Grievance Procedure

Nay Ah Shing School staff will administer student policy fairly and equitably. In the event that a student/parent feels that his or her rights have been denied, a grievance procedure is to be followed.

- Complaint presented to the Title IX coordinator in writing along with reasons for the complaint within 5 days of the alleged violation.

- The coordinator shall investigate the complaint and determine whether the school is in violation of student policy. The decision shall be communicated to the parent/student within 5 days of the receipt of the complaint.
- If the student/parent is not satisfied with the findings, he/she must appeal to the Commissioner of Education in writing no later than 5 days after receiving the findings of the Coordinator. The Commissioner of Education will respond within 5 days.

School Consequence Table

Students are to follow school rules and expectations. The consequences apply regardless of whether the inappropriate behavior took place in school, in a district vehicle, at a school or district activity, or during any part of the school day. Except for serious offenses, the accumulation of consequences will increase step-by step, taking into account the students overall record and shall count for one school year or less depending on good behavior.

Inappropriate Behavior	1 st Step	2 nd Step	3 rd Step	4 th Step
1. Alcohol or Chemicals, Possession or Use Possessing or being under the influence of any alcohol, narcotic or controlled substance where possession or use is prohibited by Minnesota or federal law is prohibited. Students will be considered in possession of alcohol, narcotic, or controlled substances if they are in an area where such substances are present. (For prescription medication, see Medication and Prescriptions section in handbook)	1-day suspension. 3-day suspension. In-School Suspension Expulsion. & Referral/Assessment by Mille Lacs Band Human Services Police referral.	3-day suspension. 5-day suspension. In-School Suspension Expulsion. & Assessment by Mille Lacs Band Human Services Police referral.	5-day suspension. Police Referral Expulsion	Police Referral Expulsion
2. Alcohol, or Chemical Possession with intent to Distribute or Sell. Selling distributing, delivering, exchanging, or intending to sell, deliver, exchange or distribute any alcoholic narcotic, or controlled substance is prohibited by Minnesota and federal law.	5-day suspension. Expulsion. & Assessment by Mille Lacs Band Human Services Police referral.	5-day suspension Police Referral & Assessment by Mille Lacs Band Human Services Expulsion		

3. Ammunition Possession. Possession of bullets or other projectiles designed to be used in a weapon.	1-day suspension 3-day suspension. 5-day suspension. Expulsion	3-day suspension 5-day suspension. Police Referral Expulsion		
4. Arson. Intentional destruction or damage to school property or other property by means of fire.	5-day suspension. Police Referral Expulsion.	Restorative Justice Plan		
5. Assault, Aggravated. Committing an assault upon another person with a weapon, or an assault that inflicts substantial or great bodily harm upon another person.	Expulsion			
6. Assault Physical. Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person.	1-day suspension 3-day suspension Police Referral Expulsion	3-day suspension 5-day Suspension Police Referral Expulsion	5-day suspension Police Referral Expulsion	Police Referral Expulsion
7. Assault Verbal. Language (oral or written) toward another person, adult or student, that is intended to cause fear (of bodily harm or death).	1-day suspension In-School Suspension 3-day suspension	3-day suspension In-School Suspension 5-day suspension	5-day suspension Expulsion	Expulsion

8. Bodily Harm, Inflicted. Committing a careless act, which inflicts bodily harm upon another person.	Referral to school administrator In-School Suspension 1-day suspension	In-School Suspension 1-day suspension 3-day suspension	3-day suspension 5-day suspension. Expulsion	
9. Bomb Threat, False. Making, publishing, or conveying in any manner a bomb threat pertaining to a school location or school staff member.	3-day suspension 5-day suspension Police Referral Expulsion	Expulsion		
10 Bullying. Conduct against another person that has the effect of harm or fear of harm, damaging of property, or creating a hostile learning environment.	Refer to Bullying Policy in Student Handbook (Page 36)	In-School Suspension 1-day suspension 3-day suspension	3-day suspension 5-day suspension	Expulsion
11. Burglary. Entering a district building without consent and with intent to commit a crime, or entering a district building without consent and committing a crime.	3-day Suspension Police Referral Expulsion			
12. Cheating. Scholastic dishonesty that includes, but is not limited to, cheating on a school assignments or tests, plagiarism or collusion.	In-School Suspension 1-day suspension	In-School Suspension 3-day suspension	5-day suspension	Expulsion

13. Chemicals, Possession with intent to distribute or sell. Selling or distributing, or intending to sell or distribute, any narcotic, controlled, or look-alike substance where sale or distribution is prohibited by Minnesota or federal law.	5-day suspension Police Referral Expulsion			
14. Dress. Potentially disruptive, offensive, or suggestive clothing that depicts illegal activities or health/safety concerns. Clothing that depicts alcohol, drug, or a tobacco product is inappropriate. Clothing with explicit sexual and violence-based graphics is also inappropriate. Clothing or other artifacts that indicate gang affiliation may not be worn or displayed.	See Dress Code Policy in Student Handbook Removal/Cover Up/Confiscation 1 day suspension Police referral	In-School Suspension 1-day suspension 3-day suspension Police referral	In-School Suspension 3-day suspension Police referral	5-day suspension Police referral
15. Driving- Careless or Reckless. Driving on school property in such a manner as to endanger persons or property.	May include revocation of parking privilege at school In-School Suspension 3-day suspension Police referral	Loss of parking privilege at school In-School Suspension 5-day suspension Police referral	Expulsion Police referral	
16. Explosives, Possession Possessing any compound, mixture or device; the primary or common purpose of which is to function by explosion. Any Class A, B, or C Explosive (as defined by state statute) i.e. dynamite, firecrackers, stink/smoke bombs, sparklers, or bottle rockets.	3-day suspension Restorative Justice Plan 5-day suspension Police Referral Expulsion	5-day suspension Police Referral Expulsion	Police Referral Expulsion	

17. Explosives, Use. Using any compound, mixture or device; the primary or common purpose of which is to function by explosion. Any Class A, B, or C Explosive (as defined by state statute) i.e. dynamite, firecrackers, stink/smoke bombs, sparklers, or bottle rockets.	3-day suspension Restorative Justice Plan 5-day suspension Police Referral Expulsion	5-day suspension Police Referral Expulsion		
18. Fighting. Mutual combat (differentiated from poking, pushing, shoving or scuffling) in which one or the other party (ies) or both contributed to the situation by verbal and/physical action. Regardless of who initiated the fight or whether it is believed a student is acting in self-defense. This includes hitting, slapping, and pulling hair, biting, kicking, scratching or any other act in which a student inflicts or attempts to inflict bodily harm on another person.	In-School Suspension 3-day suspension 5-day suspension Police referral	In-School Suspension 5-day suspension Police Referral Expulsion	Police Referral Expulsion	
19 Fire Alarm or 911 Calls, False. Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm	In-School Suspension(age appropriate) 3-day suspension 5-day suspension Police referral	In-School Suspension 5-day suspension Police Referral Expulsion	Police Referral Expulsion	

20. Fire Extinguisher, Unauthorized Use. Unauthorized handling of a fire extinguisher.	In-School Suspension(age appropriate) 3-day suspension 5-day suspension Police referral	In-School Suspension 5-day suspension Police Referral Expulsion	Police Referral Expulsion	
21. Gang/Hate Group Affiliation Identifiers Including, but not limited to: wearing gang affiliated clothing/accessories, showing hand signs or symbols, graffiti, displaying tattoos, writing gang symbols, drawing gang symbols, or creating gang symbols	Referral to school Administrator In-School Suspension Police Referral	Police Referral Expulsion		
22. Hazing. Harassment by way of initiation, ridicule, or criticism. Students may not participate with each other or with staff to plan, direct, encourage, aid or engage in hazing. Apparent permission or consent to be hazed does not lessen the severity of the penalty.	Referral to school Administrator Referral to School Bullying Policy	In-School Suspension 5-day suspension Police Referral Expulsion		
23. Insubordination. Deliberate refusal to follow an appropriate direction or order given by a staff member.	Referral to school Administrator In-School Suspension	In-School Suspension 3-day suspension 5-day suspension	5-day suspension Expulsion	Expulsion

24. Interference, Disruption or Obstruction. Any physical action taken to attempt to prevent a staff member or student from exercising his or her lawfully assigned duties or interfering with the educational process.	Refer to Student Handbook Pg 36 Behavior Expectations	1 day suspension 3-day suspension 5-day suspension	3 day suspension 5-day suspension	Expulsion
25. Language, Inappropriate. Use of language that includes, but is not limited to obscenity, profanity, swearing, or cursing which could be directed to an individual. This maybe done verbally or in writing.	Referral to school Administrator Notification to parent/guardian	In-School Suspension 1-day suspension 3-day suspension	3-day suspension 5-day suspension	5-day suspension
26. Cellular Phones, Radios/Electronic Devices, games, laser lights, lighters, or other Nuisance Objects. Use of such devices in school.	Referral to school Administration In-School suspension 1 day suspension 3-day suspension 5-day suspension Expulsion Police referral	In-School Suspension 1-day suspension 3-day suspension	3-day suspension 5-day suspension	5-day suspension Expulsion
27. Records or Identification Falsification. Falsifying signatures or data, forging notes, or refusing to give proper identification or giving false information to a staff member.	5-day suspension Expulsion Police referral	1-day suspension	1-day suspension 3-day suspension	3-day suspension 5-day suspension

28. Robbery or Extortion. Obtaining property from another person where his or her consent was induced by use of force, threat or force or under false pretense.	5-day suspension Expulsion Police referral			
29. Sexual Misconduct, Non-consensual. Engaging in nonconsensual sexual intercourse or sexual conduct with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent.	Referral to school Administration 1-day suspension from computer access. In-School Suspension	1-day suspension 3-day suspension 5-day suspension Expulsion		
30. Technology or Telecommunication Misuse. Misuse of equipment; deletion or violation of password-protected files, computer programs, data or system files; inappropriate accessing of files; unethical use of information or violation of copyright laws; accessing, uploading, downloading, printing, distributing, or transmitting pornographic, obscene, abusive, sexually explicit or gang related material; vandalizing damaging or disabling the property of another person or organization; unauthorized commercial use or financial gain of the user.	Referral to school Administrator Confiscation In-School Suspension 1-day suspension	3-day suspension 5-day suspension Expulsion Police referral		

31. Terroristic Threat. Threatening, directly or indirectly, to commit any crime of violence with the purpose of terrorizing another person or group of people.	Referral to school Administrator In-School suspension 1-day suspension Police referral	1-day suspension from computer access. 3-day suspension from computer access In-School Suspension	Expulsion Police referral	
32. Theft, or Knowingly Receiving or Possessing Stolen Property. Unauthorized taking of the property of another person, or receiving or possessing such property.	In-School suspension 1 day suspension 3-day suspension 5-day suspension Expulsion Police referral			

33. Tobacco. Possessing or using tobacco or smoking paraphernalia (i.e. pipes, papers, matches, lighters) in any school location, in district buses or vehicles, or at district events. Unless for ceremonial purposes. Nay Ah Shing School is a “Smoke Free” facility.	Referral to school Administrator Fines and restitution In-School Suspension 1 day suspension 3-day suspension 5-day suspension Expulsion and restitution	5-day suspension from computer access Expulsion Police referral		
34. Trespassing. Being present in any district facility or portion of a district facility when it is closed to the individual or public or unauthorized presence in a district vehicle. Any student on suspension who goes to a school location without permission is subject to an increase in suspension time.	Referral to school Administration Expulsion Police referral			
35. Truancy/ Unverified Absences. A student with 9 or more unexcused absences per year will be referred to Social Services and the county attorney office. Students will be dis-enrolled after 10 days.	Referral to School Truancy Policy			

36. Vandalism. Littering, defacing, cutting, or otherwise damaging property that belongs to the school, to other students, to staff members or to other individuals while the student is on school property, at a school activity, in a district vehicle or under the supervision of school staff.	Restorative Justice 3-day suspension Police referral	Restorative Justice 5-day suspension Police referral Expulsion		
37. Weapon or Look-alike Weapon Possession. Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any device or instrument designed as a weapon and capable of producing severe bodily harm, or intended to look like a device or instrument capable of producing severe bodily harm; or any other device, instrument or substance, which, in the manner in which it is used or intended to be used, is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm.	Fines and restitution In-School Suspension 1-day suspension 5-day suspension Expulsion and restitution	5-day suspension Expulsion Police referral		

Parent Participation

Parental participation is necessary for student success. By signing the Nay Ah Shing Schools Student-Parent Compact, it is agreed that parents understand the importance of the roles of:

- Commissioner of Education
- Principals
- Teachers and support staff
- Parents/legal guardians
- Students

We **all** have important roles to play in the education of our students.

The Parent Coordinator will address attendance issues. **Parents are encouraged to participate in monthly parent action committee meetings (PAC).**

Nay Ah Shing School has been using a parent incentive program which encourages parents to get involved in school activities by committing to time of service within the school. We encourage parents to complete Volunteer Opportunities Form and pledge form and return it to the school as soon as possible. Parents employed by Mille Lacs Band will be able to use 3 hours a month per child and get paid to spend time in the schools. The Upper school has designated a parent/community members/elder room for meeting, signing up to volunteer, and relaxation. Parents will also receive “**parent bucks**” from the schools as another incentive. The parent store-elementary and business manager’s office- secondary will be available for redemption.

Partners in Education Compact

This compact is a commitment made by individuals to support your child's education

As the Commissioner of Education, the Nay Ah Shing School Board, and the Principals we will...

- Provide a school setting that allows for positive communication between the school and home
- Have high expectations for all our students and staff
- Expect and support community/parent involvement
- Accept the responsibility to provide a quality curriculum and opportunities for all students to learn and grow in a safe educational environment which promotes cultural awareness

As the Teachers we will...

- Have high expectations for myself and my students every day
- Communicate and work with families to support student learning and parent involvement
- Show respect for each student and expect students to show respect for each other
- Accept the responsibility to provide a quality education with an emphasis on cultural awareness to enable each child to grow to his/her fullest potential

As a Parent/Guardian I will...

- Make education a priority in my household
- See that my child attends school regularly, on time, and prepared to learn
- Encourage my child to read daily at home and/or read to my child daily at home
- Insist that all homework is completed and returned to school on time
- Communicate with the school when my child is ill, changes in school routine, and/or when circumstances change at home that could affect my child's learning
- Take an active role in my child's education

As a Student I will...

- Attend school and all classes regularly, on time, and prepared to learn
- Demonstrate respect by listening to my Teachers and Nay Ah Shing Staff
- Take care to not interfere with other students learning in class and throughout the school
- Complete all class work and homework to the best of my abilities and on time

Signature Page

Partners in Education Compact
Student Parent Handbook
2016-2017

By signing this document I verify that I had read and have and understand the importance of the Nay Ah Shing Schools Student/Parent Handbook and the Student-Parent-School Compact. I also understand that this compact is not only between the Nay Ah Shing School and myself but is a commitment to my child, my child's academic success, and my child's future.

Parent/Guardian Signature_____Date_____

By signing this document I verify that I have read and understand the importance of the Nay Ah Shing Schools Student/Parent Handbook and the Student-Parent-School Compact. I also understand that I will work hard to achieve my learning goals. I will be safe, responsible, and respectful each and every day.

Student Signature_____Date_____

By signing this document I understand the significance of the Student-Parent-School Compact and that I have an obligation to the students, parents/guardians, and community to provide the highest level of education and to hold Nay Ah Shing Schools to the highest standards.

School Official_____Date_____