



Nasha Shkola Charter School

Student/Parent Handbook

2019-2020

Наша Школа
Правила для студентов и родителей

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nashashkolamn.org

Table of Contents

3	Change of Address/Telephone Number
3	School Board
4	Staff
4	Nasha Shkola Vision/Mission
5	Parent Action Committee (PAC)
5	School Visitors/Volunteers
6	Curriculum
8	Student Progress: Goals, Conferences, Report Cards
8	Student Attendance
8	Daily Schedule and Arrival Time
9	Attendance Policies and Procedures
9	Excused Absences
9	Unexcused Absences
9	Tardies
9	Early Pickup
10	After School Plans
10	Extra Help
10	Contacting Teachers
11	Health Service
11	Medication
11	Immunization Requirements
12	Are Your Kids Ready for School - Minnesota School Immunization Law
13	Emergency Procedures
14	Uniform Dress Code
15	Behavior Expectations/Responsive Classroom
16	Disciplinary Action for Rule Violations
17	Transportation/Bus Rules
17	Breakfast and Lunch Programs
18	Snacks/Treats
18	Special Occasion Treats Brought To School
18	Personal Items Brought to School/Lockers/Lost and Found
20	Computer Use and Internet Policy
22	Transportation Signature Page
24	Computer Use and Internet Policy Signature
26	Handbook Signature

Note: Information in this handbook may be changed or amended during the course of the year.

STUDENT/PARENT HANDBOOK

The entire staff of Nasha Shkola welcomes all students and parents as members of our learning community. Students attending Nasha Shkola will share in a community of outstanding achievement, positive school spirit, and good conduct.

This handbook provides information to you about certain terms and conditions of attending the school. Nasha Shkola is a public school and is funded by the state of Minnesota on a per-pupil rate. Due to this fact, our school must adhere to several state and federal guidelines, which will ensure safety and fair treatment for all students in attendance.

While Nasha Shkola will make every effort to keep the handbook current, the information and policies described in this handbook may be changed in any way at any time at the sole discretion of the Nasha Shkola Administration. Your family is responsible to comply with current Nasha Shkola policies at all times. These policies apply to all students at Nasha Shkola. Students and parents or guardians should review the information in this handbook together to become familiar with the procedures and policies at Nasha Shkola.

School Directory Information

Student directory data, by law, are available to the general public, unless the school receives written notice from the parent or guardian restricting such student's directory data. This includes student name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent educational agency or institution attended by the student. Parents or guardians who wish to restrict this data from the general public should send a request to the director of the school.

Change of Address/Telephone Number

Please provide change of address and new phone number information to the Nasha Shkola office.

Board of Directors

As a charter school, we are governed by a board of directors comprised of parents, teachers, and community members. The board meets monthly at the school on the third Tuesday of each month at 6:30p.m. The meetings are open to the public. A list of Board members can be found on our school web page at www.nashashkolamn.org.

NASHA SHKOLA STAFF

Yelena Viktorovna Hardcopf	Director
Inna Viktorovna Bly	School Office Administrator
Amanda Rohde	Kindergarten
Sharon Oliech	1 st grade
Natalya Johnson	2 nd grade
Crosley Schultz	3 rd grade
Nicole Laferriere	4 th grade
Elizaveta Anatolievna Lindman	Math 5-8
Christian Schmidt	Social Studies 5-8
Ella Gerbuz	Music K-8
Andrew Wood	English Language Arts 5-8
Elizabeth Das	Science 5-8
Svetlana Yevgenievna Kazanecki	Russian
Daniela Vencislavovna Zochinova	Russian/Reading Support
Nikki Wahl	SPED Teacher
Yelena Bienemann	Math Support
Leyanna Bibbs	SPED para
Lada Bondar	Support Services/Assessment Coordinator

NASHA SHKOLA VISION

Vision: To be an academically rigorous school preparing students for continued success as motivated learners and global citizens.

NASHA SHKOLA MISSION

Nasha Shkola aspires to be a multi-cultural charter school committed to exceptional education in all areas of academic inquiry with an emphasis on Russian Language and Culture, providing structured and responsive learning environment based upon educational best practices for all students and their families.

We are committed to achieving this mission by:

Providing a safe and nurturing educational environment where families are integral and differences are celebrated; developing exemplary programs that are evaluated and revised; requiring that a data-based decision making culture is the norm; having high expectations for the student, family, teachers and the school that are clearly defined in terms of measurable standards; insisting that the students' individual needs are met.

Presenting curriculum in the context of an innovative and creative curriculum and educational program; a rigorous, research-based curriculum that sets the highest academic standards for all learning styles.

A Russian Language Program that will support the native English-speaking group and the non-

English group (Russian speakers) in learning academic content in both languages. Both groups will develop academic proficiency in both languages and an understanding and appreciation of the Russian, American and World cultures, literature, and arts.

PARENT ACTION COMMITTEE

If you are a parent of a Nasha Shkola student, you are automatically a member of Nasha Shkola's Parent Action Committee.

The mission of the PAC is to make Nasha Shkola School an even better place for our children by:

- Promoting School spirit
- Supporting student activities
- Encouraging parent volunteerism
- Raising funds for the benefit of the School

The PAC works closely with the school staff in order to build community within the school. The PAC assists with many events and activities throughout the school year including First Bell, holiday parties and concerts, and a variety of fundraising activities. By getting involved with your child's school, you can help make it an even better place for him/her to learn and grow, and find yourself having a whole lot of fun in the process.

SCHOOL VISITORS/VOLUNTEERS

Nasha Shkola welcomes visitors during the school day. In order to provide a safe environment for the children, **we require all visitors to report to the office and sign in.** This is for the safety and protection of everyone in the school. Signing in at the office is certainly not meant to discourage parents or community members from volunteering and/or visiting the school, but only to assist personnel in knowing who is in the building. We are very happy to have parents, grandparents, guardians, and community members visit the school. All volunteers who work with students for more than 10 hours in the classroom are required to fill out a background check.

ASBESTOS NOTIFICATION

Nasha Shkola is in compliance with applicable asbestos management regulations. An up to date management plan is in our office, which you can review during regular school hours or by appointment. For further information, please contact the school office.

STUDENT PROGRESS: GOALS, CONFERENCES, REPORT CARDS

Parents, student, and teacher will work together to develop each student's goals. Students are involved not only in the development of the plan, but also in the evaluation of progress made toward the goals identified. The Nasha Shkola calendar identifies conference dates. Student Report Cards for all areas of the curriculum are issued four times per year.

Incompletes

Students who receive an incomplete, or "I" grade, have ten school days to complete the work to earn a grade. If course work is not completed at the end of ten school days, the "I" grade will change to a failing, or "F", grade in that class. Students and parents with questions about an incomplete grade should contact the teacher.

Special Education/Inclusion

Nasha Shkola practices "Inclusion" with all of its learners. Special needs students on official IEP's (Individual Educational Plans) are served primarily within the regular classroom. Teachers work collaboratively to devise teaching and learning strategies that meet the needs of these and all students within the regular classrooms.

STUDENT ATTENDANCE

Compulsory Attendance Law: Minnesota State Law provides that children enrolled in school after 1988 shall attend a public school or a private school, for a period of not less than nine months during any school year until age 18 or until they graduate. Both parents and students have responsibility for school attendance. Students need to arrive at school and get to class on time. This section outlines the procedures for attendance, make-up work and consequences for unexcused absences and tardies.

If your child will not be attending school on a given day or will be tardy, please call the office between 8:00 and 9:30 a.m. Students arriving after 9:00 AM will be counted as tardy unless the delay took place on the school bus route.

If your child becomes ill or injured during the day, the school will contact you at one of the numbers you have provided on the **emergency form**. We do require that families provide an additional emergency contact person in the event that the parent cannot be reached.

DAILY SCHEDULE AND ARRIVAL TIMES

School Day: 8:45 a.m. – 4:15 p.m.

Students are not allowed to arrive at school before 8:30 a.m. unless they are in before school care. Students arriving between 8:30 a.m. and 8:45 a.m. must report directly to the lunchroom/school entryway to wait for school to begin.

Any student arriving after 9:00 a.m. must report to the front office **accompanied by a parent** to check in. Students arriving late must **not** be dropped off outside the building. Late arrivals are considered excused or unexcused absences, not tardies. Chronic late arrivals will be considered abuse of the Attendance Policy and will be addressed by building administration.

ATTENDANCE POLICIES AND PROCEDURES

Teachers record each student's absence and tardiness. All student absences are verified by the school administrator. If a student is going to be absent from school, the parent/guardian should call

the office 763.432.5550 as soon as possible on the day of the absence and leave a voice mail. If a phone call is not made, the parent/guardian should send a note with the student on the day he/she returns. The student should bring the note to the secretary in the office. When an absence is known ahead of time, please notify the office by writing a note indicating the anticipated days of absence.

EXCUSED ABSENCES (identified by the MN Department of Education)

- child illness, medical, dental, orthodontic, or counseling appointments;
- family emergencies;
- the death or serious illness or funeral of an immediate family member;
- active duty in any military branch of the United States;
- the child has a condition that requires ongoing treatment for a mental health diagnosis;
- Religious holiday (Please inform the office ahead of time).

CONSEQUENCES OF EXCESSIVE EXCUSED ABSENCES

*20 days or more per school year may warrant an Educational Neglect/Truancy Report to Hennepin County (or the county you reside in). This will be determined on a case by case basis

UNEXCUSED ABSENCES are: Leaving school without permission, Parents who do not call the school to report their child's absence or send a note about the absence when the child returns, "Overslept", "Missed the bus", etc.

CONSEQUENCES of UNEXCUSED ABSENCES

- Monthly - letter to parent informing about the number of absences
- 7 days – letter to a parent informing about the upcoming report
- 8 days - Educational Neglect/Truancy Report filed with Hennepin County (or the county you reside in) and a letter to parent informing them about report filed

TARDIES

Students are considered tardy if they are not in the classroom when the class period begins and have no written pass from the office or from a staff member to excuse the tardy.

CONSEQUENCES FOR EXCESSIVE TARDIES

5 tardies - phone call/e-mail to parent about the tardies

8 or more tardies - letter to parent and lunch/recess detention

EARLY PICKUP OR LEAVING THE SCHOOL DURING THE SCHOOL DAY

Any student needing to leave before the end of the school day is asked to bring a note to the office and their classroom teacher at the start of the day. Parents arriving to pick up students early are asked to enter the building and sign the checkout form in the office before leaving. A school employee will get your student from his/her classroom. Only students who have their parent or legal guardian sign them out are permitted to leave the building during the school day. Leaving without signing out will result in an unexcused absence and discipline consequences for the student. Parents may sign out only their own child unless a documented arrangement is made in advance of the pick-up.

AFTER-SCHOOL PLANS

If a student wishes to go home with another student, plans **must** be made in **advance** and **both** students must **bring notes from home**. **We do not allow students to make phone calls during the day to arrange after school plans.** We ask that these arrangements be made in advance with parents to avoid any mid-day confusion and miscommunication. In the event that your child will be picked up by an adult other than a parent, please send a note with specific information. **PLEASE NOTE: an e-mail or voicemail on the day of request is not acceptable. You need to speak with school personnel directly to avoid any miscommunication.** Our building security plan is focused on the safety of the children in our care and requires extra time for planning and communication.

EXTRA HELP

Students who have been absent or desire extra help with their schoolwork should make an appointment with a teacher. Students needing to remain after school to receive help must make arrangements to meet their teacher and be supervised during the extra help sessions.

CONTACTING TEACHERS

The staff list is included in this handbook. Should you need to contact your student's teacher, you are encouraged to call the school before 8:45 a.m. or within 30 minutes after school is dismissed. Should you need to meet with a teacher, please **arrange a meeting time** ahead of time. Parents are urged to make use of this opportunity if consultation with the teacher is necessary. Please check with your student's teacher to find the best method of communication. Please contact the office if you need to get a message to your student's teacher during school hours. Parents may also communicate with teachers via email as follows: firstname.lastname@nashashkolamn.org

Inna Bly

inna.bly@nashashkolamn.org

Yelena Hardcopf

yelena.hardcopf@nashashkolamn.org

If communicating via email, please keep in mind that emails may not be read during the course of the school day. If a more immediate response is warranted please call the school office at 763 496-5550 or contact Inna Bly and Yelena Hardcopf.

HEALTH SERVICE

There is a licensed school nurse assigned to Nasha Shkola through Hennepin HealthCare who is responsible for promoting and maintaining the health and well-being of all students. The nurse assesses individual student health and developmental status, develops health plans for students with chronic or acute conditions, develops a system of first aid and emergency care and coordinates the prevention and control of communicable disease. If you have questions regarding health service, you may call school administrator Inna Bly at 763 496-5550

MEDICATIONS

All medications must be kept in the school health office unless special arrangements are made with the school nurse. This includes Nebulizers. When a student requires medications (prescription or over-the-counter), the student must bring:

- Medication in the original container with directions for administering
- Written permission from the parent
- A written order from the physician prescribing the medication

IMMUNIZATION REQUIREMENTS

Minnesota law requires that every child attending school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and varicella.

A student must have all immunizations up-to-date, with a record on file in the office, prior to starting school. No student shall be required to receive an immunization which is contrary to a medical reason or conscientiously held belief. The documentation requirements are listed on the [Pupil Immunization Record](#) form available in the office. Please notify school of any special health conditions, changes in health status or immunization updates during the school year.

Are Your Kids Ready for School?

Minnesota's School Immunization Law

Directions:

- Find the child's age/grade level and read across to the right.
- Look to see whether the child had the number of shots shown by the checkmark(s) under each vaccine.

Note: Each row is meant to be read separately, so don't add up the columns of checkmarks under each vaccine.

Example: A preschooler needs 4 DTaP, then to enter kindergarten he or she needs 1 more DTaP, for a total of 5 (not 9).

	Hep B hepatitis B	Tdap/DTaP/Td diphtheria, tetanus, pertussis (whooping cough)	Polio	MMR measles, mumps, rubella	Hib <i>Haemophilus influenzae</i> type b	Varicella* (chickenpox)
Preschool (age 3-5)		✓✓✓✓	✓✓✓	✓	At least ✓	✓
Kindergarten**	✓✓✓	✓✓✓✓✓ 5 th shot not needed if 4 th was after age 4	✓✓✓✓ 4 th polio not needed if 3 rd was after age 4	✓✓		✓✓
Age 7 through 6th grade		At least ✓✓✓	At least ✓✓✓	✓		
7th through 12th grade	✓✓✓ 7 th grade only***	At least ✓✓✓ Plus one more shot at age 11-12 years****	At least ✓✓✓	✓✓		✓✓ 7 th grade only

* Varicella shot(s) not required if a child's doctor signs a form saying the child has already had chickenpox disease.

** First graders who are 6 years old and younger must follow the polio and Tdap/DTaP/Td schedules for kindergarten.

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

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

To go to school in Minnesota, students must show they've had these immunizations or file a legal exemption with the school.

Parents may file a medical exemption signed by a healthcare provider or a conscientious objection signed by a parent/guardian and notarized.

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

- Influenza (flu) – each year for children age 6 months through 18 years – especially those with risk factors like asthma and diabetes.
- Hib – an additional two to three doses (depending on the product used) is recommended in addition to the one dose at or after 12 months of age required for school.
- Meningococcal for age 11-18.
- Human papillomavirus (HPV) for girls age 11-18.
- Hepatitis A

MINNESOTA
MDH
DEPARTMENT OF HEALTH
Immunization Program
P.O. Box 64975
St. Paul, MN 55164-0975
651-201-5503 or 1-800-657-3970
www.health.state.mn.us/immunize

IC# 141-0903 (MDH, 6/2011)

EMERGENCY PROCEDURES

Each family is required to submit to the office at the beginning of the year a “Student Emergency Information” form, giving school personnel instructions regarding the family’s emergency plan. These forms are **absolutely necessary** as we do not, under these emergency circumstances, have time to phone each parent. If we do not have such a form on file, students will return home as they normally would.

In the event of an emergency or illness, the procedure will be:

- _ Contact a parent or guardian at home or at work.
- _ Contact a relative, neighbor or other responsible adult whose name appears on the emergency referral form provided by the family.
- _ Contact the family doctor or dentist, if available and appropriate.
- _ Call 911 in instances where medical attention is needed without delay. The parent/guardian will be notified after emergency personnel have been called. The child's family will be financially responsible for medical and transportation fees if deemed necessary by emergency personnel.

In the event of an accidental ingestion, the procedure will be to call 911 and to consult with Hennepin County Poison Control Center. If you do not wish to have the above procedure followed, an alternative plan must be submitted to the school administration and nurse in writing.

FIRE DRILLS

Fire drills are held five times per year at unspecified times. It is important that students become familiar with the correct procedure to follow in each of their classrooms. Students should walk quickly and quietly from the building using the exit that is designated for each area of the building. They are to return inside the building only after they are signaled back in.

SEVERE WEATHER AND EMERGENCY CLOSINGS

A severe weather drill is conducted in the spring. Emergency School Closings will be posted with WCCO 4 and KARE 11. A school-wide email will be also sent out the morning of closing at 6:00 AM.

LOCKDOWN DRILLS

Lockdown drills are held five times each year. Lockdowns are designed to help students keep safe in the unlikely event of school violence. All students and staff participate in the drills.

MESSAGES TO STUDENTS

Emergency messages will be delivered directly to the student. Non-emergency messages will be forwarded to the student prior to the end of the school day.

NASHA SHKOLA UNIFORM DRESS CODE

The Uniform Dress Code was created to encourage a community spirit at Nasha Shkola and to enhance school pride. It is provided as a means of focusing on the student as a unique person while diminishing the importance of external factors such as clothing.

Good taste is expected. Neatness, decency, and cleanliness are important factors in making the classroom environment productive. Students should not wear clothing that could be hazardous to them in various school activities. Grooming and dress that creates a disruption in the classroom or prevents students or teachers from doing their best work must be avoided.

Uniforms are required on all school days except when otherwise specified administration. The appropriateness of clothing, make-up, hair or accessories is ultimately at the discretion of the school. Clothing is expected to be properly sized to fit. Negative, offensive, immodest attire may not be worn.

The following items are **NOT ALLOWED** to wear at school:

- Skinny pants, jeans or leggings. (Leggings are acceptable with the skirts only).
- Tight, tank or low-cut tops.
- All hats, caps, scarves, hoods.
- Open toe or flip-flop shoes, clogs, slippers.

Use these guidelines for student dress at school: Undergarments need to remain covered; this would include bra straps (for girls) and other types of under garments. A shirt top or pants that reveal one's cleavage, stomach or midriff at any time is too short. Spaghetti strap shirts and halter-tops are inappropriate and need to be covered. Skirts and shorts must be at or below fingertip length when the student's arm is placed at her side. Hats, scarves or other head coverings may not be worn in the building except for medical or religious reasons; this includes bandanas and sweatshirt hoods. Baseball caps and stocking hats are not permitted to be worn inside the school building unless an exception has been made.

In support of Nasha Shkola's commitment to tobacco free and drug free schools, words or symbols that advertise products which are illegal or harmful for students will **not be permitted**. Articles of clothing or word/symbols on personal property that are inappropriate or cause disruption will not be allowed. Students may not wear any clothing with inappropriate language or pictures, gang attire, or messages promoting or advertising the use of chemicals or alcohol. Sunglasses are not to be worn in the building.

Outerwear coats and hats are not to be worn during the school day because of health and safety reasons. Sweaters and sweatshirts are recommended for use during the school day by students who may feel chilled.

Students wearing items violating this policy will be asked to make changes before returning to class. Parents, please cooperate in checking the clothing that your child wears to school. **Please label clothing, such as sweatshirts, hats, jackets and snow pants.**

Dress-Up Attire

Occasionally a school event such as a school concert will require dress-up attire. Specific clothing requirements may be sent home to parents in advance of such occasions. In general, appropriate dress for boys includes dress shirt, dress pants, and shoes. For girls, appropriate dress includes a dress, skirt or dress pants with a blouse, and appropriate dress shoes. Modest hemlines are required on dress-up attire.

OUTDOOR RECESS GUIDELINE

All children should be dressed properly for the weather conditions of the day. Students at Nasha Shkola go outside everyday as part of our mission in keeping our kids active and healthy. Please help your child have the appropriate attire at school. Children who do not have winter clothing including boots, jackets, mittens and snow pants will not be allowed to go outside. Please mark your child's outerwear with their name for identification purposes. If a student is to be excused from recess, he or she will need a note from the parent/guardian.

Outside Temperature/Wind Chill

Nasha Shkola has set the following guidelines in determining whether children will be allowed to go outside for recess: if the outside air temperature is less than 0 degrees Fahrenheit or the wind chill is -10 degrees or below, students will have recess indoors.

Please be sure children are dressed to be outside in the winter weather.

Outside Air Quality

When the air quality index is above 151, all elementary students will be kept inside for recess (151-200 is unhealthy for all groups and 201-300 is very unhealthy for all groups).

When the air quality index is 130-150, elementary students with respiratory problems will be kept inside for recess; other students will go out for a short time (101-150 is unhealthy for sensitive groups).

Air Quality Index (AQI)

Good	0-50
Moderate	51-100
Unhealthy for Sensitive Groups	101-150
Unhealthy	151-200
Very Unhealthy	201-300

BEHAVIOR EXPECTATIONS

At Nasha Shkola, staff are trained in the *Responsive Classroom* approach. The *Responsive Classroom* approach is a widely used, research-based approach to elementary education that increases academic achievement, decreases problem behaviors, improves social skills, and leads to more high-quality instruction. Nasha Shkola expects everyone to work to the best of their ability and to treat all

people and property with respect. At Nasha Shkola, we celebrate and appreciate our individual differences and expect the following behaviors:

Treat yourself, others and property with respect

Work to the best of your ability

Behavior Expectations- General

Students are expected to act in a manner that promotes their learning, safety and well being, and does not interfere with the learning, safety and well being of others. Students are expected to behave in accordance with federal, state, and local laws and rules, and school regulations. When students choose to behave inappropriately, it is the responsibility of school personnel to intervene.

The school expects students to:

- Be polite and show kindness and consideration to one another and to adults.
- Follow directions from supervising adults.
- Walk in all areas of the building and speak in a normal tone of voice.
- Use socially acceptable language.
- Use and respect school property and not intentionally cause damage.
- Sit appropriately and listen during classes, assemblies and programs.
- Ask permission to use any item that does not belong to them.

Classroom Rules and Responsibilities:

Teachers will provide general classroom expectations. Expectations and rules may be different depending on the needs of particular classes. Students are expected to get to class on time, participate in classroom activities, complete homework assignments on time, and maintain appropriate behavior.

In order to maintain a safe learning environment for everyone in our school community, certain behaviors will result in immediate office referral. Examples of such behaviors include but are not limited to: weapon or dangerous object possession, illegal substance use or possession, harassment, racial slurs, physical or verbal confrontations, insubordination, theft or property destruction, offensive behavior, and threats or intimidation of students or staff. When students are engaged in fighting where physical contact is made or exchanged, the consequence will be suspension. This consequence also applies to a student who is retaliating to an aggressive act.

Lunchroom Behavior Expectations

- Quietly enter the lunchroom and find a place to sit.
- Show respect to all lunchroom staff.
- Once you are in the lunchroom you may not leave until you are dismissed.
- Remain seated unless you are getting food or are excused.
- Use a calm indoor voice and remain seated during lunch.
- The following activities are prohibited: shouting, popping bags or cartons, throwing items, whistling, running, and horseplay.
- At the end of lunch, a teacher/supervisor will dismiss you only when your table area is clean. The table's cleanliness is everyone's responsibility.

- Do not ask others for food.
- Nasha Shkola will not provide additional food.
- No food or beverage may leave the lunchroom.

After School Conduct:

After school activities are an extension of the school day. Students who stay after school must follow all school rules. Students must be under a staff member's supervision to remain after school. Students are not allowed to simply "hang out".

All School Parties

Students must demonstrate appropriate behavior during parties or they will be dismissed from the party and may not be allowed to attend future parties.

Bullying

Bullying is harmful, and not an acceptable childhood experience. It is not "a rite of passage," "character building," or a "stage" kids go through. If you see it happen or know of it, you should take action to stop it by telling an adult.

Bullying is repeated actions that include a range of behaviors. Examples include:

Emotional - exclusion, stalking

Physical - punching, shoving, hitting

Sexual - remarks about sexual preference, body, activities, spreading rumors, or hitting, grabbing, pulling at clothing.

Words - racial or sexual slurs, remarks about body, mind, name, family, language, religion, socioeconomic status, etc.

Nasha Shkola's rules against bullying:

- We do not bully other students.
- We help students who are bullied.
- We include students who are left out.
- We tell an adult at school and an adult at home when someone is being bullied.

DISCIPLINARY ACTION for RULE VIOLATIONS

(See Student Code of Conduct for more information.)

TRANSPORTATION/BUS RULES

Students shall be aware that all school rules, policies, and regulations apply to behavior on busses to and from school or while on any school-related activity. Rules and regulations have been established to maintain a safe and positive climate for all riders and drivers on each school bus.

Remember, RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT!

Expectations for all bus riders:

- Be courteous at the bus stop.
- Enter the bus in an orderly fashion, sit down, and remain seated for the entire trip.

- Do not move from seat to seat, put your feet on the seats, or engage in any horseplay.
- Be respectful of other students and the driver. Do not use foul language. Do not take things that belong to others.
- Do not harass anyone verbally or physically.
- Do not eat or drink on the bus unless the driver gives you permission to do so.
- Cooperate respectfully with the driver. Comply with the requests from the driver without arguing.
- Transporting any potentially dangerous objects, including weapons, is prohibited.
- Keep all body parts inside the bus. Do not throw objects out the bus window.
- Do not vandalize the bus in any way.
- Do not stand or walk in a bus while it is in motion.
- Do not distract the driver in any way. Your safety and the safety of others is in the hands of the driver.

A bus driver's primary concern is safety. If students on a particular bus consistently misbehave, the driver or transportation director may request a seating chart for the entire bus. In addition, drivers can assign a particular student an assigned seat if they feel it is necessary.

Consequences for Breaking Ridership Rules

Students who demonstrate inappropriate behavior on the bus or at a bus stop will be referred to school administrators.

Principals handle each case on an individual basis and may assign the following consequences: verbal warning, assigned bus seat, discussion with parent, and loss of bus service.

BREAKFAST AND LUNCH PROGRAMS

The **School Breakfast Program** is a federally assisted meal program.

The **National School Lunch Program** (NSLP) Menus are planned according to NSLP requirements, with each meal consisting of two ounces of meat or meat alternate, two or more servings of different fruits and vegetables, at least one serving of grain or bread and eight ounces of milk. Serving sizes are those recommended in the USDA Food Guide Pyramid. The serving sizes are appropriate to help teach children what a serving should look like. Choices of entrees are offered at each level to try to meet the food preference of students. Lunches must meet one-third of the calories and RDA for key nutrients (protein, iron, calcium, vitamin A, vitamin C) based on age/grade group. They must also meet the Dietary Guidelines for Americans, including recommendations for percentage of calories from fat (no more than 30%) and saturated fat (no more than 10%).

Fruits and Vegetables: We will continue to offer a wide variety of fruits and vegetables, both on the salad and with the other lunch options. This government program will help defray costs so we can offer more fresh fruits and vegetables.

Milk: The school lunch program is required to offer milk as one of the components of

the lunch.

Snacks: In K-4, your child is welcome to bring a healthy snack to eat during snack time. We encourage you to send a water bottle to school for your child to use throughout the day. We do our best learning when we stay hydrated.

Pop/Beverages/Candy

Students **may not** have energy drinks or pop drinks at any time during the school day. Beverages, candy, and other foods are not allowed outside of the lunchroom during the school. The mess and clean up time associated with beverage spills, wrappers, and discarded food items is not necessary. Please help keep the school clean.

Celebrations, School Events and Special Occasions

During regular school days Nasha Shkola will limit celebrations initiated and supervised by a teacher and that involve food to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (see above). At no occasion, including birthday celebrations, are students allowed to bring treats and sweets to share with other students. A wonderful birthday treat is a book in Russian or English that can be donated to the classroom and read to the students. Nasha Shkola will **not** provide foods or beverages at school-organized events outside the school hours such as, but not limited to, New Year celebration, performances, and fundraisings. Parents bringing food or beverages to such events are encouraged to follow the nutrition standards outlined above.

Food and Beverages must be kept away from the school computers at all times.

PERSONAL ITEMS BROUGHT TO SCHOOL

Bicycles, Skateboards, In-Line Skates, Motor Vehicles

Bicycles, skateboards, in-line type skates, motorcycles or other motorized vehicles are not to be ridden by students on school property, unless specified by administration. This rule helps prevent injuries and protects school property. Nasha Shkola is not responsible for the safety of bike riders, skate boarders or skaters.

Cell Phones, Other Electronics

Cell phones and other personal electronic items must be turned off and placed in lockers/or turned in to the school office/teacher before the start of the day (8:45 a.m.). Use of these items is not permitted during the school day unless a staff member has granted special permission for a specific purpose. If used at inappropriate times, these items may be confiscated and then returned to the student at the end of the day. After that first warning, parents will have to pick up the item in the Office. Nasha Shkola does not assume responsibility if these items are lost or stolen.

Books, Materials, Uniforms, Equipment Fines

Students are responsible for all books, materials, uniforms and equipment that are issued to them. If materials are lost or damaged, students/families will be fined.

Lockers

Lockers are the property of school and must be kept clean at all times. Lockers may be subject to inspection and search at any time. The school is not responsible for the replacement of lost or stolen items.

Lost & Found

Lost and Found items may be turned in or picked up by the Office. Items not claimed will be given to a local charity several times during the year. All clothing and personal belongings should be marked with some form of identification.

Money in School

Students should only bring the amount of money they expect to need on any given day. Do NOT bring large amounts of money to school. The school assumes no responsibility for the loss of money or valuables. **Please label all checks with the student name and what the check is for on the memo line.**

COMPUTER USE AND INTERNET SAFETY POLICY

Students at Nasha Shkola may not use computers without permission from a teacher. No foods or beverages are allowed near the computers.

The use of the Internet is a privilege, not a right, and students are expected to use the Internet for school projects only. We believe that the Internet can be a valuable tool in research; in fact, inclusion of technology education is a key component of the Minnesota State Standards. However, we know that students need to be guided and taught appropriate uses of this technology. Any "searching" on the Internet will be under staff supervision, using "kid-friendly" search engines.

In order to use school laptops, desktops and network resources, students must understand and agree to the conditions in this policy. Students and their parent(s)/ guardian(s) must annually sign this form to acknowledge that they accept these terms before they will be allowed to use Nasha Shkola computers. Any misuse or abuse of the conditions listed below will result in the loss of privileges.

Computers are for academic purposes only. Any other activity is not allowed, including games, playing music, internet messaging, email, etc. Students are only allowed to print materials related to their class work or project work. Students must take proper care of the laptops/computers while they are using them. When finished, students must log off and shut them down completely.

Students are not allowed to download files or programs from the Internet.
Students are not allowed to use the Internet unsupervised.

Any form of vandalism is prohibited. This includes any malicious attempt to physically deface, disable, destroy, or hack into computers or the network, or to harm or destroy data of another user.

Students who do not comply with the above conditions will have their privileges revoked. On the first offense, the student will lose privileges for 2 days. For the second offense, the student will lose privileges for 2 weeks. On the third offense, the student will lose privileges for 1 month. On the fourth offense, the student will lose privileges for the remainder of the year. In cases of vandalism, students and their families will be responsible for any reasonable cost necessary for repair or replacement of the item, as well as potential legal consequences.

Please sign and return this form to school.

Parent Signature _____ Date _____

Student Signature _____ Date _____

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TRANSPORTATION/BUS RULES

Students shall be aware that all school rules, policies, and regulations apply to behavior on busses to and from school or while on any school-related activity. Rules and regulations have been established to maintain a safe and positive climate for all riders and drivers on each school bus.

Remember, RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT!

Expectations for all bus riders:

- Be courteous at the bus stop.
- Enter the bus in an orderly fashion, sit down, and remain seated for the entire trip.
- Do not move from seat to seat, put your feet on the seats, or engage in any horseplay.
- Be respectful of other students and the driver. Do not use foul language. Do not take things that belong to others.
- Do not harass anyone verbally or physically.
- Do not eat or drink on the bus unless the driver gives you permission to do so.
- Cooperate respectfully with the driver. Comply with the requests from the driver without arguing.
- Transporting any potentially dangerous objects, including weapons, is prohibited.
- Keep all body parts inside the bus. Do not throw objects out the bus window.
- Do not vandalize the bus in any way.
- Do not stand or walk in a bus while it is in motion.
- Do not distract the driver in any way. Your safety and the safety of others is in the hands of the driver.

A bus driver's primary concern is safety. If students on a particular bus consistently misbehave, the driver or transportation director may request a seating chart for the entire bus. In addition, drivers can assign a particular student an assigned seat if they feel it is necessary.

Consequences for Breaking Ridership Rules

Students who demonstrate inappropriate behavior on the bus or at a bus stop will be referred to school administrators.

Principals handle each case on an individual basis and may assign the following consequences: verbal warning, assigned bus seat, discussion with parent, and loss of bus service.

Please sign and return this form to school.

Parent Signature _____ Date _____

Student Signature _____ Date _____

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Nasha Shkola Internet and Computer Use Policy

Students at Nasha Shkola may not use computers without permission from a teacher. No foods or beverages are allowed near the computers.

The use of the Internet is a privilege, not a right, and students are expected to use the Internet for school projects only. We believe that the Internet can be a valuable tool in research; in fact, inclusion of technology education is a key component of the Minnesota State Standards. However, we know that students need to be guided and taught appropriate uses of this technology. Any "searching" on the Internet will be under staff supervision, using "kid-friendly" search engines.

In order to use school laptops, desktops and network resources, students must understand and agree to the conditions in this policy. Students and their parent(s)/ guardian(s) must annually sign this form to acknowledge that they accept these terms before they will be allowed to use Nasha Shkola computers. Any misuse or abuse of the conditions listed below will result in the loss of privileges.

Computers are for academic purposes only. Any other activity is not allowed, including games, playing music, internet messaging, email, etc. Students are only allowed to print materials related to their class work or project work. Students must take proper care of the laptops/computers while they are using them. When finished, students must log off and shut them down completely.

Students are not allowed to download files or programs from the Internet.
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Any form of vandalism is prohibited. This includes any malicious attempt to physically deface, disable, destroy, or hack into computers or the network, or to harm or destroy data of another user.

Students who do not comply with the above conditions will have their privileges revoked. On the first offense, the student will lose privileges for 2 days. For the second offense, the student will lose privileges for 2 weeks. On the third offense, the student will lose privileges for 1 month. On the fourth offense, the student will lose privileges for the remainder of the year. In cases of vandalism, students and their families will be responsible for any reasonable cost necessary for repair or replacement of the item, as well as potential legal consequences.

This form must be signed by both parent and student before the student will be allowed to use school computers or internet.

Please sign and return this form to school.

Parent Signature _____ Date _____

Student Signature _____ Date _____

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NASHA SHKOLA STUDENT HANDBOOK SIGNATURE PAGE

We ask both students and parents to read and discuss the Nasha Shkola Student Handbook.

Please acknowledge this handbook by signing and returning this page to your teacher by the end of the first week of school.

As a student at Nasha Shkola, I have read or my parent has read to me the Nasha Shkola Student Handbook. I agree to follow it to the best of my ability.

Student signature _____

Date _____ Teacher _____

As a parent or guardian, I have read the Nasha Shkola Student Handbook and have discussed it with my child.

Parent/Guardian signature _____

Date _____

