Regular School Board Meeting
Monday, July 28, 2025, 6:30 PM
Pipestone Area Schools
Conference Room 1148 MS/HS
1401 7th St SW
Pipestone, MN 56164

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Forum
5. Presentation
6. Consent Agenda
    1. Approve Minutes of the Regular School Board Meeting of June23, 2025 3
    2. Personnel Report: Action Required 7
7. Financials
    1. Review of Budget Year-to-Date 9
    2. Approve Treasurer's Report for June 30, 2025 10
    3. Approve 2023A Bonds Treasurer's Report for June 30, 2025 11
    4. Approve Regular Bills 12
    5. Approve High School Activity Bills 32
8. Board Forum/Information
    1. Board Reports and Updates
9. Administrator's Report
    1. Superintendent's Board Report 33
10. New Business
    1. First Reading of Policy 414 and 516 78
    2. First Reading of 25-26 Middle/High School Handbook 92
11. Unfinished Business
    1. Approve Membership to MREA for FY26 187
12. Board Action
    1. RESOLUTION RELATING TO GENERAL OBLIGATION FACILITIES MAINTENANCE BONDS, SERIES 2026A; AUTHORIZING THE ISSUANCE AND AUTHORIZING THE SUPERINTENDENT OR BUSINESS MANAGER AND ANY BOARD OFFICER TO AWARD THE SALE THEREOF AND TO TAKE SUCH ACTION AND EXECUTE ALL DOCUMENTS NECESSARY TO ACCOMPLISH SAID AWARD AND SALE; AUTHORIZING THE ISSUANCE AND SALE THEREOF AND PROVIDING FOR CREDIT ENHANCEMENT WITH RESPECT THERETO, AND ESTABLISHING COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE 189
    RESOLUTION RELATING TO GENERAL OBLIGATION FACILITIES MAINTENANCE BONDS, SERIES 2026A; AUTHORIZING THE ISSUANCE AND AUTHORIZING THE SUPERINTENDENT OR BUSINESS MANAGER AND ANY BOARD OFFICER TO AWARD THE SALE THEREOF AND TO TAKE SUCH ACTION AND EXECUTE ALL DOCUMENTS NECESSARY TO ACCOMPLISH SAID AWARD AND SALE; AUTHORIZING THE ISSUANCE AND SALE THEREOF AND PROVIDING FOR CREDIT ENHANCEMENT WITH RESPECT THERETO, AND ESTABLISHING COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE
    2. Resolution Accepting Donations 212
    3. Approve Policies 418, 501, 503, 506, 514, 515, 516.5, 524, 534, 550, 551, 602, 606.5, 613, 620, 621, 707, 709, 722, 802, and 806 216
    4. Approve Policy 524.5 - Personal Electronic Communication Devices 395
    5. Approve 25-26 Little Arrows Pre-School Handbook 401
    6. Approve 25-26 Elementary Handbook 407
    7. Approve 25-26 Activities Handbook 428

8. Approve 2025-2026 Employee Handbook
9. Approve Heartland Colony Lease for 2025-2026 **444**
10. Approve Federal Title Representative and Homeless Liaison, Jennifer Moravetz
11. Approve Meulebroeck, Taubert, and Co. for FY25 Auditing Services **451**
12. Approve Transportation Contract with Ludolph Bus, Inc. **461**
13. Closed Session for Superintendent Evaluation Per Minnesota Statutes, Section 13D.05, subdivision 3(a).
14. Adjourn

In case of inclement weather, regular school board meetings will be held the next day, Tuesday, at 6:30pm.

June 23, 2025

MINUTES OF THE REGULAR SCHOOL BOARD MEETING OF INDEPENDENT SCHOOL DISTRICT NO. 2689, PIPESTONE COUNTY, PIPESTONE, MINNESOTA. A regular meeting of the Board of Directors of Pipestone Area Schools was held on Monday, June 23, 2025 beginning at 6:30 PM in Conference Room 1148. MS/HS.

The following members were present: Daphne Likness, Katie Wiese, Tami Taubert, Tyler Fruechte, Chrissy DeBates, and Mark Hiniker. Absent: Brad Carson. Also present: Dr. Klint Willert, Jennifer Moravetz, Lisa Pease, Deb Peschon, and Jacque Kennedy.

Vice Chair Wiese opened the meeting with the Pledge of Allegiance. Motion by DeBates, second by Fruechte, approved the agenda as presented. Motion unanimously carried.

Consent Agenda: Motion by DeBates, second by Fruechte, approved all items in the Consent Agenda. Motion carried unanimously.

Financials:

- The budget year-to-date shows expenditures as of June 20, 2025 at $15,074,744.67 or 87%. This was non-action.
- The treasurer's report for month ended May 31, 2025 shows a cash balance of $10,726,473.46. Motion by Likness, second by Taubert, approved the treasurer's report
- The MN Trust 2023A Bonds treasurer's report for month ended May 31, 2025 has a cash balance of $2,823,044.57. Motion by DeBates, second by Fruechte, approved the 2023A bonds treasurer's report. Motion carried unanimously.
- Regular bills paid through June 12, 2025 totaled $551,200.11. Motion by Likness, second by Hiniker, approved payment of the regular bills. Motion carried unanimously.
- High school activity bills paid through June 12, 2025 totaled $14,099.49. Motion by DeBates, second by Fruechte, approved payment of the high school activity bills. Motion carried unanimously.

Board Report:

Superintendent's Board Report: Willert reported on Portrait of a Graduate, the budget, roofing project, turf tank, legislative session and policy changes, academic eligibility, personalized learning institute, staffing, transportation and teacher negotiations.

Principal's Board Report: Sonja Ortman reported attendance, summer school, and furniture need update. Jennifer Moravetz reported on school improvement plan update, and summer work update for June.

Curriculum, Teaching, and Learning Board Report: Lisa Pease gave a curriculum update on new curriculum purchased, MnTTS training attended, and in-service/calendar updates for 25-26 school year.

New Business:

- First reading of 25-26 Little Arrows Pre-School handbook, first reading of 25-26 Elementary handbook, and first reading of 25-26 activities handbook. These were all non-action.

Board Action:

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: "The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.", and

WHERAS, Minnesota Statutes 465.03 provides: "Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes.

Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full." and

WHERAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Pipestone Area Schools, ISD 2689, gratefully accepts the following donations to **high school activities** as identified below:

Arrow Booster Club	$2,000	Donation for Acceleration Camp

The motion for adoption of the foregoing resolution made by Member Likness, and duly seconded by Member Fruechte, and upon vote being taken thereon, the following voted in favor thereof: Wiese, Hiniker, DeBates, Likness, Fruechte, and Taubert.

and the following voted against the same: None

The foregoing resolution was approved (6-0) this 23rd day of June, 2025.

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: "The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.", and

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WHERAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Pipestone Area Schools, ISD 2689, gratefully accepts the following donations as identified below:

Christ the King	$100.00	Donation to the Wellness Room
American Legion Post 6 Pull Tab Account	$250.00	Donation for Teacher Appreciation Week

The motion for adoption of the foregoing resolution made by Member Likness, and duly seconded by Member Fruechte, and upon vote being taken thereon, the following voted in favor thereof: Wiese, Hiniker, DeBates, Likness, Fruechte, and Taubert.

and the following voted against the same: None.

The foregoing resolution was approved (6-0) this 23rd day of June, 2025

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user

access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Pipestone Area Schools
6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 2689-01
Superintendent or Exec. Director Name: Klint W. Willert, Superintendent
Will act as the IOwA? X Yes ___
Motion by Fruechte, second by Hiniker, approved Klint Willert as the Identified Official with Authority. Motion unanimously carried.

- FY26 proposals for garbage services were received from VanDyke Sanitation for $1542 per month, and City of Pipestone for $1700 per month. Motion by DeBates, second by Hiniker, approve VanDyke Sanitation as the garbage service provider for FY26. Motion carried 4-2 (Wiese, Likness).
- Motion by Taubert, second by Hiniker, approved membership to MSBA for FY26. Motion carried unanimously.
- Motion by Fruechte, second by DeBates, to table approving membership to MREA for FY26 until an invoice is received. Motion carried unanimously.
- Motion by Fruechte, second by Likness, approved the 2025-2026 Literacy Plan. Motion carried unanimously.
- Motion by Fruechte, second by Likness, approved the FY26 budget. Motion carried unanimously.
- Motion by DeBates, second by Fruechte, to declare textbooks and novels obsolete. Motion carried unanimously.
- Motion by Hiniker, second by DeBates, to declare four (4) bookcases surplus. Motion carried unanimously.
- Motion by Hiniker, second by DeBates approved the property casualty insurance. Motion carried unanimously.

Motion by DeBates, second by Likness, to adjourn the meeting (7:58 p.m.). Motion carried unanimously.

/s/ Brad Carson
Brad Carson, Chairman

/s/ Christina DeBates
Christina DeBates, Clerk

Approved and dated by the board July 28, 2025.
Submitted, Deb Peschon

A Regular School Board Meeting of the Board of Trustees of Pipestone Area Schools was held Monday, June 23, 2025 beginning at 6:30PM in Conference Room 1148, MS/HS. This is a summary of those proceedings, which are not to be confused with the official minutes of the PAS School Board meetings, which are maintained by the Superintendent's Office. Complete official minutes and resolutions are available at: https://meetings.boardbook.org/Public/Organization/1058 or in the District Office located at 1401 7th St SW, Pipestone, MN 56164.

Call to Order by Vice Chair Wiese at 6:30 PM. Present: Wiese, Taubert, Hiniker, Fruechte, Likness, and DeBates. Absent: Carson. **Board Action: 1.** DeBates/Fruechte/All in favor: approve agenda as presented. **2.** DeBates/Fruechte/All in favor: approve consent agenda as presented. **3.** Financials: Likness/Taubert/All in favor: approve May 31 treasurer's report; DeBates/Fruechte/All in favor: approve May 31 2023A bonds treasurer's report; Likness/Hiniker/All in favor: approve payment of regular bills; DeBates/Fruechte/All in favor: approve payment of high school activities bills. **4.** Likness/Fruechte/All in favor: resolution to approve donations to the school and high school activities. **5.** Fruechte/Hiniker/All in favor: approve Klint Willert as Identified Official with Authority for Education Identity and Access Management. **6.** DeBates/Hiniker/Carried 4-2 (Wiese/Likness) approved VanDyke Sanitation as the garbage service provider for FY 26. **7**. Taubert/Hiniker/All in favor: approve membership to MSBA for FY26. **8**. Fruechte/DeBates/All in favor: to table approving membership to MREA for FY26 until an invoice is received. **9**.Fruechte/Likness/All in favor: approve 2025-2026 Literacy Plan. **10**. Fruechte/Likness/All in favor: approve FY26 budget. **11.** DeBates/Fruechte/All in favor: approve to declare listed textbooks obsolete. **12.** Hiniker/DeBates/All in favor: approve to declare four (4) bookcases surplus. **13**. Hiniker/DeBates/All in favor: approve property casualty insurance for FY26.

Non-action: admin and board reports; budget year-to-date; first readings of 25-26 Little Arrows pre-school handbook, elementary handbook, and activities handbook.

Adjourn: DeBates/Likness/All in favor: 7:58 p.m.

/s/ Brad Carson, Chairman /s/ Christina DeBates, Clerk

Approved and dated by the board July 28, 2025. Submitted, Deb Peschon

Personnel Report - Action Requested
July 28, 2025 Regular School Meeting

Notice of New Contract

	Name	Position	Salary	Effective Date
1.	Anne McGee	Elem Counselor		25-26 SY
2.	Nancy Stiles	NHS		25-26 SY
3.	Marie LaRock	NHS		25-26 SY
4.	Scott Boomgaarden	Dean of Students		25-26 SY
5.	Scott Sterud	Dean of Students		25-26 SY
6.	Lori Gunnink	Extended Duty(34 days)		25-26 SY
7.	Ellen Dulas	Extended Duty (8 days)		25-26 SY
8.	Kaysee Slaba	Extended Duty (8 days)		25-26 SY
9.	Tanya Schroyer	Extended Duty (8days)		25-26 SY
10.	Rick Zollner	Extended Duty (10days)		25-26 SY
11.	Rick Zollner	Comm Ed Coordinator		25-26 SY
12.	Tanya Schroyer	STARS		25-26 SY
13.	Dave Dulas	Peer Helper		25-26 SY
14.	Ellen Dulas	Peer Helper		25-26 SY
15.	Andy Yost	Newspaper/Yearbook		25-26 SY
16.	Zach Ploeger	Music, Inst Groups		25-26 SY
17	Zach Ploeger	Head Band		25-26 SY
18.	Zach Ploeger	Music, Instrumental Groups		25-26 SY
19.	Erika Pelach	Music, Vocal Groups		25-26 SY
20.	Michael Slaba	HS Student Council		25-26 SY
21.	Kaysee Slaba	HS Student Council		25-26 SY
22.	Ingrid Wielenberg	MS Student Council		25-26 SY
23.	Jodi Minet	Math Coach		25-26 SY
24.	Natalie Resch	FFA Head		25-26 SY
25.	Maggie Wertish	FFA Jr. High		25-26 SY
26.	Mariah Swanson	Fall Cheer Coach		25-26 SY
27.	Mark Moeller	Head XC		25-26 SY
28.	Todd Texley	Assistant XC		25-26 SY
29.	Scott Boomgaarden	Head Football		25-26 SY
30.	Shane Reinhard	Assistant FB		25-26 SY
31.	Trevor Tiefenthaler	Assistant FB		25-26 SY
31.	Cole Maly	B-FB		25-26 SY
32.	Sean Kallevig	B-FB		25-26 SY
33.	Mitchell Carson	Jr. High FB		25-26 SY
34.	Michael Slaba	Jr. High FB		25-26 SY
35.	Ryan Wielenberg	Jr. High FB		25-26 SY
36.	Paul Young	Jr. High FB		25-26 SY
37.	James Skyberg	Head Girls Tennis		25-26 SY
38.	Tanya Schroyer	Girls Tennis Assistant		25-26 SY
39.	Skylar Mendro	Jr. High Girls Tennis		25-26 SY
40.	Shelly Hennager	Head VB		25-26 SY
41.	Morgan Taubert	Assistant VB		25-26 SY
42.	Larissa Pemberton	B-VB		25-26 SY
43.	Morgyn Carson	C-VB		25-26 SY

44.	Dave Dulas	Jr. High VB	25-26 SY
45.	Erin Brockberg	Long Term Sub	8-25 to 10-31
46.	Erin Brockberg	Jr Hi VB	25-26 SY
47.	Shawn Ranek	MLL Elementary	25-26 SY
48.	Canali Pit-Oy	MS/HS Sped	25-26 SY
49.	Lhyra Leonardo	MS Math	25-26 SY
50.	Lisa Koehne	Elem Para	25-26 SY
51.	Sandi Ford	Elem Para	25-26 SY
52.	Hope Langswierdt	Elem Para	25-26 SY

New Subs to District

1. Janine Hazelton, Nurse Sub

Rationale

1. New Elementary Position, board approved.
2-44. Yearly assignments
45. Long Term Sub in Elementary
46. Sports assignment
47. New position approved by school board
48. Replace Brittany Wentzel
49. Replace Jamie Fenicle
50. Replace Shauna Keophilalay
51. New Position
52. Colony – New position for 1-1 student

Resignation

1. Letter of Resignation from Shauna Keophilalay, Elementary Para

Volunteer:

1. Maddox Biever and Jack Vordees, Football
2. Kyle Viland, Gavin Viland, Robert Faber, Clay Target
3. Daphne Likness, volleyball

Budget Presentation to the Board					
Expenditures as of 07/22/2025	FY2025				
General Fund			7/22/2025	Year to	
Classification	Code	FY2025 Amended	Year to Date	Date %	
Administrative Salaries	110	$586,926.00	$599,170.72	102%	
Teacher Salaries	140	$5,220,628.00	$5,187,392.12	99%	
Non-Licensed Classroom Personnel	141	$62,250.00	$72,093.27	116%	
Licensed Instructional Support Personnel	143	$145,022.00	$138,952.94	96%	
Non-License Instructional Support Personnel	144	$0.00	$0.00	#DIV/0!	
Substitute Salaries	145	$180,750.00	$180,736.52	100%	
Subsitute Non-Licensed Classroom Salaries	146	$30,000.00	$27,585.20	92%	
Language Pathalogist	152	$29,000.00	$17,753.55	61%	
School Nurse	154	$111,389.00	$109,756.57	99%	
School Social Worker	156	$105,385.00	$104,255.44	99%	
Certified Paraprofessional	161	$681,564.00	$636,367.79	93%	
Certified One-to-One Paraprofessional	162	$234,625.00	$230,523.83	98%	
Foreign Language Interpreter	163	$500.00	$149.40	30%	
School Counselor	165	$133,369.00	$133,369.71	100%	
Non-Instructional Support	170	$978,391.00	$982,359.64	100%	
DAPE Specialist	174	$0.00	$0.00	#DIV/0!	
Cultural Liaison	175	$5,000.00	$4,736.48	95%	
Other Salary Payment	185	$590,173.00	$638,625.01	108%	
Severance	191	$14,351.00	$14,024.36	98%	
Third Party Pay Expense Salaries	195	$0.00	$0.00	#DIV/0!	
FICA	210	$701,179.00	$670,953.36	96%	
PERA	214	$152,623.00	$154,863.96	101%	
TRA	218	$603,745.00	$590,125.48	98%	
Health Insurance	220	$831,147.00	$789,580.77	95%	
Life Insurance	230	$11,857.00	$11,333.02	96%	
Dental Insurance	235	$1,403.00	$1,466.34	105%	
Long Term Disability	240	$336.00	$0.00	0%	
TSA Match	250	$98,260.00	$94,653.72	96%	
Employer Sponsored HSA's	251	$117,743.00	$111,662.68	95%	
Workmens Comp	270	$54,254.00	$50,451.99	93%	
Unemployment Compensation	280	$10,000.00	$324.52	3%	
Unemployment Summer Employees	281	$66,000.00	$46,760.12	71%	
Other Post-Employment Benefits	291	$29,011.00	$0.00	0%	
Third Party Pay Benefits	295	$0.00	$0.00	#DIV/0!	
Total Salaries and Fringe		$11,786,881.00	$11,600,028.51	98%	
Other Employee Benefits	299	$0.00	$0.00	#DIV/0!	
Fed Sub Awards Under $25,000	303	$0.00	$0.00	#DIV/0!	
Fed Sub Awards Over $25,000	304	$0.00	$0.00	#DIV/0!	
Consulting and Servicing Fees	305	$230,235.00	$221,722.61	96%	
School Resource Officer	310	$52,000.00	$40,686.00	78%	
Services Purchased from Coop	316	$177,021.00	$158,336.67	89%	
Computer and Technology Services	319	$0.00	$0.00	#DIV/0!	
Communications/Phone	320	$45,935.00	$46,829.89	102%	
Postage and Express	329	$8,450.00	$6,381.85	76%	
Utility Services	330	$315,198.00	$314,549.67	100%	
Short Term Rentals	335	$141,904.00	$132,027.14	93%	
Property Insurance	340	$185,400.00	$177,812.36	96%	
Repairs and Maintenance	350	$297,608.00	$303,594.29	102%	
Transportation	360	$1,244,569.00	$1,175,754.96	94%	
Travel	366	$109,289.00	$91,218.60	83%	
Entry Fees/Student Travel	369	$51,950.00	$36,580.70	70%	
Rentals and Leases	370	$0.00	$0.00	#DIV/0!	
Mental Health Professional Services	379	$0.00	$0.00	#DIV/0!	
Third Party Reimbursement Services	385	$0.00	$0.00	0%	
To Other MN School Districts	390	$0.00	$0.00	#DIV/0!	
To Out of State Districts	392	$39,372.00	$31,843.44	81%	
Special Ed Contracted Services	393	$204,280.00	$172,760.77	85%	
To Non-Ed Agency	394	$406,331.00	$405,726.66	100%	
Spec Ed Salary Purchased from Co-op	396	$449,697.00	$370,082.41	82%	
Spec Ed Benefits Purchased from Co-op	397	$106,142.00	$64,469.00	61%	
Charge Back	398	$0.00	$0.00	0%	
Purchase Sped Contracted Services	399	$0.00	$0.00	#DIV/0!	
General Supplies	401	$266,542.00	$277,037.81	104%	
Non instructional Computer Software	405	$115,663.00	$115,518.49	100%	
Instructional Software License	406	$94,610.00	$94,660.46	100%	
Instructional Supplies	430	$127,686.00	$111,813.86	88%	
Individualized Materials	433	$29,414.00	$30,164.95	103%	
Fuel for Buildings	440	$85,200.00	$59,977.72	70%	
Noninstructional Tech Supplies	455	$22,000.00	$27,785.20	126%	
Instructional Tech Supplies	456	$2,460.00	$2,218.00	90%	
Textbooks/Workbooks	460	$67,137.00	$34,580.00	52%	
Standarized Tests	461	$5,400.00	$4,174.88	77%	
Non-Instructional Tech Devices	465	$44,277.00	$72,631.30	164%	
Instructional Technology Devices	466	$85,000.00	$84,895.76	100%	
Library Books	470	$24,300.00	$23,621.58	97%	
Audio Visual Aids	480	$0.00	$0.00	0%	
Electronic Format	485	$0.00	$0.00	#DIV/0!	
Food	490	$0.00	$1,226.28	#DIV/0!	
Capital Non-Instruction Tech Software	505	$10,000.00	$9,500.00	95%	
Site or Grounds Acquisition	510	$10,904.00	$6,752.00	62%	
Building Acquisition and Construction	520	$297,393.00	$279,763.31	94%	
Equipment Purchased	530	$66,982.00	$80,754.97	121%	
Special Education Equipment	533	$0.00	$0.00	#DIV/0!	
Eligible Pupil Transportation	548	$0.00	$0.00	0%	
Vehicles Purchased	550	$0.00	$0.00	#DIV/0!	
Non-Instructional Technology Hardware	555	$790.00	$450.00	57%	
Capitalized Instructional Technology Hardware	556	$0.00	$0.00	#DIV/0!	
Principal on Long Term Lease	570	$0.00	$0.00	#DIV/0!	
Interest Long Term Lease	571	$0.00	$0.00	#DIV/0!	
Principal on Capital Lease	580	$82,000.00	$82,000.00	100%	
Interest on Capital Lease	581	$9,608.00	$9,607.50	100%	
Dues and Memberships	820	$20,681.00	$18,800.49	91%	
Taxes and Special Assessments	896	$1,090.96	$1,063.00	97%	
Affordable Care Act Penalties	897	$18,539.82	$18,539.82	100%	
Miscellaneous Other Expenses	899	$4,000.00	$890.01	22%	
Contingency		$1,085.22	$0.00	0%	
Total		$17,345,025.00	$16,798,832.92	97%	
The prior year to date percentage was 97%					

INDEPENDENT SCHOOL DISTRICT NO. 2689
PIPESTONE AREA SCHOOLS
TREASURER'S REPORT TO SCHOOL BOARD
FOR THE MONTH ENDED JUNE 30, 2025

FUNDS	FUND NUMBER	CASH BALANCE BEGINNING OF MONTH	NET CASH ACTIVITY	CASH BALANCE END OF MONTH	ADJUSTMENTS	CASH BALANCE END OF MONTH FY25	CASH BALANCE END OF MONTH FY24
GENERAL FUND	01,03,05	$8,049,769.13	($527,434.55)	$7,522,334.58		$7,522,334.58	$7,220,489.95
FOOD SERVICE FUND	02	$806,649.18	($86,499.30)	$720,149.88		$720,149.88	$832,304.43
COMMUNITY SERVICE FUND	04	$630,947.62	($18,151.44)	$612,796.18		$612,796.18	$572,941.77
TOTAL OPERATING FUNDS		$9,487,365.93	($632,085.29)	$8,855,280.64		$8,855,280.64	$8,625,736.15
BUILDING FUND	06	$0.00	$0.00	$0.00		$0.00	$30.00
DEBT SERVICE FUND	07	$1,238,762.50	$98,431.14	$1,337,193.64		$1,337,193.64	$1,526,699.60
AGENCY FUND	09	$345.00	$0.00	$345.00		$345.00	$345.00
CERTIFICATES OF DEPOSIT		$0.00	$0.00	$0.00		$0.00	$0.00
TOTAL		$10,726,473.43	($533,654.15)	$10,192,819.28	$0.00	**$10,192,819.28**	$10,152,810.75

RECONCILEMENT OF TREASURE'S BALANCE WITH BANKS

DESCRIPTION	ACCOUNT NUMBER	CURRENT RATE OF INTEREST	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	OUTSTANDING DEPOSITS	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS	BALANCE PER TREASURER'S BOOKS
FIRST NATIONAL BANK-PAYROLL		0.05%	$100,502.16	($3,555.29)	$0.00	$0.00	$96,946.87	$33,803.75
FIRST NATIONAL BANK-MM		0.10%	$2,646,376.58	$0.00	$0.00	$0.00	$2,646,376.58	$1,503,605.71
FIRST F&M		0.20%	$2,022,192.54	($1,375,416.04)	$0.00	$0.00	$646,776.50	$689,943.36
MNTrust		4.20%	$1,333,919.33	$0.00	$0.00	$0.00	$1,333,919.33	$3,747,003.19
TOTAL			$6,102,990.61	($1,378,971.33)	$0.00	$0.00	$4,724,019.28	$5,974,356.01

CERTIFICATES OF DEPOSIT	CD #	Date Purchased	Maturity Da	Maturity Period	Interest Rate		Dollar Amount	Dollar Amount
First Interstate Bank of of Indiana	1357603-1	1/4/2024	1/5/2026	24 Months	4.509%	0	$228,850.00	
American Plus Bank	1357605-1	1/4/2024	1/5/2026	24 Months	4.494%	0	$229,200.00	
CIBC Bank USA, MI	1373976-1	2/11/2025	7/24/2026	528 Days	4.150%	0	$235,700.00	
Cornerstone Bank NE	1373974-1	2/11/2025	1/22/2027	710 Days	4.178%	0	$231,100.00	
Patriot Bank TN	1357604-1	1/4/2024	7/7/2025	18 Months	4.834%	0	$232,900.00	
Financial Federal Bank TN	1357602-1	1/4/2024	7/7/2025	18 Months	5.250%	0	$231,550.00	
MN Trust Term Series	297801-1	5/17/2024	11/18/2025	18 Months	4.917%	0	$750,000.00	
Bank Hapoalim	1370834-1	11/8/2024	11/9/2026	24 Months	4.100%	0	$230,900.00	
Freedom Northwest Credit Union	1370835-1	11/8/2024	11/9/2026	24 Months	4.071%	0	$230,800.00	
American Commercial Bank	1373975-1	2/11/2025	1/22/2027	710 Days	4.143%	0	$231,300.00	
Northeast Community Bank	1377625-1	4/8/2025	4/8/2026	12 Months	3.969%	0	$240,200.00	
Trustar Bank, VA	1377626-1	4/8/2025	10/8/2026	16 Months	3.780%	0	$236,300.00	
Regent Bank, OK	1377623-1	4/8/2025	4/8/2027	24 Months	3.690%	0	$232,700.00	
Solera National Bank, CO	1377624-1	4/8/2025	4/8/2027	24 Months	3.700%	0	$232,400.00	
Firsttrust Savings Bank	1379127-1	5/8/2025	11/6/2025	6 Months	3.660%	0	$243,798.10	
RiverCity Bank	1379127-2	5/8/2025	11/6/2025	6 Months	3.660%	0	$243,798.10	
BOKF National Assoc OK	1379127-3	5/8/2025	11/6/2025	6 Months	3.660%	0	$12,403.80	
USF Federal Credit Union	1378872-1	5/1/2025	1/26/2026	9 Months	4.023%	0	$242,700.00	
ServisFIrst Bank FL	1378873-1	5/1/2025	1/26/2026	9 Months	4.008%	0	$242,700.00	
Western Alliance Bank	1378871-1	5/1/2025	5/1/2026	12 Months	4.021%	0	$240,200.00	
Truxton Trust Company	1378874-1	5/1/2025	1/25/2027	21 Months	3.715%	0	$234,500.00	
First Capital Bank SC	1378875-1	5/1/2025	1/25/2027	21 Months	3.693%	0	$234,800.00	
Total							$5,468,800.00	$4,178,454.74
Grand Total							**$10,192,819.28**	**$10,152,810.75**

Signed Jacque Kennedy

INDEPENDENT SCHOOL DISTRICT NO. 2689										
PIPESTONE AREA SCHOOLS										
MNTRUST 2023A BONDS										
FOR THE MONTH ENDED JUNE 30, 2025										
		CASH BALANCE				CASH BALANCE				CASH BALANCE
	FUND	BEGINNING				END OF				END OF
FUNDS	NUMBER	OF MONTH		NET CASH ACTIVITY		MONTH		ADJUSTMENTS		MONTH
MNTRUST 2023A BONDS	06	$2,823,044.57		($1,335,161.61)		$1,487,882.96				$1,487,882.96
TOTAL		$2,818,278.85		($1,335,161.61)		$1,487,882.96		$0.00		**$1,487,882.96**
RECONCILEMENT OF TREASURE'S BALANCE WITH BANKS										
		CURRENT		BALANCE				OTHER		BALANCE PER
	ACCOUNT	RATE OF		PER BANK	OUTSTANDING	OUTSTANDING		RECONCILING		TREASURER'S
DESCRIPTION	NUMBER	INTEREST		STATEMENT	CHECKS	DEPOSITS		ITEMS		BOOKS
MNTRUST		0.04%		$1,487,882.96	$0.00	$0.00		$0.00		$1,487,882.96
MNTRUST TERM SERIES		1.95%		$0.00	$0.00	$0.00		$0.00		$0.00
SECURITY(BONDS OR TREASURY NOTES)		Various		$0.00	$0.00	$0.00		$0.00		$0.00
CERTIFICATES OF DEPOSIT		Various		$0.00	$0.00	$0.00		$0.00		$0.00
TOTAL				$1,487,882.96	$0.00	$0.00		$0.00		$1,487,882.96
							Signed		Jacque Kennedy	

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Check Number: 70509-70634 Payment Date: 06/12/2025-07/14/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
FIN	**70509**	**5949**		**CDW GOVERNMENT, INC.**		**Check**	
			E	01 103 203 171 000 466 Instructional Technology Devic		$979.84	
PO#:	**Voucher #:**	**100054**	Invoice	**Invoice No:** AE44L5F	**6/13/2025**	**Paid Amt:**	**$979.84**
			E	01 005 030 171 000 465 Non-Instructional Tech Devices		$504.38	
PO#:	**Voucher #:**	**100053**	Invoice	**Invoice No:** AE5EY6U	**6/13/2025**	**Paid Amt:**	**$504.38**
						Check Amount:	**$1,484.22**
FIN	**70510**	**9704**		**DAHL MOTORS, LLC**		**Check**	
			E	01 005 810 000 000 350 Repair&maint Service		$108.06	
PO#:	**Voucher #:**	**100056**	Invoice	**Invoice No:** 57829	**6/13/2025**	**Paid Amt:**	**$108.06**
						Check Amount:	**$108.06**
FIN	**70511**	**6780**		**DENNYS NAPA OF PIPESTONE**		**Check**	
			E	01 005 810 000 000 401 General Supplies		$76.89	
			E	01 005 810 000 000 401 General Supplies		$67.77	
PO#:	**Voucher #:**	**100055**	Invoice	**Invoice No:** 237165,237006,236610	**6/13/2025**	**Paid Amt:**	**$144.66**
						Check Amount:	**$144.66**
FIN	**70512**	**9564**		**GOPHERMODS**		**Check**	
			E	01 005 605 150 000 350 Repair&maint Service		$1,721.00	
PO#:	**Voucher #:**	**100049**	Invoice	**Invoice No:** 7017	**6/13/2025**	**Paid Amt:**	**$1,721.00**
						Check Amount:	**$1,721.00**
FIN	**70513**	**10451**		**MC GLASS & KEY INC**		**Check**	
			E	01 005 810 000 000 350 Repair&maint Service		$344.40	
PO#:	**Voucher #:**	**100050**	Invoice	**Invoice No:** 002618	**6/13/2025**	**Paid Amt:**	**$344.40**
						Check Amount:	**$344.40**
FIN	**70514**	**9074**		**A-OX WELDING SUPPLY INC**		**Check**	
			E	01 300 301 501 830 433 Individualized Mat.		$166.35	
PO#:	**Voucher #:**	**100057**	Invoice	**Invoice No:** 0000326439	**6/16/2025**	**Paid Amt:**	**$166.35**
						Check Amount:	**$166.35**
FIN	**70515**	**10153**		**FUN EXPRESS, LLC**		**Check**	
			E	01 103 203 000 313 430 27" Camp Name Tags Necklace		$31.96	
			E	01 103 203 000 313 430 Shipping		$9.95	
PO#: 18836	**Voucher #:**	**100058**	Invoice	**Invoice No:** 73744922101	**6/16/2025**	**Paid Amt:**	**$41.91**
						Check Amount:	**$41.91**
FIN	**70516**	**7472**		**AUSTADS**		**Check**	
			E	01 300 292 204 000 401 General Supplies		$879.96	
PO#:	**Voucher #:**	**100060**	Invoice	**Invoice No:** 06/16/2025	**6/17/2025**	**Paid Amt:**	**$879.96**
						Check Amount:	**$879.96**

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
FIN	**70517**	**4034**		**FRED J. MILLER, INC.**		**Check**		
			E 01 300 258 233 000 430	Instructional Supply		$398.33		
PO#:	**Voucher #:**	**100074**	Invoice	**Invoice No:** 12161	**6/17/2025**	**Paid Amt:**	**$398.33**	
						Check Amount:		**$398.33**
FIN	**70518**	**00256**		**HILLYARD INC/ SIOUX FALLS**		**Check**		
			E 01 005 810 000 000 401	General Supplies		$341.25		
PO#:	**Voucher #:**	**100062**	Invoice	**Invoice No:** 605790955	**6/17/2025**	**Paid Amt:**	**$341.25**	
			E 01 005 810 000 000 401	General Supplies		$1,562.81		
PO#:	**Voucher #:**	**100061**	Invoice	**Invoice No:** 605784329	**6/17/2025**	**Paid Amt:**	**$1,562.81**	
						Check Amount:		**$1,904.06**
FIN	**70519**	**9992**		**IT OUTLET**		**Check**		
			E 01 005 605 150 000 455	NonInstructional Tech Supplies		$3,420.00		
PO#:	**Voucher #:**	**100075**	Invoice	**Invoice No:** 10004399	**6/17/2025**	**Paid Amt:**	**$3,420.00**	
						Check Amount:		**$3,420.00**
FIN	**70520**	**7865**		**MUSIC STREET**		**Check**		
			E 01 300 258 233 000 350	Repair&maint Service		$55.00		
PO#:	**Voucher #:**	**100070**	Invoice	**Invoice No:** 199969671	**6/17/2025**	**Paid Amt:**	**$55.00**	
			E 01 300 258 233 000 350	Repair&maint Service		$90.00		
PO#:	**Voucher #:**	**100071**	Invoice	**Invoice No:** 200175475	**6/17/2025**	**Paid Amt:**	**$90.00**	
			E 01 300 258 233 000 350	Repair&maint Service		$30.00		
PO#:	**Voucher #:**	**100065**	Invoice	**Invoice No:** 199482190	**6/17/2025**	**Paid Amt:**	**$30.00**	
			E 01 300 258 233 000 350	Repair&maint Service		$1,900.00		
PO#:	**Voucher #:**	**100063**	Invoice	**Invoice No:** 199477802	**6/17/2025**	**Paid Amt:**	**$1,900.00**	
			E 01 300 258 233 000 350	Repair&maint Service		$30.00		
PO#:	**Voucher #:**	**100068**	Invoice	**Invoice No:** 199541143	**6/17/2025**	**Paid Amt:**	**$30.00**	
			E 01 300 258 233 000 350	Repair&maint Service		$12.00		
PO#:	**Voucher #:**	**100069**	Invoice	**Invoice No:** 199542474	**6/17/2025**	**Paid Amt:**	**$12.00**	
			E 01 300 258 233 000 350	Repair&maint Service		$25.00		
PO#:	**Voucher #:**	**100072**	Invoice	**Invoice No:** 200638731	**6/17/2025**	**Paid Amt:**	**$25.00**	
			E 01 300 258 233 000 350	Repair&maint Service		$65.00		
PO#:	**Voucher #:**	**100073**	Invoice	**Invoice No:** 200648163	**6/17/2025**	**Paid Amt:**	**$65.00**	
			E 01 300 258 233 000 350	Repair&maint Service		$25.00		
PO#:	**Voucher #:**	**100067**	Invoice	**Invoice No:** 199538502	**6/17/2025**	**Paid Amt:**	**$25.00**	
			E 01 300 258 233 000 350	Repair&maint Service		$65.00		
PO#:	**Voucher #:**	**100064**	Invoice	**Invoice No:** 199402280	**6/17/2025**	**Paid Amt:**	**$65.00**	

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	**70520**	**7865**		**MUSIC STREET**		**Check**
			E	01 300 258 233 000 350 Repair&maint Service		$12.00
PO#:		**Voucher #:**	**100066**	Invoice **Invoice No:** 199514059	**6/17/2025**	**Paid Amt: $12.00**
						Check Amount: $2,309.00
FIN	**70521**	**10379**		**PEMBERTON LAW, PLLP**		**Check**
			E	01 005 010 113 000 305 Consult & Serv.fees		$1,381.00
PO#:		**Voucher #:**	**100059**	Invoice **Invoice No:** 20246304.000	**6/17/2025**	**Paid Amt: $1,381.00**
						Check Amount: $1,381.00
FIN	**70522**	**10213**		**NUTRIEN AG SOLUTIONS INC**		**Check**
			E	01 005 810 000 000 401 General Supplies		$1,056.68
PO#:		**Voucher #:**	**100077**	Invoice **Invoice No:** 1978817	**6/17/2025**	**Paid Amt: $1,056.68**
						Check Amount: $1,056.68
FIN	**70523**	**5420**		**TEACHERS DISCOVERY**		**Check**
			E	01 300 230 172 000 430 Instructional Supply		$71.96
PO#:		**Voucher #:**	**100078**	Invoice **Invoice No:** 202686	**6/18/2025**	**Paid Amt: $71.96**
						Check Amount: $71.96
FIN	**70524**	**5782**		**CENTERPOINT ENERGY**		**Check**
			E	01 300 810 000 000 440 Fuel For Buildings, MAY 2025		$2,038.61
PO#:		**Voucher #:**	**100081**	Invoice **Invoice No:** 8000015159-9	**6/18/2025**	**Paid Amt: $2,038.61**
						Check Amount: $2,038.61
FIN	**70525**	**00096**		**EDGERTON CHRISTIAN ELEM**		**Check**
			E	03 005 760 000 720 360 Transp Cntrt W/Publc, MAY 25 REIMBURSEM		$2,426.40
PO#:		**Voucher #:**	**100085**	Invoice **Invoice No:** 06/18/2025	**6/18/2025**	**Paid Amt: $2,426.40**
						Check Amount: $2,426.40
FIN	**70526**	**00975**		**EWERT RECREATION CENTER**		**Check**
			E	04 005 585 000 362 394 to Non-Ed Agency. 24/25 YOUTH PROGRAMS		$7,443.00
PO#:		**Voucher #:**	**100083**	Invoice **Invoice No:** 06/18/2025	**6/18/2025**	**Paid Amt: $7,443.00**
						Check Amount: $7,443.00
FIN	**70527**	**00975**		**EWERT RECREATION CENTER**		**Check**
			E	04 005 585 000 332 394 to Non-Ed Agency, AFTER SCHOOL PROGRA		$13,770.00
PO#:		**Voucher #:**	**100084**	Invoice **Invoice No:** 06/18/2025	**6/18/2025**	**Paid Amt: $13,770.00**
						Check Amount: $13,770.00
FIN	**70528**	**00743**		**GREG'S WELDING,INC.**		**Check**
			E	01 300 292 208 000 401 General Supplies		$42.75
PO#:		**Voucher #:**	**100082**	Invoice **Invoice No:** 230903	**6/18/2025**	**Paid Amt: $42.75**
						Check Amount: $42.75

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70529	01300		PIPESTONE CO. MEDICAL CENTER		Check
			E 01 103 420 000 740 394	to Non-Ed Agency, MAY 2025		$3,662.33
PO#:	Voucher #:	100080	Invoice	Invoice No: C-1078	6/18/2025	Paid Amt: $3,662.33
						Check Amount: $3,662.33
FIN	70530	10531		RANGE SERVANT AMERICA, INC		Check
			E 01 300 292 204 000 430	Instructional Supply		$1,980.50
PO#:	Voucher #:	100088	Invoice	Invoice No: 140546	6/18/2025	Paid Amt: $1,980.50
						Check Amount: $1,980.50
FIN	70531	5983		SIOUX VALLEY ENERGY		Check
			E 01 300 810 184 000 330	Utilities - Electicity, MAY FLASHING LIGHT 20		$89.00
PO#:	Voucher #:	100087	Invoice	Invoice No: 7058684200	6/18/2025	Paid Amt: $89.00
			E 01 300 810 184 000 330	Utilities - Electicity, MAY 2025		$20,883.00
PO#:	Voucher #:	100086	Invoice	Invoice No: 7058684000	6/18/2025	Paid Amt: $20,883.00
						Check Amount: $20,972.00
FIN	70532	9186		TAHER, INC.- BIN# 135092		Check
			E 02 005 770 000 701 305	Consult & Serv.fees, MAY 2025		$82,663.05
PO#:	Voucher #:	100079	Invoice	Invoice No: 0072888	6/18/2025	Paid Amt: $82,663.05
						Check Amount: $82,663.05
FIN	70533	8402		LEGALSHIELD		Check
			B 01 215 037	LGL-ID		$362.00
			B 01 215 039	LGL-IDONLY		$56.85
PO#:	Voucher #:	100101	Invoice	Invoice No: M2025120	6/20/2025	Paid Amt: $418.85
						Check Amount: $418.85
FIN	70534	01253		PAEA		Check
			B 01 215 040	Pipestone Ed. Assoc. Dues		$6,661.21
PO#:	Voucher #:	100104	Invoice	Invoice No: M2025120	6/20/2025	Paid Amt: $6,661.21
						Check Amount: $6,661.21
FIN	70535	6424		PAESP		Check
			B 01 215 043	PAE Supp Prof Dues		$1,300.30
PO#:	Voucher #:	100102	Invoice	Invoice No: M2025120	6/20/2025	Paid Amt: $1,300.30
						Check Amount: $1,300.30
FIN	70536	10178		HENNAGER PLUMBIN & HEATING INC		Check
			E 01 005 810 000 000 350	Repair&maint Service		$1,941.62
PO#:	Voucher #:	100112	Invoice	Invoice No: 8323	6/23/2025	Paid Amt: $1,941.62

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70536	10178		HENNAGER PLUMBIN & HEATING INC		Check
			E 01 005 810 000 000 350	Repair&maint Service		$273.60
PO#:	Voucher #:	100113	Invoice	Invoice No: 8315	6/23/2025	Paid Amt: $273.60
						Check Amount: $2,215.22
FIN	70537	01252		NCPERS Group Life Ins		Check
			B 01 215 034	UNIT NUMBER: 203411		$48.00
PO#:	Voucher #:	100115	Invoice	Invoice No: M2025120	6/23/2025	Paid Amt: $48.00
						Check Amount: $48.00
FIN	70538	7348		Madison National Life		Check
			B 01 215 032	Employer Paid		$952.75
			B 01 215 033	Supplemental LIfe		$105.10
			B 01 215 033	LTD		$580.34
PO#:	Voucher #:	100116	Invoice	Invoice No: M2025120	6/23/2025	Paid Amt: $1,638.19
						Check Amount: $1,638.19
FIN	70539	5249		VISA		Check
			E 01 300 296 204 000 369	Entry Fees/Student Travel		$54.18
			E 01 300 296 204 000 369	Entry Fees/Student Travel		$23.82
			E 01 300 296 206 000 366	Travel		$29.51
			E 01 300 292 204 000 369	Entry Fees/Student Travel		$36.70
			E 01 103 203 171 000 369	Entry Fees/Student Travel		$13.33
			E 01 300 292 208 000 305	Consult & Serv.fees		$20.29
			E 01 300 640 173 316 366	Travel		$22.56
			E 01 300 292 000 000 369	Entry Fees/Student Travel		$35.97
			E 01 300 294 204 000 369	Entry Fees/Student Travel		$82.14
			E 01 103 203 171 000 369	Entry Fees/Student Travel		$13.72
			E 01 300 301 501 000 369	Entry Fees/Student Travel		$66.83
			E 01 300 292 208 000 369	Entry Fees/Student Travel		$17.81
			E 01 300 296 207 000 369	Entry Fees/Student Travel-Tennis		$29.40
			E 01 103 203 171 000 369	Entry Fees/Student Travel		$19.71
			E 01 300 296 204 000 369	Entry Fees/Student Travel		$25.44
			E 01 103 203 000 000 369	Entry Fees/Student Travel		$14.10
			E 01 300 296 204 000 369	Entry Fees/Student Travel		$35.03
			E 01 103 203 171 000 369	Entry Fees/Student Travel		$8.79
			E 01 103 203 171 000 369	Entry Fees/Student Travel		$2.16
			E 01 103 203 171 000 369	Entry Fees/Student Travel		$6.83
			E 04 005 249 000 321 366	Travel		$40.79
			E 01 300 292 208 000 369	Entry Fees/Student Travel		$3.97

Bank	Check No	Code	Rcd	Vendor							Pmt/Void Date	Pmt Type
FIN	**70539**	**5249**		**VISA**								**Check**
			E	01	103	203	171	000	369	Entry Fees/Student Travel		$15.67
			E	01	300	292	204	000	369	Entry Fees/Student Travel		$53.58
			E	01	300	294	207	000	369	Entry Fees/Student Travel		$39.67
			E	01	207	203	000	000	369	Entry Fees/Student Travel		$35.02
			E	01	006	203	171	000	369	Entry Fees/Student Travel		$45.00
			E	01	005	020	264	000	366	Travel Closing the Achievement Gap		$84.13
			E	01	300	296	204	000	369	Entry Fees/Student Travel		($54.18)
			E	01	300	292	208	000	369	Entry Fees/Student Travel		$54.18
			E	01	300	301	501	000	369	Entry Fees/Student Travel		($66.83)
			E	01	300	301	501	830	369	Entry Fees/Student Travel		$66.83
PO#:		**Voucher #:**	**100117**	Invoice		**Invoice No:**	9871				**6/23/2025**	**Paid Amt:** **$876.15**
												Check Amount: **$876.15**
FIN	**70540**	**5249**		**VISA**								**Check**
			E	01	103	203	171	000	369	Entry Fees/Student Travel		$782.00
			E	01	103	203	171	000	369	Entry Fees/Student Travel		$692.16
			E	01	005	810	000	000	401	General Supplies		$44.92
			E	01	300	296	204	000	369	Entry Fees/Student Travel		$16.08
			E	01	300	296	204	000	369	Entry Fees/Student Travel		$77.03
			E	01	300	296	204	000	369	Entry Fees/Student Travel		$16.00
			E	01	300	296	204	000	369	Entry Fees/Student Travel		$44.20
			E	01	300	296	204	000	369	Entry Fees/Student Travel		$36.00
			E	01	300	296	204	000	369	Entry Fees/Student Travel		$10.06
			E	01	300	296	204	000	369	Entry Fees/Student Travel		$47.00
			E	01	300	296	204	000	369	Entry Fees/Student Travel		$21.00
			E	01	300	296	204	000	369	Entry Fees/Student Travel		$28.13
			E	01	300	296	204	000	369	Entry Fees/Student Travel		$5.41
			E	01	300	296	204	000	369	Entry Fees/Student Travel		$8.00
			E	01	300	296	205	000	401	General Supplies		$578.09
			E	01	300	296	209	000	401	General Supplies		$49.86
			E	01	300	294	203	000	401	General Supplies		$37.86
			E	01	300	292	202	000	401	General Supplies		$39.86
			E	01	300	294	200	000	401	General Supplies		$42.70
			E	01	300	292	204	000	401	General Supplies		$96.73
			E	01	300	292	000	000	401	General Supplies		$12.81
			E	01	300	292	000	000	369	Entry Fees/Student Travel		$18.92
			E	01	300	292	206	000	401	General Supplies		$27.15

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Check Number: 70509-70634 Payment Date: 06/12/2025-07/14/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor							Pmt/Void Date	Pmt Type
FIN	**70540**	**5249**		**VISA**								**Check**
			E	01	300	292	204	000	401	General Supplies		$25.70
			E	01	300	296	206	000	401	General Supplies		$37.60
			E	01	300	294	200	000	401	General Supplies		$37.60
			E	01	300	296	209	000	401	General Supplies		$424.26
			E	01	300	292	000	000	369	Entry Fees/Student Travel		$10.07
			E	04	005	249	000	321	401	General Supplies		$291.55
			E	01	300	292	204	000	366	Travel		$35.79
			E	01	300	292	204	000	366	Travel		$26.86
			E	01	300	292	204	000	366	Travel		$33.29
			E	01	300	710	305	000	401	General Supplies		$266.00
			E	01	300	710	305	000	401	General Supplies		$32.50
			E	01	103	203	171	000	369	Entry Fees/Student Travel		$830.00
			E	01	207	211	172	000	369	Entry Fees/Student Travel		$830.00
			E	01	207	211	172	000	369	Entry Fees/Student Travel		$380.00
			E	01	207	211	172	000	369	Entry Fees/Student Travel		$44.00
			E	01	300	260	172	000	406	Instructional Software License		$12.50
			E	01	300	292	208	000	369	Entry Fees/Student Travel		$26.00
			E	01	300	292	208	000	369	Entry Fees/Student Travel		$133.51
			E	01	300	292	208	000	369	Entry Fees/Student Travel		$98.50
			E	01	300	292	208	000	369	Entry Fees/Student Travel		$102.91
			E	01	103	203	171	000	430	Instructional Supply		$55.86
			E	01	103	203	171	000	369	Entry Fees/Student Travel		$387.60
			E	04	005	505	419	321	430	Instructional Supply Summer Stem 25		$231.43
			E	04	005	505	419	321	430	Instructional Supply Summer Stem 25		$92.08
			E	04	005	505	419	321	430	Instructional Supply Summer Stem 25		$18.95
			E	01	005	640	173	316	366	Curriculum Staff Development		$27.56
			E	01	103	620	591	000	470	Library Books		$664.22
			E	04	005	505	419	321	430	Instructional Supply Summer Stem 25		$62.16
			E	01	300	258	233	000	430	Instructional Supply		$149.70
			E	01	207	211	172	000	369	Instructional Supply		$100.00
			E	01	300	211	172	000	401	General Supplies		$181.69
			E	01	300	331	172	830	433	Individualized Mat.		$121.77
			E	01	300	301	501	830	433	Individualized Mat.		$106.92
			E	01	300	301	501	830	433	Individualized Mat.		$396.97
			E	01	300	402	000	740	433	Individualized Mat.		$32.34
			E	01	300	260	172	000	430	Instructional Supply		$28.98

Bank	Check No	Code	Rcd	Vendor								Pmt/Void Date	Pmt Type	
FIN	**70540**	**5249**		**VISA**									**Check**	
			E	01	207	220	172	000	430	Instructional Supply		$85.66		
			E	01	300	420	000	740	433	Individualized Mat.		$11.75		
			E	01	300	301	501	830	433	Individualized Mat.		$300.00		
			E	01	005	020	264	000	490	Food		$336.81		
			E	01	005	640	173	316	820	Dues & Membership		$6.45		
			E	01	005	640	173	316	820	Dues & Membership		$300.00		
			E	01	300	810	000	000	401	General Supplies		$1,053.71		
			E	01	005	640	173	316	366	Curriculum Staff Development		$715.00		
			E	01	005	640	173	316	366	Curriculum Staff Development		$165.65		
			E	01	300	256	173	302	406	Instructional Software License		$13.50		
			E	01	005	020	264	000	490	Food		$79.54		
			E	01	005	020	264	000	490	Food		$13.18		
PO#:		**Voucher #:**		**100122**	Invoice		**Invoice No:**		9897		**6/25/2025**		**Paid Amt:**	**$12,150.09**
													Check Amount:	**$12,150.09**
FIN	**70541**	**5249**		**VISA**									**Check**	
			E	01	005	810	000	000	320	Communications/Phone		$98.51		
			E	01	005	605	150	000	455	NonInstructional Tech Supplies		$7.00		
			E	01	005	605	150	000	455	NonInstructional Tech Supplies		$130.22		
			E	01	005	605	150	000	455	NonInstructional Tech Supplies		$16.02		
			E	01	005	605	150	000	455	NonInstructional Tech Supplies		$34.38		
			E	01	005	605	150	000	455	NonInstructional Tech Supplies		$7.99		
			E	01	005	605	150	000	455	NonInstructional Tech Supplies		$64.95		
			E	01	005	605	150	000	455	NonInstructional Tech Supplies		$15.30		
			E	01	005	605	150	000	455	NonInstructional Tech Supplies		$6.20		
			E	01	300	211	172	000	430	Instructional Supply		$57.00		
			E	01	005	620	000	000	401	General Supplies		$21.16		
			E	01	005	605	150	000	401	General Supplies		$341.48		
			E	01	300	292	198	000	466	Instructional Technology Devic		$593.02		
			E	01	300	292	198	000	466	Instructional Technology Devic		$128.23		
			E	01	005	605	150	000	401	General Supplies		$544.01		
			E	01	005	810	000	000	401	General Supplies		$84.50		
			E	01	005	810	000	000	401	General Supplies		$76.41		
PO#:		**Voucher #:**		**100123**	Invoice		**Invoice No:**		1739		**6/25/2025**		**Paid Amt:**	**$2,226.38**
													Check Amount:	**$2,226.38**

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	**70542**	**9920**		**RIVERSIDE INSIGHTS**		**Check**
	E 01 005 420 000 740 401			WJIV Interpretation and Instructional Interventi	$81.97	
PO#: 18790	**Voucher #:**	**100126**	Invoice	**Invoice No:** 229440	**6/25/2025**	**Paid Amt:** **$81.97**
	E 01 300 407 000 740 433			#1664152 WIPP IND EXAM OL LIC 1Y RNWL	$89.35	
PO#: 18807	**Voucher #:**	**100124**	Invoice	**Invoice No:** 234730	**6/25/2025**	**Paid Amt:** **$89.35**
	E 01 300 407 000 740 433			#1622313 WJIV ACH ST & EX FMA TR & SRE	$309.94	
	E 01 300 407 000 740 433			Freight	$30.99	
PO#: 18807	**Voucher #:**	**100125**	Invoice	**Invoice No:** 234900	**6/25/2025**	**Paid Amt:** **$340.93**
						Check Amount: **$512.25**
FIN	**70543**	**10533**		**BLACK HAWK ROOF CO. INC**		**Check**
	E 06 005 870 000 000 520			Build Acq/Construct, ROOF	$1,343,974.60	
PO#:	**Voucher #:**	**100133**	Invoice	**Invoice No:** 06/25/2025	**6/25/2025**	**Paid Amt:** **$1,343,974.60**
						Check Amount: **$1,343,974.60**
FIN	**70545**	**10532**		**MICHAEL'S HOMETOWN CARPENTRY AND MORE**		**Check**
	E 01 300 296 205 000 350			RETRO-FIT (GYMNASTICS FLOOR)	$430.00	
PO#:	**Voucher #:**	**100127**	Invoice	**Invoice No:** 001652	**6/25/2025**	**Paid Amt:** **$430.00**
						Check Amount: **$430.00**
FIN	**70546**	**01179**	**1099**	**RATWIK ROSZAK & MALONEY PA**		**Check**
	E 01 005 010 113 000 305			Consult & Serv.fees, MAY 2025	$3,955.00	
PO#:	**Voucher #:**	**100128**	Invoice	**Invoice No:** 06/25/2025	**6/25/2025**	**Paid Amt:** **$3,955.00**
						Check Amount: **$3,955.00**
FIN	**70547**	**00063**		**CITY OF PIPESTONE**		**Check**
	E 01 005 810 183 000 330			Utilities Paulsen Field	$322.76	
	E 01 005 810 183 000 330			Utilities	$77.39	
	E 01 005 810 183 000 330			Utilities	$1,594.41	
	E 01 005 810 182 000 330			Garbage	$1,380.00	
	E 01 005 810 183 000 330			Utilities	$1,949.31	
PO#:	**Voucher #:**	**100134**	Invoice	**Invoice No:** 06/25/2025	**6/26/2025**	**Paid Amt:** **$5,323.87**
						Check Amount: **$5,323.87**
FIN	**70548**	**6458**		**HUBERT COMPANY LLC**		**Check**
	E 02 005 770 000 701 401			General Supplies	$20.00	
PO#:	**Voucher #:**	**100132**	Invoice	**Invoice No:** 174325	**6/26/2025**	**Paid Amt:** **$20.00**
	E 02 005 770 000 701 401			GENERAL SUPPLIES	$651.81	
PO#: 18816	**Voucher #:**	**100130**	Invoice	**Invoice No:** 138028	**6/26/2025**	**Paid Amt:** **$651.81**
	E 02 005 770 000 701 401			General Supplies	$91.93	
PO#:	**Voucher #:**	**100129**	Invoice	**Invoice No:** 174336	**6/26/2025**	**Paid Amt:** **$91.93**

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
FIN	70548	6458		HUBERT COMPANY LLC		Check		
			E 02 005 770 000 701 401	General Supplies		$234.29		
PO#:	Voucher #:	100131	Invoice	Invoice No: 138043	6/26/2025	Paid Amt:	$234.29	
						Check Amount:		$998.03
FIN	70550	00256		HILLYARD INC/ SIOUX FALLS		Check		
			E 01 005 810 000 000 350	Repair&maint Service		$337.35		
PO#:	Voucher #:	100136	Invoice	Invoice No: 700659879	6/26/2025	Paid Amt:	$337.35	
			E 01 005 810 000 000 401	General Supplies		$285.20		
PO#:	Voucher #:	100138	Invoice	Invoice No: 605858329	6/26/2025	Paid Amt:	$285.20	
			E 01 005 810 000 000 401	General Supplies		$25.65		
PO#:	Voucher #:	100137	Invoice	Invoice No: 605858331	6/26/2025	Paid Amt:	$25.65	
			E 01 005 810 000 000 350	Repair&maint Service		$209.00		
PO#:	Voucher #:	100140	Invoice	Invoice No: 700661934	6/26/2025	Paid Amt:	$209.00	
			E 01 005 810 000 000 350	Repair&maint Service		$209.00		
PO#:	Voucher #:	100141	Invoice	Invoice No: 700661933	6/26/2025	Paid Amt:	$209.00	
			E 01 005 810 000 000 350	Repair&maint Service		$974.40		
PO#:	Voucher #:	100142	Invoice	Invoice No: 700661931	6/26/2025	Paid Amt:	$974.40	
			E 01 005 810 000 000 350	Repair&maint Service		$146.00		
PO#:	Voucher #:	100143	Invoice	Invoice No: 700661932	6/26/2025	Paid Amt:	$146.00	
			E 01 005 810 000 000 401	General Supplies		$320.15		
PO#:	Voucher #:	100139	Invoice	Invoice No: 700661930	6/26/2025	Paid Amt:	$320.15	
						Check Amount:		$2,506.75
FIN	70551	8925		BLUEPEAK		Check		
			E 01 005 810 000 000 320	Communications/Phone		$1,394.28		
PO#:	Voucher #:	100135	Invoice	Invoice No: 000459101	6/26/2025	Paid Amt:	$1,394.28	
						Check Amount:		$1,394.28
FIN	70552	9854		BRAD CARSON		Check		
			R 02 005 000 000 701 601	Sales to Pupils		$4.65		
PO#:	Voucher #:	100147	Invoice	Invoice No: 06/30/2025	6/30/2025	Paid Amt:	$4.65	
						Check Amount:		$4.65
FIN	70553	9851		CORRINE BROOKE		Check		
			R 02 005 000 000 701 601	Sales to Pupils		$2.25		
PO#:	Voucher #:	100144	Invoice	Invoice No: 06/30/2025	6/30/2025	Paid Amt:	$2.25	
						Check Amount:		$2.25

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Check Number: 70509-70634 Payment Date: 06/12/2025-07/14/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70554	6272		JAMIE FENICLE		Check
			R	02 005 000 000 701 601 Sales to Pupils		$80.45
PO#:		Voucher #:	100149	Invoice Invoice No: 06//30/2025	6/30/2025	Paid Amt: $80.45
						Check Amount: $80.45
FIN	70555	8184		KELLI BYRNES		Check
			R	02 005 000 000 701 601 Sales to Pupils		$3.45
PO#:		Voucher #:	100146	Invoice Invoice No: 06/30/2025	6/30/2025	Paid Amt: $3.45
						Check Amount: $3.45
FIN	70556	10535		LIZETH CID		Check
			R	02 005 000 000 701 601 Sales to Pupils		$100.55
PO#:		Voucher #:	100148	Invoice Invoice No: 06/30/2025	6/30/2025	Paid Amt: $100.55
						Check Amount: $100.55
FIN	70557	10534		MELISSA BURNETT		Check
			R	02 005 000 000 701 601 Sales to Pupils		$47.90
PO#:		Voucher #:	100145	Invoice Invoice No: 06/30/2025	6/30/2025	Paid Amt: $47.90
						Check Amount: $47.90
FIN	70558	9866		TAMI TAUBERT		Check
			R	02 005 000 000 701 601 Sales to Pupils		$62.65
PO#:		Voucher #:	100150	Invoice Invoice No: 06/30/2025	6/30/2025	Paid Amt: $62.65
						Check Amount: $62.65
FIN	70559	9871		WENDI WEBER		Check
			R	02 005 000 000 701 601 Sales to Pupils		$56.75
PO#:		Voucher #:	100152	Invoice Invoice No: 06/30/2025	6/30/2025	Paid Amt: $56.75
						Check Amount: $56.75
FIN	70560	10536		BILL FOLGER		Check
			R	02 005 000 000 701 601 Sales to Pupils		$30.32
PO#:		Voucher #:	100153	Invoice Invoice No: 06/30/2025	6/30/2025	Paid Amt: $30.32
						Check Amount: $30.32
FIN	70561	10134		MARI WAGNER		Check
			R	02 005 000 000 701 601 Sales to Pupils		$410.65
PO#:		Voucher #:	100151	Invoice Invoice No: 06/30/2025	6/30/2025	Paid Amt: $410.65
						Check Amount: $410.65
FIN	70562	10538		BECCA JANSEN		Check
			R	02 005 000 000 701 601 Sales to Pupils		$22.75
PO#:		Voucher #:	100156	Invoice Invoice No: 06/30/2025	6/30/2025	Paid Amt: $22.75
						Check Amount: $22.75

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Check Number: 70509-70634 Payment Date: 06/12/2025-07/14/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70563	10539		BRITANY HOFFMAN		Check
			R	02 005 000 000 701 601 Sales to Pupils		$3.45
PO#:		Voucher #:	100158	Invoice Invoice No: 06/30/2025	6/30/2025	Paid Amt: $3.45
						Check Amount: $3.45
FIN	70564	10540		JESSICA JOHNSON		Check
			R	02 005 000 000 701 601 Sales to Pupils		$217.05
PO#:		Voucher #:	100160	Invoice Invoice No: 06/30/2025	6/30/2025	Paid Amt: $217.05
						Check Amount: $217.05
FIN	70565	9877		JESSICA OSTERMEIER		Check
			R	02 005 000 000 701 601 Sales to Pupils		$19.90
PO#:		Voucher #:	100163	Invoice Invoice No: 06/30/2025	6/30/2025	Paid Amt: $19.90
						Check Amount: $19.90
FIN	70566	9819		MARIE LAROCK		Check
			R	02 005 000 000 701 601 Sales to Pupils		$20.30
PO#:		Voucher #:	100154	Invoice Invoice No: 06/30/2025	6/30/2025	Paid Amt: $20.30
						Check Amount: $20.30
FIN	70567	10537		MARK HINIKER		Check
			R	02 005 000 000 701 601 Sales to Pupils		$24.05
PO#:		Voucher #:	100155	Invoice Invoice No: 06/30/2025	6/30/2025	Paid Amt: $24.05
						Check Amount: $24.05
FIN	70568	5371		Mark Moeller		Check
			R	02 005 000 000 701 601 Sales to Pupils		$350.10
PO#:		Voucher #:	100162	Invoice Invoice No: 06/30/2025	6/30/2025	Paid Amt: $350.10
						Check Amount: $350.10
FIN	70569	8955		SCOTT KOR		Check
			R	02 005 000 000 701 601 Sales to Pupils		$29.30
PO#:		Voucher #:	100157	Invoice Invoice No: 06/30/2025	6/30/2025	Paid Amt: $29.30
						Check Amount: $29.30
FIN	70570	10541		TRACY MUSCH		Check
			R	02 005 000 000 701 601 Sales to Pupils		$153.40
PO#:		Voucher #:	100161	Invoice Invoice No: 06/30/2025	6/30/2025	Paid Amt: $153.40
						Check Amount: $153.40
FIN	70571	7788		Wendy Melby		Check
			R	02 005 000 000 701 601 Sales to Pupils		$157.10
PO#:		Voucher #:	100159	Invoice Invoice No: 06/30/2025	6/30/2025	Paid Amt: $157.10
						Check Amount: $157.10

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Check Number: 70509-70634 Payment Date: 06/12/2025-07/14/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70572	9879		CARRIE RADLOFF		Check
			R	02 005 000 000 701 601 Sales to Pupils		$40.35
PO#:		Voucher #:	100164	Invoice	Invoice No: 06/30/2025	6/30/2025	Paid Amt: $40.35
						Check Amount: $40.35
FIN	70573	9889		DAWN ROSSAW		Check
			R	02 005 000 000 701 601 Sales to Pupils		$9.50
PO#:		Voucher #:	100165	Invoice	Invoice No: 06/30/2025	6/30/2025	Paid Amt: $9.50
						Check Amount: $9.50
FIN	70574	10542		AMANDA EMMERT		Check
			R	02 005 000 000 701 601 Sales to Pupils		$4.00
PO#:		Voucher #:	100166	Invoice	Invoice No: 06/30/2025	6/30/2025	Paid Amt: $4.00
						Check Amount: $4.00
FIN	70575	9187		BLACK BOX NETWOK SERVICES		Check
			E	01 005 850 000 302 465 Non-Instructional Tech Devices		$21,464.74
PO#:		Voucher #:	100186	Invoice	Invoice No: 9200016321A	7/1/2025	Paid Amt: $21,464.74
						Check Amount: $21,464.74
FIN	70576	5949		CDW GOVERNMENT, INC.		Check
			E	01 005 605 150 000 406 Instructional Software License 6/25-5/26		$10,112.02
PO#:		Voucher #:	100180	Invoice	Invoice No: AE4XX8B	7/1/2025	Paid Amt: $10,112.02
						Check Amount: $10,112.02
FIN	70577	9499		EMS LINQ INC		Check
			E	02 005 770 000 701 405 Non Instructional Comp Softwar		$987.10
PO#:		Voucher #:	100172	Invoice	Invoice No: C-135113	7/1/2025	Paid Amt: $987.10
						Check Amount: $987.10
FIN	70578	9354		FRONTLINE TECHNOLOGIES GROUP LLC		Check
			E	01 005 110 000 000 305 Consult & Serv.fees, ABSENCE MANAGEMEN		$8,410.59
PO#:		Voucher #:	100170	Invoice	Invoice No: US219980	7/1/2025	Paid Amt: $8,410.59
						Check Amount: $8,410.59
FIN	70579	9354		FRONTLINE TECHNOLOGIES GROUP LLC		Check
			E	01 005 110 000 000 305 Consult & Serv.fees, APPLICANT TRACKING		$2,872.13
PO#:		Voucher #:	100169	Invoice	Invoice No: US218648	7/1/2025	Paid Amt: $2,872.13
						Check Amount: $2,872.13
FIN	70580	3551		HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY		Check
			E	01 102 201 264 000 405 Map Growth		$1,186.00
			E	01 103 203 264 000 405 Map Growth		$6,441.00
			E	01 300 207 264 000 405 Map Growth		$3,898.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70580	3551		HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY		Check
			E 01 300 211 264 000 405	Map Growth		$5,425.00
PO#: 18826	Voucher #:	100184	Invoice	Invoice No: 835137	7/1/2025	Paid Amt: $16,950.00
						Check Amount: $16,950.00
FIN	70581	10120		JAMF SOFTWARE LLC		Check
			E 01 103 203 150 000 406	Instructional Software License		$3,972.00
			E 01 300 211 150 000 406	Instructional Software License		$3,014.00
			E 01 103 201 150 000 406	Instructional Software License		$904.00
			E 01 207 203 150 000 406	Instructional Software License		$2,310.00
PO#:	Voucher #:	100174	Invoice	Invoice No: Q-489673	7/1/2025	Paid Amt: $10,200.00
						Check Amount: $10,200.00
FIN	70582	6914		JUNIOR LIBRARY GUILD		Check
			E 01 300 620 591 000 470	Library Books		$5,929.71
PO#:	Voucher #:	100177	Invoice	Invoice No: 721767	7/1/2025	Paid Amt: $5,929.71
						Check Amount: $5,929.71
FIN	70583	7619		KOZLOWSKI INSURANCE AGENCY &		Check
			E 01 005 940 000 000 340	Property Insurance		$420.00
PO#:	Voucher #:	100185	Invoice	Invoice No: 180753	7/1/2025	Paid Amt: $420.00
						Check Amount: $420.00
FIN	70584	7620		MASBO		Check
			E 01 005 640 173 316 820	Dues & Membership		$115.00
PO#:	Voucher #:	100182	Invoice	Invoice No: 300009046	7/1/2025	Paid Amt: $115.00
						Check Amount: $115.00
FIN	70585	00259		MSBA		Check
			E 01 005 010 000 000 305	Consult & Serv.fees. 25/26		$8,775.00
PO#:	Voucher #:	100181	Invoice	Invoice No: 13657-D89K9V3	7/1/2025	Paid Amt: $8,775.00
						Check Amount: $8,775.00
FIN	70587	7331		PROJECT LEAD THE WAY, INC.		Check
			E 01 300 361 173 830 433	Individualized Mat. 25/26		$3,200.00
PO#:	Voucher #:	100178	Invoice	Invoice No: 497059	7/1/2025	Paid Amt: $3,200.00
						Check Amount: $3,200.00
FIN	70588	9920		RIVERSIDE INSIGHTS		Check
			E 01 300 407 000 740 433	WJIV Tests of Oral Language test record w/scc		$162.22
			E 01 300 407 000 740 433	Freight		$20.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70588	9920		RIVERSIDE INSIGHTS		Check
			E 01 300 407 000 740 433	DO NOT SHIP BEFORE 7/1/25		$0.00
PO#: 18912	Voucher #:	100176	Invoice	Invoice No: 248192	7/1/2025	Paid Amt: $182.22
						Check Amount: $182.22
FIN	70589	9916		SHI INTERNATIONAL CORP.		Check
			E 01 300 211 150 000 466	SEE ATTACHED		$25,000.89
PO#: 18835	Voucher #:	100167	Invoice	Invoice No: B19843516	7/1/2025	Paid Amt: $25,000.89
						Check Amount: $25,000.89
FIN	70590	9900		SOCIALSCHOOL4EDU		Check
			E 01 005 020 000 000 505	Cap Noninstructional Tech Soft, SOCIAL MEDI		$9,500.00
PO#:	Voucher #:	100175	Invoice	Invoice No: 14-4176	7/1/2025	Paid Amt: $9,500.00
						Check Amount: $9,500.00
FIN	70591	9719		SOTER TECHNOLOGIES LLC		Check
			E 01 300 718 150 342 401	General Supplies		$3,300.00
PO#:	Voucher #:	100173	Invoice	Invoice No: 251006	7/1/2025	Paid Amt: $3,300.00
						Check Amount: $3,300.00
FIN	70593	6265		TIMECLOCK PLUS		Check
			E 01 005 110 000 000 405	Non Instructional Comp. TIME CLOCK PLUS		$6,526.32
PO#:	Voucher #:	100179	Invoice	Invoice No: 00425570	7/1/2025	Paid Amt: $6,526.32
						Check Amount: $6,526.32
FIN	70594	10337		NASSP		Check
			E 01 300 291 226 000 820	Dues & Membership		$385.00
PO#:	Voucher #:	100183	Invoice	Invoice No: 00015705	7/1/2025	Paid Amt: $385.00
						Check Amount: $385.00
FIN	70595	9656		MINDY JOHNSON		Check
			R 02 005 000 000 701 601	Sales to Pupils		$37.45
PO#:	Voucher #:	100188	Invoice	Invoice No: 07/02/2025	7/2/2025	Paid Amt: $37.45
						Check Amount: $37.45
FIN	70596	9836		PAM WOELBER		Check
			R 02 005 000 000 701 601	Sales to Pupils		$5.95
PO#:	Voucher #:	100187	Invoice	Invoice No: 07/02/2025	7/2/2025	Paid Amt: $5.95
						Check Amount: $5.95
FIN	70598	10181		CARROWS MARSHALL CLEANERS		Check
			E 01 300 211 172 000 350	Repair&maint Service		$952.65
PO#:	Voucher #:	100197	Invoice	Invoice No: 211294	7/7/2025	Paid Amt: $952.65
						Check Amount: $952.65

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	70599	5949		CDW GOVERNMENT, INC.		Check
			E 01 005 605 150 000 455	NonInstructional Tech Supplies		$454.00
PO#:	Voucher #:	100191	Invoice	Invoice No: AE6W14L	7/7/2025	Paid Amt: $454.00
			E 01 005 020 000 000 455	NonInstructional Tech Supplies		$140.99
PO#:	Voucher #:	100190	Invoice	Invoice No: AE5QZ7E	7/7/2025	Paid Amt: $140.99
			E 01 005 605 150 000 455	NonInstructional Tech Supplies		$108.00
PO#:	Voucher #:	100211	Invoice	Invoice No: AC3T92P	7/7/2025	Paid Amt: $108.00
						Check Amount: $702.99
FIN	70600	00226		CENTER SPORTS INC		Check
			E 01 300 296 206 000 401	General Supplies		$564.00
PO#:	Voucher #:	100195	Invoice	Invoice No: AAD015446-AA01	7/7/2025	Paid Amt: $564.00
			E 01 300 296 207 000 401	General Supplies		$1,282.00
PO#:	Voucher #:	100196	Invoice	Invoice No: AAD015444-AA01	7/7/2025	Paid Amt: $1,282.00
						Check Amount: $1,846.00
FIN	70601	00226	00226	CENTER SPORTS INC		Check
			E 01 300 294 200 000 401	General Supplies		$1,062.00
PO#:	Voucher #:	100194	Invoice	Invoice No: AAD015445-AA01	7/7/2025	Paid Amt: $1,062.00
						Check Amount: $1,062.00
FIN	70602	3512		CHILDRENS CARE HOSP & SCHOOL		Check
			E 01 103 416 000 000 392	to Out-of-State Dist		$1,326.00
			E 01 103 416 000 740 393	Sp Ed Contr Svcs Pup		$10,532.00
			E 01 100 411 000 000 392	to Out-of-State Dist		$1,326.00
			E 01 100 411 000 740 393	Sp Ed Contr Svcs Pup		$5,895.75
PO#:	Voucher #:	100212	Invoice	Invoice No: 30000944	7/7/2025	Paid Amt: $19,079.75
						Check Amount: $19,079.75
FIN	70603	10053		COORDINATED BUSINESS SERVICES LTD		Check
			E 01 005 110 000 000 335	Short Term Rentals		$3.97
PO#:	Voucher #:	100203	Invoice	Invoice No: 470921	7/7/2025	Paid Amt: $3.97
						Check Amount: $3.97
FIN	70604	7248		DR. PAUL HENRIKSEN		Check
			E 01 300 710 305 000 401	General Supplies		$314.00
PO#:	Voucher #:	100205	Invoice	Invoice No: 07/07/2025	7/7/2025	Paid Amt: $314.00
						Check Amount: $314.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
FIN	**70605**	**9564**		**GOPHERMODS**		**Check**	
			E 01 005 605 150 000 455	NonInstructional Tech Supplies		$4,959.00	
PO#:	**Voucher #:**	**100206**	Invoice	**Invoice No:** 7124	**7/7/2025**	**Paid Amt:**	**$4,959.00**
						Check Amount:	**$4,959.00**
FIN	**70606**	**10221**		**GREAT AMERICAN FINANCIAL SERVICES CORPORATION**		**Check**	
			E 01 005 110 000 000 335	Short Term Rentals		$6,568.82	
PO#:	**Voucher #:**	**100193**	Invoice	**Invoice No:** 39464883	**7/7/2025**	**Paid Amt:**	**$6,568.82**
						Check Amount:	**$6,568.82**
FIN	**70607**	**10256**		**INSTRUMENTALIST AWARDS**		**Check**	
			E 01 300 258 234 000 430	Instructional Supply		$90.00	
PO#:	**Voucher #:**	**100204**	Invoice	**Invoice No:** 07/07/2025	**7/7/2025**	**Paid Amt:**	**$90.00**
						Check Amount:	**$90.00**
FIN	**70608**	**3720**		**LOIS WENTZEL**		**Check**	
			E 01 300 211 172 000 401	General Supplies		$73.98	
PO#:	**Voucher #:**	**100189**	Invoice	**Invoice No:** 07/02/2025	**7/7/2025**	**Paid Amt:**	**$73.98**
						Check Amount:	**$73.98**
FIN	**70609**	**5602**		**Mid States Audio Inc**		**Check**	
			E 01 005 810 000 000 350	Repair&maint Service		$1,013.99	
PO#:	**Voucher #:**	**100210**	Invoice	**Invoice No:** 34173	**7/7/2025**	**Paid Amt:**	**$1,013.99**
						Check Amount:	**$1,013.99**
FIN	**70610**	**6836**		**Midwest Alarm**		**Check**	
			E 01 300 605 150 000 465	Non-Instructional Tech Devices		$27,849.11	
PO#:	**Voucher #:**	**100200**	Invoice	**Invoice No:** 413371	**7/7/2025**	**Paid Amt:**	**$27,849.11**
			E 01 103 605 150 000 465	Non-Instructional Tech Devices		$527.18	
PO#:	**Voucher #:**	**100201**	Invoice	**Invoice No:** 413683	**7/7/2025**	**Paid Amt:**	**$527.18**
						Check Amount:	**$28,376.29**
FIN	**70611**	**5138**		**PIPESTONE BUILDING MATERIALS**		**Check**	
			E 01 005 810 000 000 401	General Supplies		$24.25	
PO#:	**Voucher #:**	**100198**	Invoice	**Invoice No:** 229481	**7/7/2025**	**Paid Amt:**	**$24.25**
						Check Amount:	**$24.25**
FIN	**70612**	**5721**		**SCAN AIR FILTER INC**		**Check**	
			E 01 005 810 000 000 401	General Supplies		$425.80	
PO#:	**Voucher #:**	**100199**	Invoice	**Invoice No:** 164429	**7/7/2025**	**Paid Amt:**	**$425.80**
						Check Amount:	**$425.80**

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	**70613**	**3697**		**SW/WC SERVICE COOPERATIVE**		**Check**
			E 01 300 211 000 000 394	to Non-Ed Agency, ONLINE ACADEMY	$1,800.00	
PO#:	**Voucher #:**	**100213**	Invoice	**Invoice No:** 78959	**7/7/2025**	**Paid Amt: $1,800.00**
						Check Amount: $1,800.00
FIN	**70614**	**7716**		**VERIZON WIRELESS**		**Check**
			E 01 005 810 000 000 320	Communications/Phone, 5/9-6/8	$511.23	
PO#:	**Voucher #:**	**100215**	Invoice	**Invoice No:** 6115551060	**7/7/2025**	**Paid Amt: $511.23**
						Check Amount: $511.23
FIN	**70615**	**00276**		**XCEL ENERGY**		**Check**
			E 01 005 810 184 000 330	Electricity - Paulsen Field, MAY 2025	$519.23	
PO#:	**Voucher #:**	**100192**	Invoice	**Invoice No:** 51-6709448-8	**7/7/2025**	**Paid Amt: $519.23**
						Check Amount: $519.23
FIN	**70616**	**10325**		**VOYA FBO PEGGY REYNOLDS**		**Check**
			B 01 206 516	Peggy Reynolds TSAM 499.98 TSA 499.98	$999.96	
PO#:	**Voucher #:**	**100217**	Invoice	**Invoice No:** 06302025	**7/7/2025**	**Paid Amt: $999.96**
						Check Amount: $999.96
FIN	**70617**	**6528**		**AVIBEN**		**Check**
			E 01 005 110 000 000 305	Consult & Serv.fees	$142.40	
PO#:	**Voucher #:**	**100209**	Invoice	**Invoice No:** 37021	**7/7/2025**	**Paid Amt: $142.40**
						Check Amount: $142.40
FIN	**70618**	**00226**	**00226**	**CENTER SPORTS INC**		**Check**
			E 01 300 296 209 000 401	General Supplies	$1,632.00	
PO#:	**Voucher #:**	**100218**	Invoice	**Invoice No:** AAD015421-AA01	**7/7/2025**	**Paid Amt: $1,632.00**
						Check Amount: $1,632.00
FIN	**70619**	**9807**		**BIOAG ENERGY SERVICES**		**Check**
			E 01 005 810 000 000 401	General Supplies	$1,898.36	
PO#:	**Voucher #:**	**100220**	Invoice	**Invoice No:** 6949374962	**7/9/2025**	**Paid Amt: $1,898.36**
						Check Amount: $1,898.36
FIN	**70620**	**3697**		**SW/WC SERVICE COOPERATIVE**		**Check**
			E 01 005 605 000 000 316	Tech Services Purchased Coop	$9,009.17	
			E 01 005 605 150 000 316	Data Processing Svcs	$680.80	
PO#:	**Voucher #:**	**100227**	Invoice	**Invoice No:** 79237	**7/9/2025**	**Paid Amt: $9,689.97**
			E 01 005 110 000 000 401	General Supplies	$299.80	
PO#:	**Voucher #:**	**100226**	Invoice	**Invoice No:** 79338	**7/9/2025**	**Paid Amt: $299.80**
						Check Amount: $9,989.77

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
FIN	**70621**	**01140**		**JERS ELECTRIC INC**		**Check**
			E 01 005 865 000 369 520	Build Acq/Construct, FIBER LINE FB FIELD	$19,088.60	
PO#:	**Voucher #:**	**100229**	Invoice	**Invoice No:** 5603	**7/9/2025**	**Paid Amt: $19,088.60**
						Check Amount: $19,088.60
FIN	**70622**	**01140**		**JERS ELECTRIC INC**		**Check**
			E 01 005 810 000 000 350	Repair&maint Service, SCORE BOARD	$7,652.10	
PO#:	**Voucher #:**	**100228**	Invoice	**Invoice No:** 5604	**7/9/2025**	**Paid Amt: $7,652.10**
						Check Amount: $7,652.10
FIN	**70623**	**3697**		**SW/WC SERVICE COOPERATIVE**		**Check**
			E 01 005 605 000 000 316	Tech Services Purchased Coop	$9,009.17	
			E 01 005 605 150 000 316	Data Processing Svcs	$680.80	
PO#:	**Voucher #:**	**100231**	Invoice	**Invoice No:** 79203	**6/30/2025**	**Paid Amt: $9,689.97**
						Check Amount: $9,689.97
FIN	**70624**	**10199**		**TROY RYAN HEIDEBRINK**		**Check**
			E 01 005 810 000 000 305	Consult & Serv.fees	$890.00	
PO#:	**Voucher #:**	**100230**	Invoice	**Invoice No:** 31	**6/30/2025**	**Paid Amt: $890.00**
						Check Amount: $890.00
FIN	**70625**	**10546**		**BRUCE KAARDAL**		**Check**
			B 01 206 516	In and Out, SECTION SB 2024	$772.00	
PO#:	**Voucher #:**	**100233**	Invoice	**Invoice No:** 06/30/2025	**7/10/2025**	**Paid Amt: $772.00**
						Check Amount: $772.00
FIN	**70626**	**00224**		**LUDOLPH BUS INCORPORATED**		**Check**
			E 01 103 203 000 318 360	Transp Cntrt W/Publc	$4,599.16	
			E 01 300 211 000 733 360	Transp Cntrt W/Publc	$532.00	
			E 03 005 760 000 720 360	Transp Cntrt W/Publc Reg	$9,179.20	
PO#:	**Voucher #:**	**100232**	Invoice	**Invoice No:** 2086	**7/10/2025**	**Paid Amt: $14,310.36**
						Check Amount: $14,310.36
FIN	**70627**	**00224**		**LUDOLPH BUS INCORPORATED**		**Check**
			E 01 300 258 233 733 360	Transp Cntrt W/Publc Band	$95.00	
PO#:	**Voucher #:**	**100234**	Invoice	**Invoice No:** 2086	**7/10/2025**	**Paid Amt: $95.00**
						Check Amount: $95.00
FIN	**70628**	**7882**		**C & B OPERATIONS LLC**		**Check**
			E 01 005 810 000 000 401	General Supplies	$185.16	
PO#:	**Voucher #:**	**100235**	Invoice	**Invoice No:** 13307833	**7/11/2025**	**Paid Amt: $185.16**
						Check Amount: $185.16

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Check Number: 70509-70634 Payment Date: 06/12/2025-07/14/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
FIN	70629	9704		DAHL MOTORS, LLC		Check		
			E	01 005 810 000 000 350 Repair&maint Service		$407.09		
PO#:	Voucher #:	100236	Invoice	Invoice No: 255861	7/11/2025		Paid Amt:	$407.09
							Check Amount:	$407.09
FIN	70630	00143		GOPHER ATHLETIC SUPPLY CO		Check		
			E	01 300 240 172 000 430 10-944 Shield 48"L Aluminum-Shaft Floor Hocl		$206.10		
PO#: 18885	Voucher #:	100237	Invoice	Invoice No: 452714	7/11/2025		Paid Amt:	$206.10
							Check Amount:	$206.10
FIN	70631	5505		MARK'S GENERAL MACHINE		Check		
			E	01 005 810 000 000 350 Repair&maint Service		$449.95		
PO#:	Voucher #:	100239	Invoice	Invoice No: 92052	7/11/2025		Paid Amt:	$449.95
							Check Amount:	$449.95
FIN	70632	10348		MCLEOD'S PRINTING AND OFFICE SUPPY		Check		
			E	01 300 296 205 000 401 General Supplies		$135.00		
PO#:	Voucher #:	100238	Invoice	Invoice No: 84981	7/11/2025		Paid Amt:	$135.00
							Check Amount:	$135.00
FIN	70633	00300		PIPESTONE PUBLISHING CO INC		Check		
			E	01 005 010 000 000 305 Consult & Serv.fees		$749.92		
PO#:	Voucher #:	100240	Invoice	Invoice No: 07/11/2025	7/11/2025		Paid Amt:	$749.92
							Check Amount:	$749.92
FIN	70634	9695		AMERICAN UNION VENTURES		Check		
			E	01 005 865 000 347 305 Consult & Serv.fees, RECYCLING		$50.00		
PO#:	Voucher #:	100242	Invoice	Invoice No: 2499076	7/14/2025		Paid Amt:	$50.00
							Check Amount:	$50.00
							Report Total:	$1,810,952.08

Pipestone Area Schools ISD #2689

Detail Payment Register By Check

Check Number: 52561-53000 Payment Date: 06/07/2025-07/14/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor								Pmt/Void Date	Pmt Type		
HS	**52562**	**10290**		**SOUTHWEST MN SHOOTOUT**									**Check**		
			E	21	005	298	914	301	401	Boys Basketball			$225.00		
PO#:		**Voucher #:**	**100076**	Invoice		**Invoice No:**	06/17/2025					**6/17/2025**	**Paid Amt:**	**$225.00**	
													Check Amount:		**$225.00**
HS	**52563**	**5249**		**VISA**									**Check**		
			E	21	005	298	915	301	401	Boys Tennis			$24.00		
			E	21	005	298	915	301	401	Boys Tennis			$179.65		
			E	21	005	298	922	301	401	FFA			$75.00		
PO#:		**Voucher #:**	**100111**	Invoice		**Invoice No:**	0671					**6/23/2025**	**Paid Amt:**	**$278.65**	
													Check Amount:		**$278.65**
													Report Total:		**$503.65**

Superintendent School Board Report – July 22, 2025

July is nearly finished and that means school activities and events are right around the corner. Things are ramping up at the school as we prepare for the 2025-2026 school year. Here are a few items of note for the board.

1. Roofing Project – I have included an update on the roofing project in the board packet. Things seem to be moving along well and the roofing company has made great progress. As you will note in the report, there is some damaged sidewalk that will need to be replaced along with some improvements to the lawn. Overall, I am pleased with the progress and the new product looks good. We will talk later in the board meeting about Phase II and Phase III of the roofing project.

2. Registration time – It is time for the parents to register students. If parents have not done so already, they can contact the offices at the schools regarding the registration process for their child or children.

3. Battalion – We had a great honor of hosting the Battalion, a traveling group of bugle and drum corps musicians. We were approached about hosting after their initial plans fell through. It was a great opportunity for our community to high light and showcase some world class performers.

4. School Improvement Plans – I have met with the principals and we will be focused on school improvement plans again this year. Last year was the first year the district has completed a school improvement plan process. I envision we will follow a similar process of embracing an academic and a non-academic goal. These goals will be aligned to our district Portrait of a Graduate.

5. Portrait of a Graduate – On Monday, I will plan to share an updated version of the Portrait of a Graduate. This will be the last presentation before we bring forward a final draft for board adoption at the regular August board meeting. I am excited about our work and the direction we are going as we embrace a more student-centered approach to teaching and learning at Pipestone Area Schools.

6. County Fair – The Pipestone County Fair is right around the corner. As always, we are excited to see the exhibits and exhibitors from Pipestone Area Schools. See you at the Fair!

7. International Candidates – There has been positive feedback on the potential international teaching candidates to fill vacancies here in Pipestone. As of the draft of this report, there have been two offers extended to international teaching candidates. I am excited about the prospects of these candidates and I am hopeful that I can report that the candidates have accepted the positions very soon.

8. Back to School Conference – There will be a back to school conference I will be attending in early August. The conference will review some of the legislative changes and some of the pending issues as we start the new school year.

9. Book Study – The principals, Mrs. Pease, and I are completing a book study on student-centered teaching and learning. The book is titled “Learner-Centered Leadership: A Blueprint for Transformational Change in Learning Communities”. The book provides perspective and insights on the future of education and the need for more learner-centered approaches. The author provides some tools as well as lessons learned in becoming a more learner-centered school district.

10. Teacher Negotiations – We have been in communication with the teacher group. I believe we will be ready to begin in August with the negotiations process. We are going to start finalizing dates for the negotiation’s sessions in the next week or so.

That is all I have at this time. As always, if there are questions or concerns, feel free to contact me at the District Office.

Pipestone High School Roof Replacement

ROOF PROGRESS REPORT THROUGH *07-18-2025*

Contact:	Keri Hacker (507) 273-2689 khacker@tremcoinc.com
Inspector:	Thomas Fritz Jr (507) 606-2861 tfritzjr2128@gmail.com
Project Manager:	Mike Kerker (319)-277-9355 mike@blackhawkroof.com
Contractor:	Black Hawk Roof Company
Foreman: (Translator)	Angel Palofox (817)-441-3919

Areas of Work: Roof Area 4, 8A, and 10

- 1-½" polyisocyanurate insulation board mechanically attached over existing insulation system
- ¼" prime coverboard adhered in two-part low-rise adhesive over insulation
- 60 mil KEE fleece-backed membrane set in membrane adhesive
- ½" HD iso coverboard adhered in low-rise adhesive over existing insulation
- 45 mil KEE fleece-backed membrane adhered in membrane adhesive

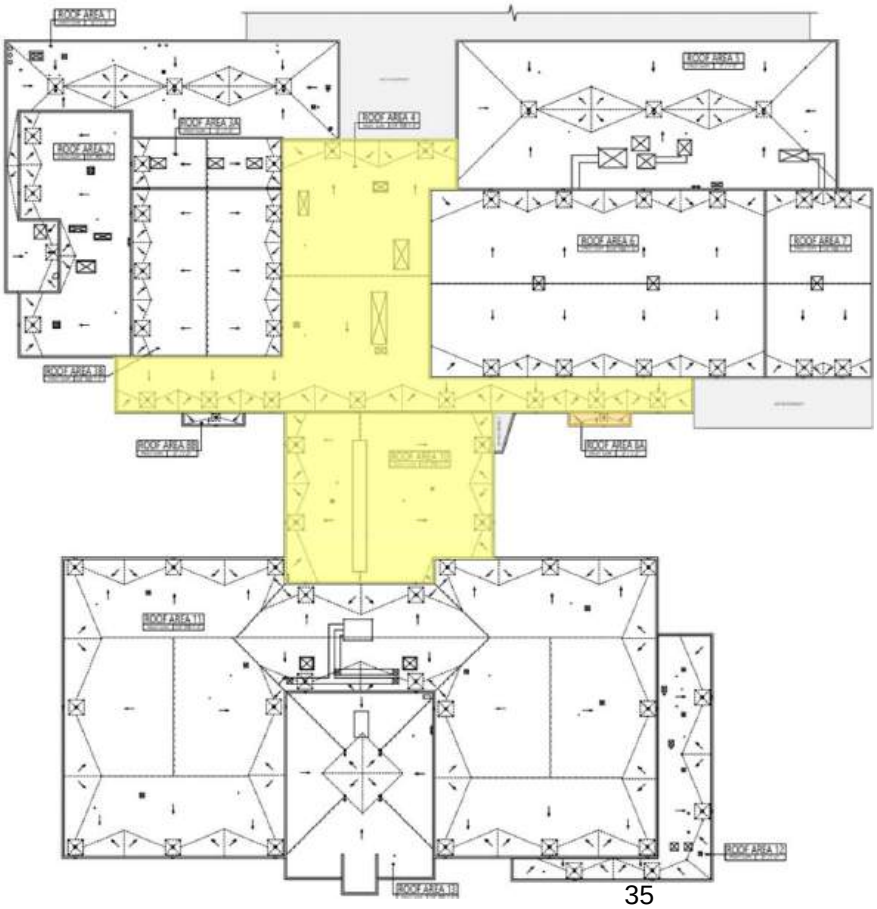
Notes:

- Next week complete Roof Areas 4, 8A, 8B, and 10

Issues and Corrections:

- Sidewalk concrete damage caused by lift. Concrete to be replaced after traversing over concrete
- Elementary Roof Area Leak: Caused by a large hood that blew off curb. Patched three punctured areas.
- Temporarily sealed leak on Roof Area #11 prior to roof replacement
- 25 square feet of wet insulation found on Roof Area #10 that has been replaced

Project Maps:



Roof Area 100% Completed

Roof Area primarily completed

Roof Area started

ROOF PROGRESS REPORT THROUGH *07-18-2025*

ROOFING SCHEDULE		
ROOF AREA	**STATUS**	**SCHEDULE**
4	70% COMPLETE	WEEK OF 7/21
8A	COMPLETE	WEEK OF 7/21
8B	INCOMPLETE	WEEK OF 7/21
10	80% COMPLETE	WEEK OF 7/21
11	INCOMPLETE	TBD
12	INCOMPLETE	TBD
13	INCOMPLETE	TBD

ROOF PROGRESS REPORT THROUGH *07-18-2025*

Removed Ballast from Roof Area #4

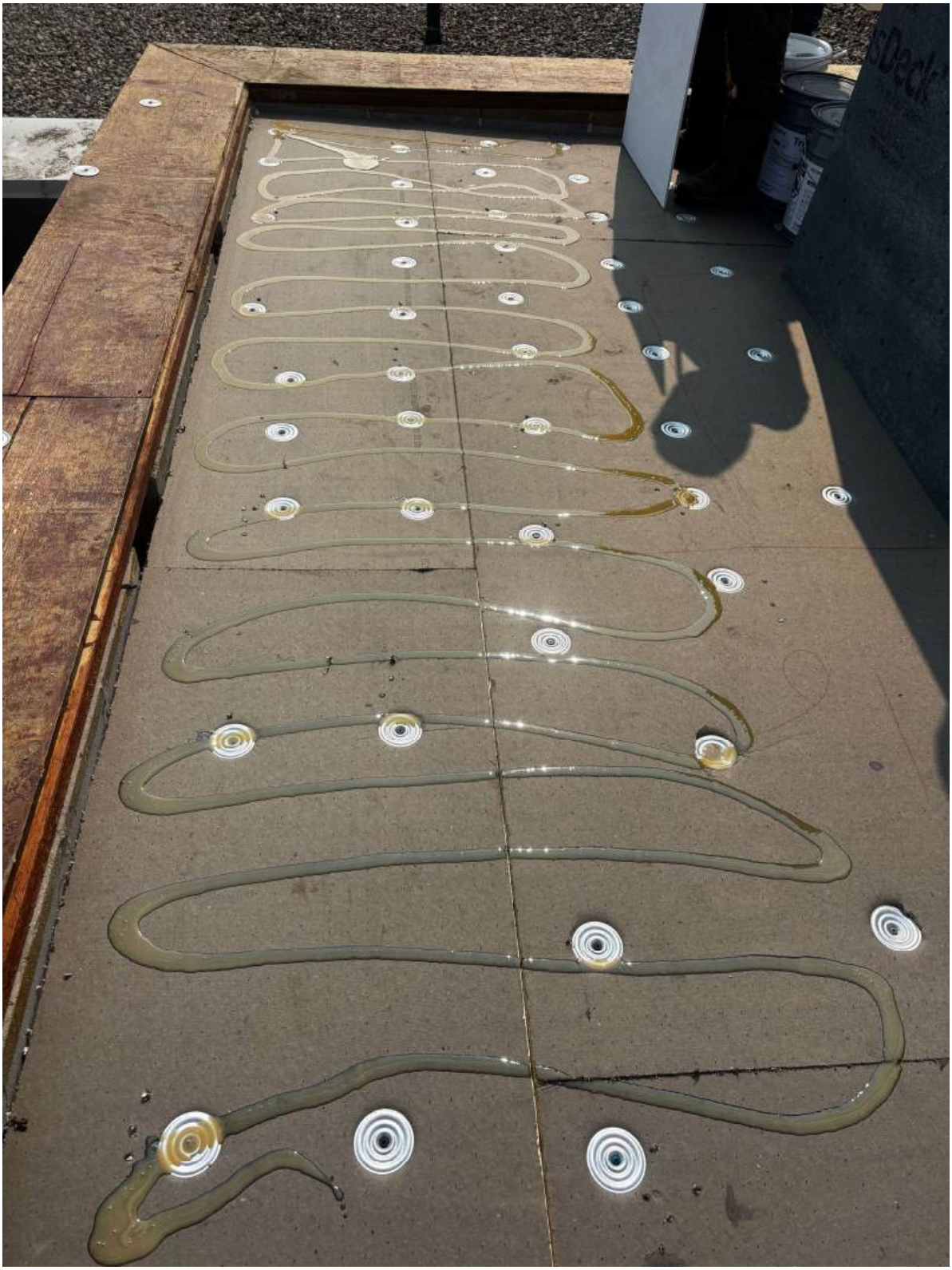
ROOF PROGRESS REPORT THROUGH *07-18-2025*

Removed ballast on Roof Area #10

ROOF PROGRESS REPORT THROUGH *07-18-2025*

1-1/2” Isocyanurate insulation board mechanically attached over existing insulation

ROOF PROGRESS REPORT THROUGH *07-18-2025*



1-1/2” Isocyanurate insulation board mechanically attached over existing insulation. Two-part low-rise foam is applied prior to coverboard installation

ROOF PROGRESS REPORT THROUGH *07-18-2025*

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½” HD Iso coverboard adhered with two-part low-rise adhesive to new insulation board

ROOF PROGRESS REPORT THROUGH *07-18-2025*

KEE fleece backed membrane adhered with bonding adhesive

ROOF PROGRESS REPORT THROUGH *07-18-2025*

Competed section of Roof Area 4

ROOF PROGRESS REPORT THROUGH *07-18-2025*

Roof-to-Wall Transition Detail: The KEE flashing membrane is fully adhered to the substrate, ensuring a secure and watertight seal at the transition point and sealed at the top edge with termination bar

ROOF PROGRESS REPORT THROUGH *07-18-2025*

Vent Pipe Detail: KEE one-piece boot flashing
secured with heat-welded lap

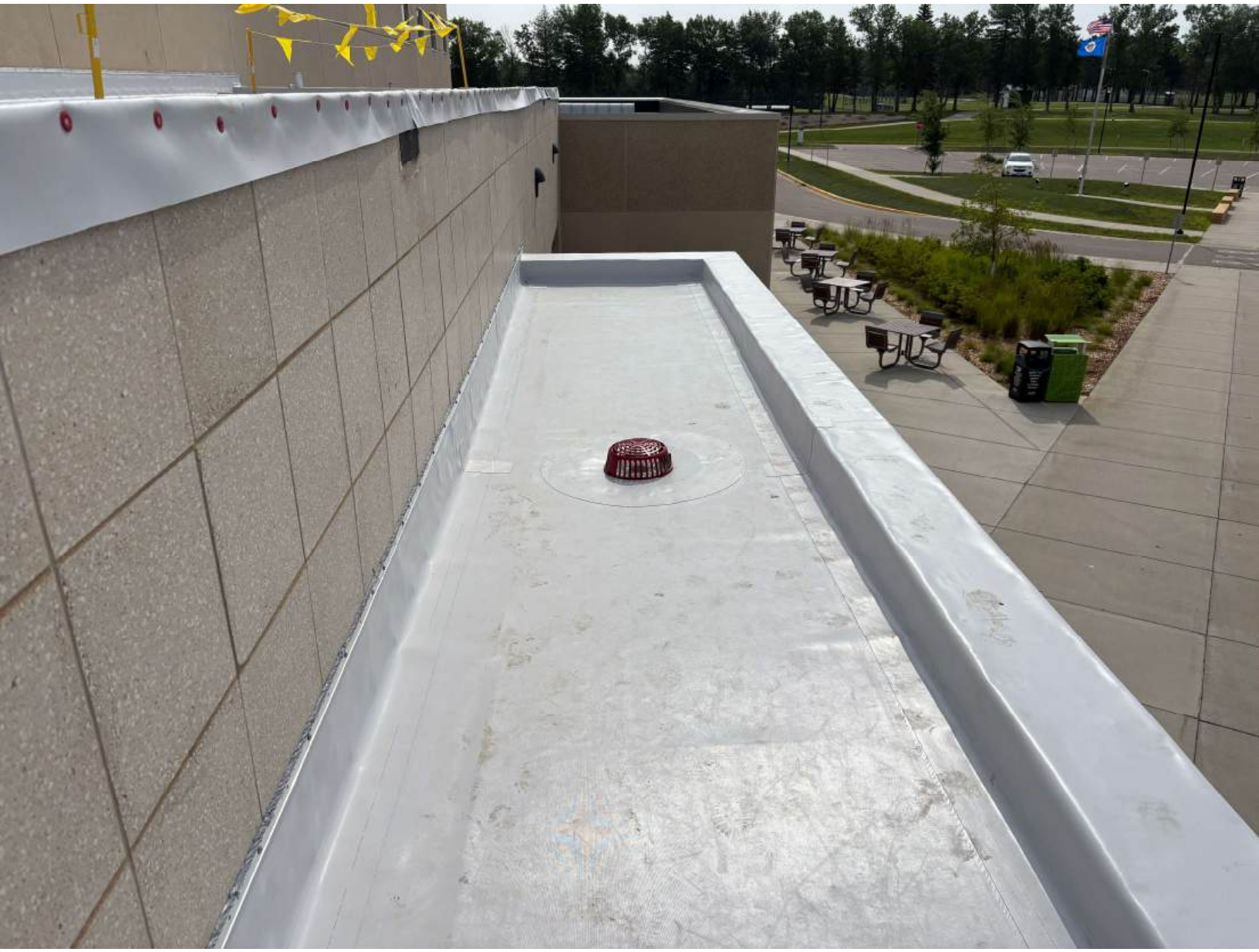
ROOF PROGRESS REPORT THROUGH *07-18-2025*

Drain and Sump Detail: Smooth backed KEE membrane is sealed to ensure watertight connection around drain.

ROOF PROGRESS REPORT THROUGH *07-18-2025*

Completed section of Roof Area 4

ROOF PROGRESS REPORT THROUGH *07-18-2025*



Overview of Roof Area #8A

ROOF PROGRESS REPORT THROUGH *07-18-2025*

Overview of Roof Area #10

ROOF PROGRESS REPORT THROUGH *07-18-2025*

Roof-to-Wall Transition Detail: The KEE flashing membrane is fully adhered to the substrate, ensuring a secure and watertight seal at the transition point.

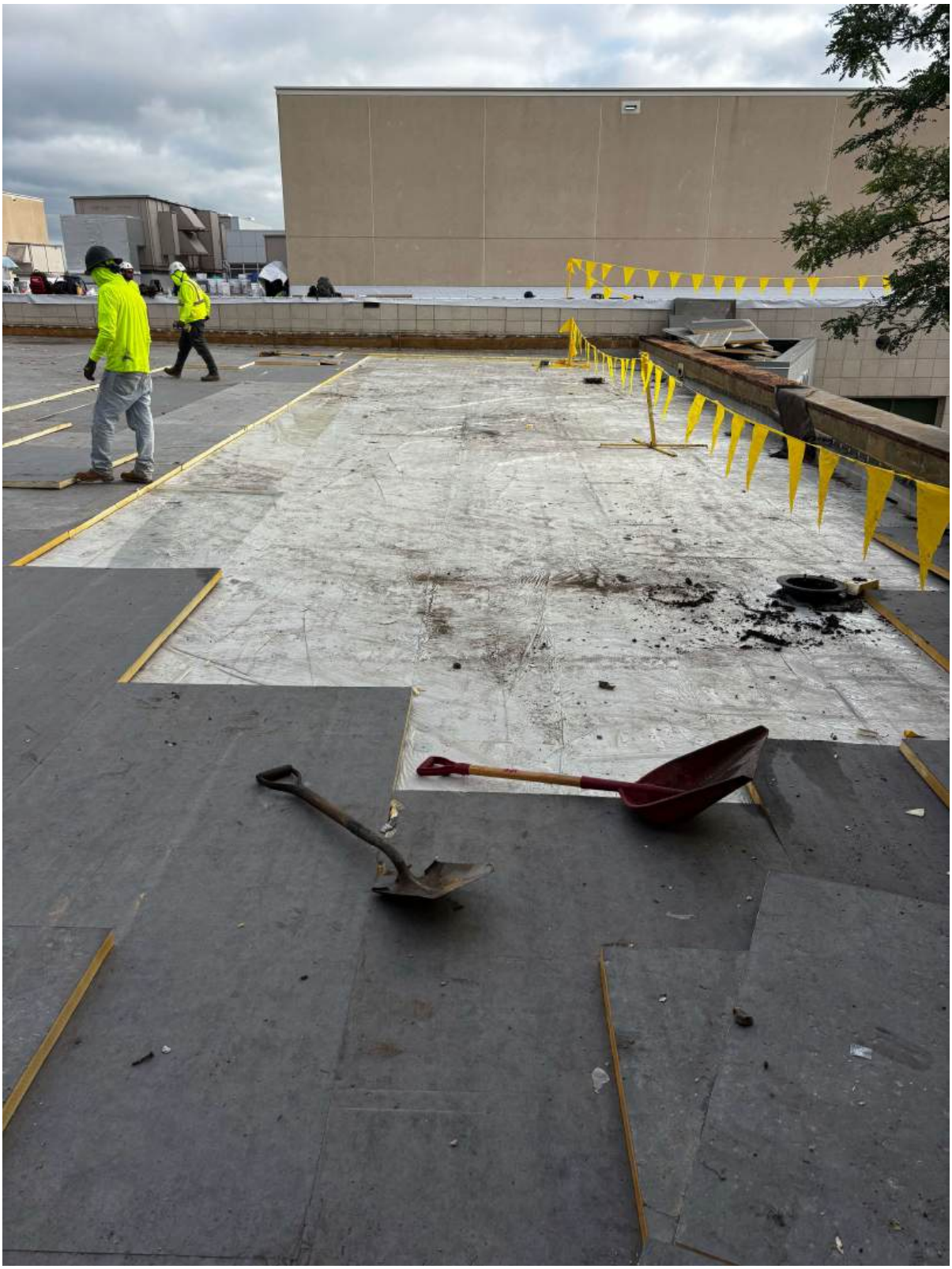
ROOF PROGRESS REPORT THROUGH *07-18-2025*

Daily Tie-Off

ROOF PROGRESS REPORT THROUGH *07-18-2025*

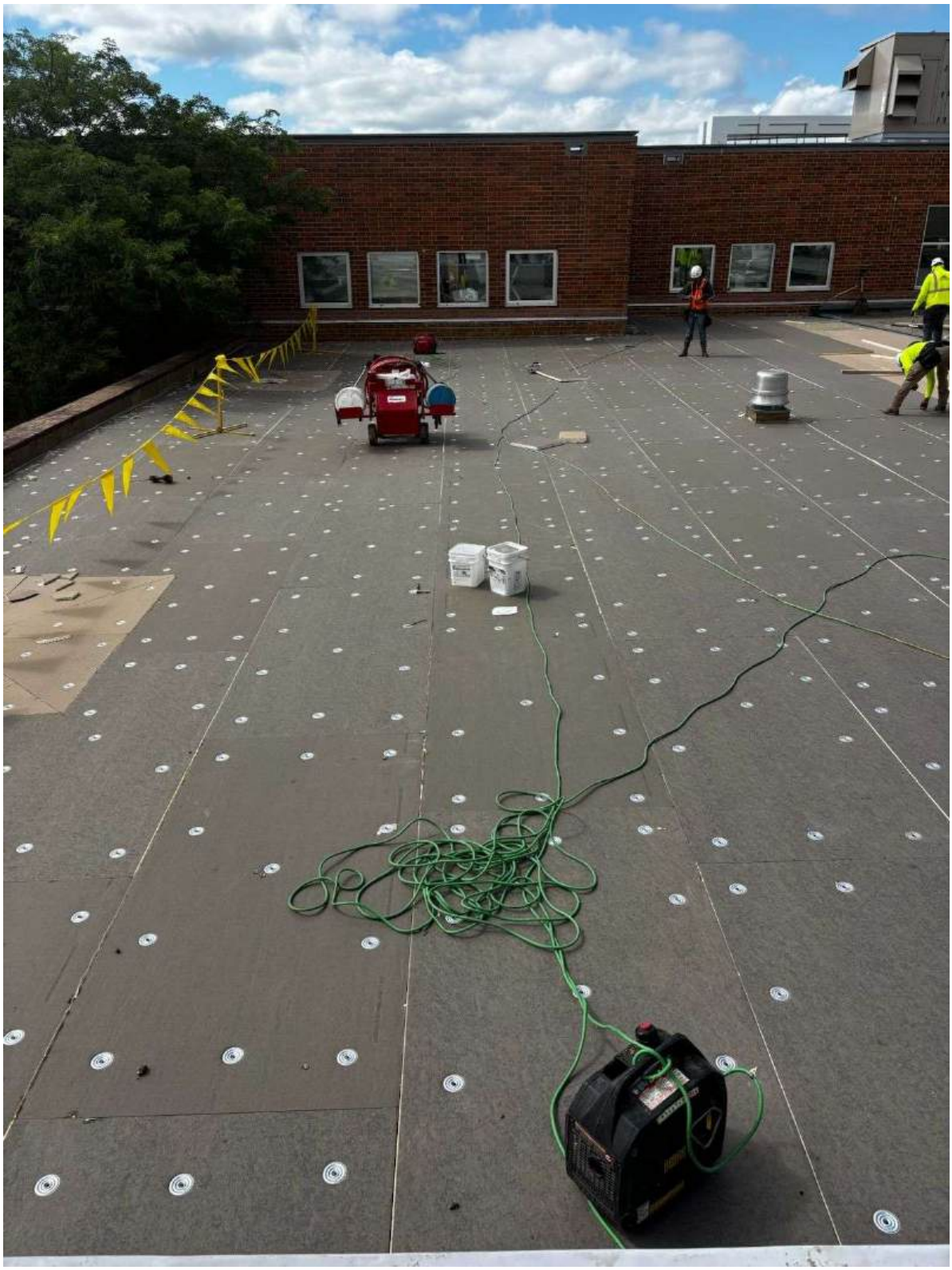
Wet insulation found on Roof Area #10

ROOF PROGRESS REPORT THROUGH *07-18-2025*



Removed wet insulation on Roof Area #10

ROOF PROGRESS REPORT THROUGH *07-18-2025*



1-1/2” Isocyanurate insulation board mechanically attached over replaced insulation

ROOF PROGRESS REPORT THROUGH *07-18-2025*

Hood covering the curb on the elementary school roof has been dislodged by high winds, resulting in a puncture that has caused leakage into the existing roof

ROOF PROGRESS REPORT THROUGH *07-18-2025*

Patched punctured areas on elementary roof area

ROOF PROGRESS REPORT THROUGH *07-18-2025*

Temporarily sealed two punctures on Roof Area #11
to prevent leakage prior to roof replacement

ROOF PROGRESS REPORT THROUGH *07-18-2025*

Damaged sidewalk caused by lift. To be replaced by roofing contractor

Pipestone High School Roof Replacement

ROOF PROGRESS REPORT THROUGH *07-25-2025*

Contact:	Keri Hacker (507) 273-2689 khacker@tremcoinc.com
Inspector:	Thomas Fritz Jr (507) 606-2861 tfritzjr2128@gmail.com
Project Manager:	Mike Kerker (319)-277-9355 mike@blackhawkroof.com
Contractor:	Black Hawk Roof Company
Foreman: (Translator)	Angel Palofox (817)-441-3919

Areas of Work: Roof Area #4, 8A, and 10

- 1-½" isocyanurate insulation board mechanically attached over existing insulation board
- ¼" prime coverboard adhered in low-rise adhesive over insulation
- 60 mil KEE fleece-backed membrane adhered in membrane adhesive
- ½" HD iso coverboard adhered in low-rise adhesive over existing insulation
- 45 mil KEE fleece-backed membrane adhered in membrane adhesive
- Removed ballast from roof

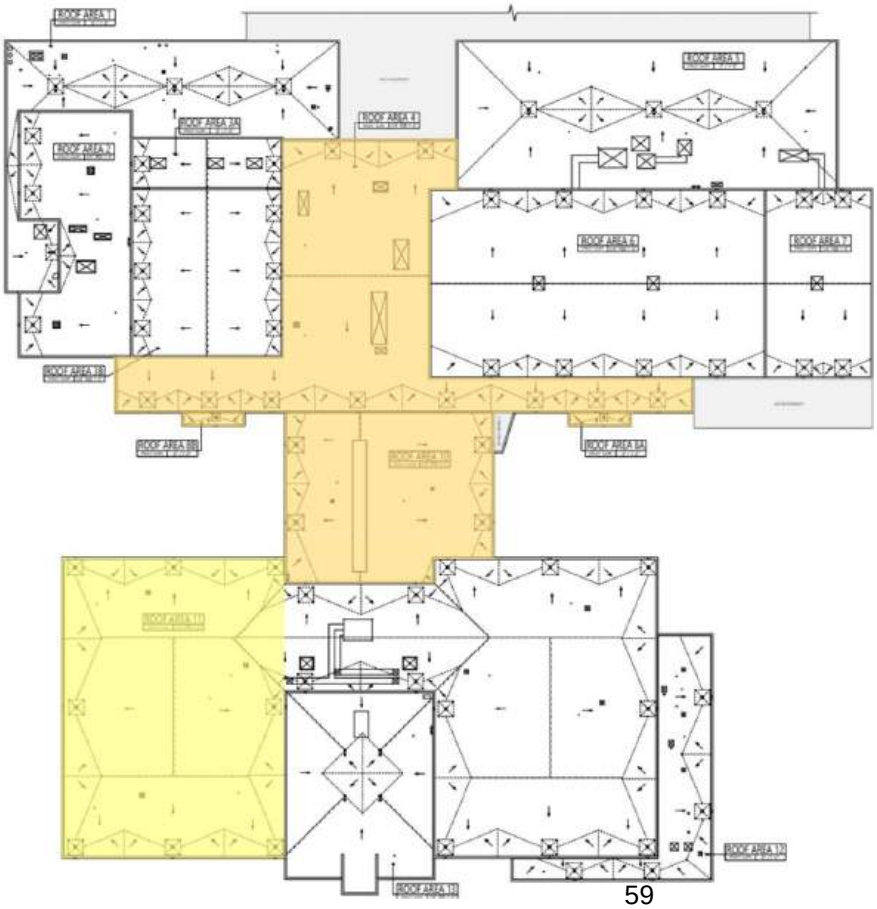
Notes:

- Sheet metal installation to begin after the flashing detail is complete

Issues and Corrections:

- Exposed detail work identified, and repair made

Project Maps:



Roof Area 100% Completed

Roof Area primarily completed

Roof Area started

ROOF PROGRESS REPORT THROUGH *07-25-2025*

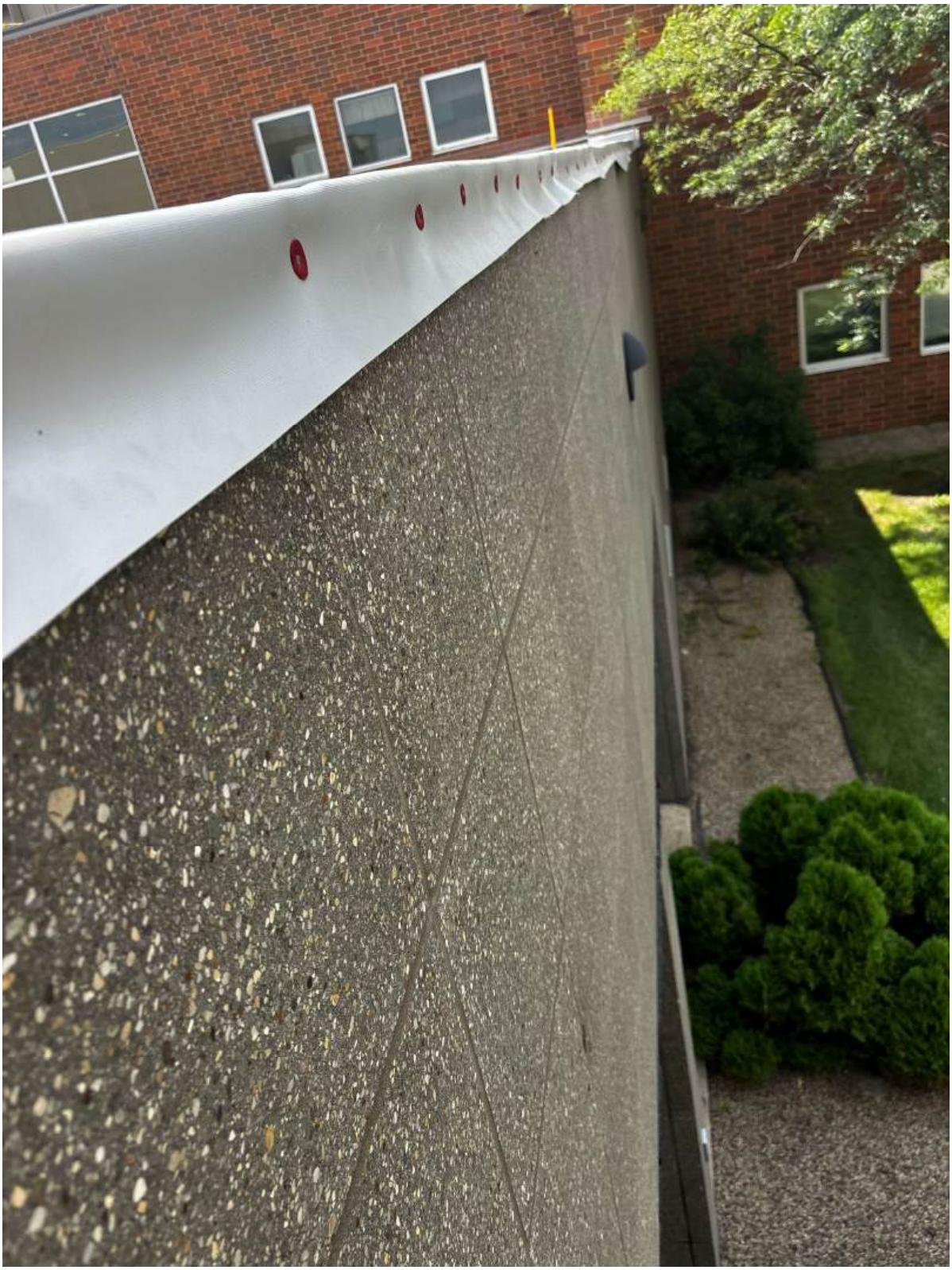
ROOFING SCHEDULE		
ROOF AREA	**STATUS**	**SCHEDULE**
#4	90% COMPLETE	WEEK OF 7/21
#8A	90% COMPLETE	WEEK OF 7/21
#8B	90% COMPLETE	WEEK OF 7/21
#10	90% COMPLETE	WEEK OF 7/21
#11	10% COMPLETE	WEEK OF 7/28
#12	INCOMPLETE	TBD
#13	INCOMPLETE	TBD

ROOF PROGRESS REPORT THROUGH *07-25-2025*

Roof edge detail exposed and not fastened on Roof Area #10

ROOF PROGRESS REPORT THROUGH *07-25-2025*

Fastened roof edge detail with nail and rubber washer on perimeter of Roof Area #10



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Fastened roof edge detail with nail and rubber washer on perimeter of Roof Area #10

ROOF PROGRESS REPORT THROUGH *07-25-2025*

Roof edge detail exposed awaiting progress

ROOF PROGRESS REPORT THROUGH *07-25-2025*

Roof edge detail: heat welded KEE membrane to seal exposed area

ROOF PROGRESS REPORT THROUGH *07-25-2025*

Removed Ballast from Roof Area #11

ROOF PROGRESS REPORT THROUGH *07-25-2025*

Removed Ballast from Roof Area #11

ROOF PROGRESS REPORT THROUGH *07-25-2025*

Overview of Roof Area #4

ROOF PROGRESS REPORT THROUGH *07-25-2025*

KEE membrane flashing sealed with termination bar and caulk

ROOF PROGRESS REPORT THROUGH *07-25-2025*

Overview of Roof Area #8B

ROOF PROGRESS REPORT THROUGH *07-25-2025*

2” from sump perimeter to allow for optimal drainage

ROOF PROGRESS REPORT THROUGH *07-25-2025*

KEE membrane flashing sealed with termination bar and caulk

ROOF PROGRESS REPORT THROUGH *07-25-2025*

Drain and Sump Detail: KEE membrane is sealed to ensure watertight connection around drain.

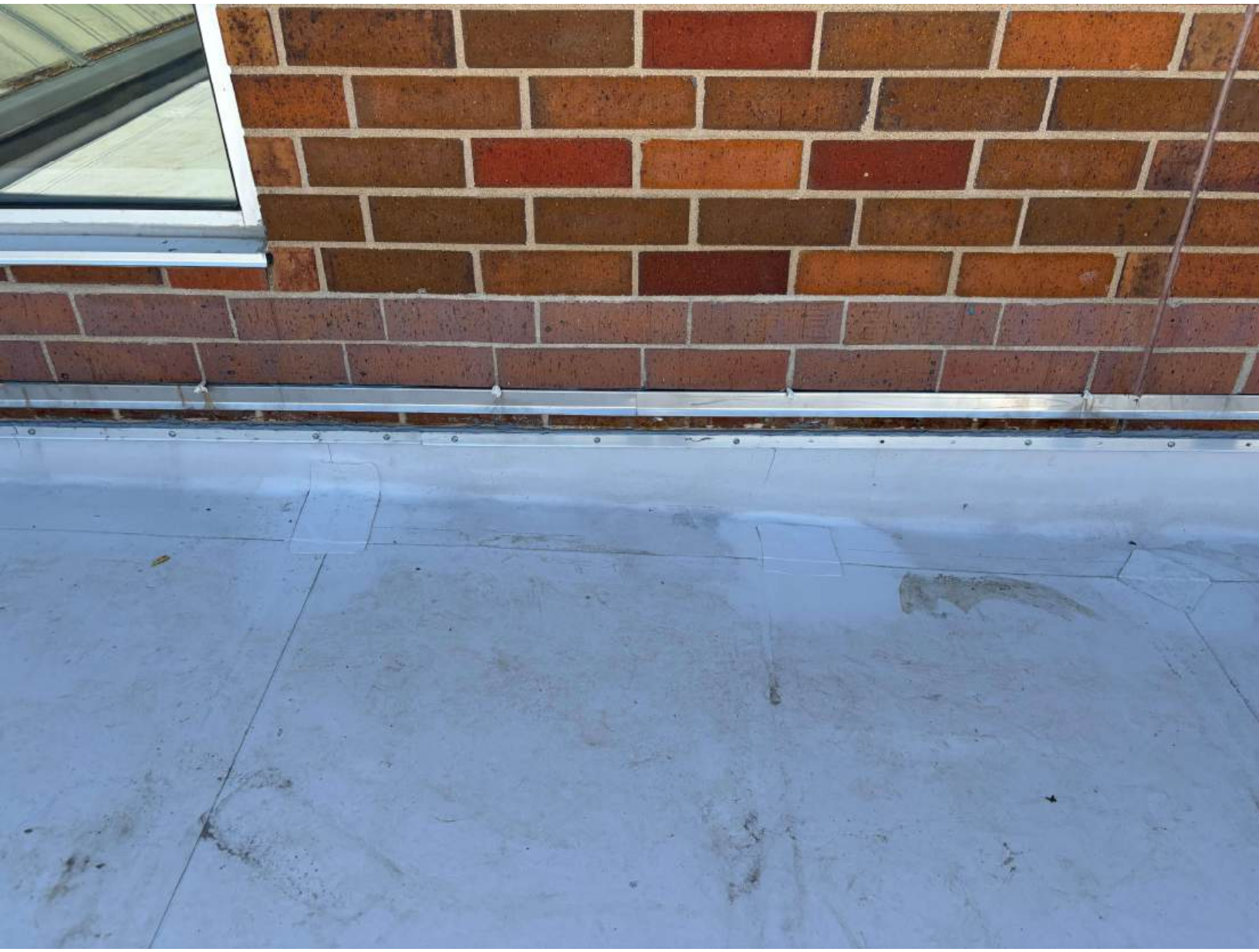
ROOF PROGRESS REPORT THROUGH *07-25-2025*

Overview of Roof Area #4

ROOF PROGRESS REPORT THROUGH *07-25-2025*

Fastened roof edge detail with nail and rubber washer on perimeter of Roof Area #4 - Wall will be covered in Metal Wall Panels by sheet metal crew

ROOF PROGRESS REPORT THROUGH *07-25-2025*



Roof-to-wall detail awaiting sheet metal installation

ROOF PROGRESS REPORT THROUGH *07-25-2025*

Curb awaiting sheet metal installation

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to fully comply with Minnesota Statutes chapter 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.

B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

C. Under Minnesota Statute § 626.556 (Reporting of Maltreatment of Minors), all school personnel are mandated reporters and are legally and ethically required to report any suspected physical abuse, sexual abuse, or neglect of a child.

Failure to report suspected maltreatment is a violation of both state law and district policy and will result in disciplinary action, which may include termination of employment. In addition, employees who fail to report may be subject to criminal penalties, including misdemeanor or gross misdemeanor charges, depending on the circumstances.

III. DEFINITIONS

A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:

1. is not likely to occur and could not have been prevented by exercise of due care; and

2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.

B. "Child" means one under age 18 and, for purposes of Minnesota Statutes, chapter 260C (Juvenile Safety and Placement) and Minnesota Statutes, chapter 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minnesota Statutes, chapter 260C.451 (Foster Care Benefits Past Age 18).

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Mandated reporter" means any school personnel who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding three years.

E. "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

F. "Neglect" means the commission or omission of any of the acts specified below, other than by accidental means:

1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child's physical or mental health when reasonably able to do so;

2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;

3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety, or the basic needs or safety of another child in his or her care;

4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;

5. prenatal exposure to a controlled substance as defined in state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;

6. medical neglect as defined by Minnesota Statutes, section 260C.007, subdivision 6, clause (5);

7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child's basic needs and safety; or

8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

G. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under

Minnesota Rules, part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minnesota Rules, chapter 9503.

H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.

I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota Statutes, section 125A.0942 or 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minnesota Statutes, section 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minnesota Statutes, section 609.02, subdivision 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child's behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minnesota Statutes, section 609.379, including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minnesota Statutes, section 121A.58.

J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.

K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.

L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minnesota Statutes, section 609.341, subdivision 15), or by a person in a current or recent position of authority (as defined in Minnesota Statutes, section 609.341, subdivision 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minnesota Statutes, section 243.166, subdivision 1b(a) or (b).

M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm under Minnesota Statutes, section 260E.03, subdivision 5, or a similar law of another jurisdiction; (2) been found to be palpably unfit under Minnesota Statutes, section 260C.301, subdivision 1, paragraph (b), clause 3, or a similar law of another jurisdiction; (3) committed an act that resulted in an involuntary termination of parental rights under Minnesota Statutes, section 260C.301, or a similar law of another jurisdiction; or (4) or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative or parent under Minnesota Statutes, section 260C.515, subdivision 4, or a similar law of another jurisdiction.

IV. REPORTING PROCEDURES

A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.

B. An oral report shall be made immediately by telephone or otherwise. The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.

C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

D. A mandated reporter who knows or has reason to know of the deprivation of custodial

or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.

E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.

F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.

G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.

H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

[NOTE: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, <u>not</u> the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.

C. Except where the alleged offender is believed to be a school official or employee, the

time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable, and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

D. Where the alleged offender is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.

E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code, section 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.

B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall appear in school personnel handbooks.

B. The school district will develop a method of discussing this policy with school personnel.

C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)

Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.301 (Termination of Parental Rights)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Adopted: 7/15/1996
Revised: 2/27/2006,7/14/2017, 7/22/2019, 7/20/2020, 9/27/2021
Revised: 8/22/2022
Revised: 7-28-2025

516 STUDENT MEDICATION AND TELEHEALTH

[NOTE: The necessary provisions for complying with Minnesota Statutes, sections 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students aged 18 and over or other nonprescription medications. Please note that section 121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication or telehealth during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. DRUG AND MEDICATION REQUIREMENTS

[NOTE: The June 2024 Model Policy 516 revisions include~~d~~ insertion of headings and rearrangement of paragraphs so that similar content is grouped together. School boards can choose whether to make these revisions.]

A. Administration of Drugs and Medicine

1. The administration of medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.

2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:

   a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;

   b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;

   c. with a public or private health-related organization, in a district that

contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or

d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.

[NOTE: Paragraph III.A.2 had appeared in a different spot in previous versions of this model policy. In June 2024, the paragraph is located here and is updated to reflect 2024 legislative changes.]

3. Exclusions

[Note: The provisions of III.A.3 are optional. The school board may choose to include or exclude any of the provisions specified. These exclusions appeared in previous versions of this model policy.]

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

a. purchased without a prescription;

b. used by a pupil who is 18 years old or older;

c. used in connection with services for which a minor may give effective consent;

d. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;

e. used off the school grounds;

f. used in connection with athletics or extracurricular activities;

g. used in connection with activities that occur before or after the regular school day;

h. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;

i. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:

(1) the school district has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;

(2) the inhaler is properly labeled for that student; and

(3) the parent has not requested school personnel to administer the medication to the student.

In a school that does not have a school nurse or school nursing services,

the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

j. epinephrine delivery systems~~auto-injectors~~, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that

(1) the pupil may possess the epinephrine or

(2) the pupil is unable to possess the epinephrine and requires immediate access to epinephrine delivery systems ~~auto-injectors~~ that the parent provides properly labeled to the school for the pupil as needed.

[NOTE: The 2025 Minnesota legislature replaced "auto-injectors" with "delivery systems" in Minnesota Statutes, sections 121A.22, 121A.2205, and 121A.2207.]

k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.

l. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medication

1. An "Administrating Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.

2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.

3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.

4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP

(individualized education program), Section 504 plan, or IHP (individual health plan).

5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.

7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

[NOTE: This paragraph is moved to Paragraph III.A.3 above, where it is updated to reflect 2024 legislative changes.]

8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

[NOTE: Starting in June 2024, the exceptions appear under Article III.A.3 above.]

C. Nonprescription Medication

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

[NOTE: School districts should consult with licensed medical and nursing personnel to address whether nonprescription medications will be allowed at elementary schools and whether and under what conditions school personnel will participate in storing or administering nonprescription medications.]

D. Possession and Use of Epinephrine Delivery Systems ~~Auto-Injectors~~

1. Definitions

a. "Administer" means the direct application of an epinephrine delivery system to the body of an individual.

b. "Epinephrine delivery system" means a medication product approved by the United States Food and Drug Administration that automatically delivers a single, premeasured dose of epinephrine to prevent or treat a life-threatening allergic reaction.

c. "School" means a public school under Minnesota Statutes, section 120A.22, subdivision 4, or a nonpublic school, excluding a home school, under section 120A.22, subdivision 4, that is subject to the federal Americans with Disabilities Act.

2. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine ~~auto-injectors~~delivery systems that enables the student to:

a~~1.~~ possess epinephrine delivery systems ~~auto-injectors~~; or

b~~2.~~ if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine delivery systems ~~auto-injectors~~ in close proximity to the student at all times during the instructional day.

For the purposes of this policy, "instructional day" is defined as eight hours for each student contact day.

[NOTE: Minnesota law states that "the school board of the school district must define instructional day for the purposes of Minnesota Statutes, 121A.2205." A sample definition appears above. School districts can create a definition that fits their circumstances.]

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine ~~auto-injectors~~delivery systems when required, consistent with state law. This health plan may be included in a student's Section 504 plan.

Districts and schools may obtain and possess epinephrine ~~auto-injectors~~delivery systems to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine delivery system.~~auto-injector.~~ The administration of an epinephrine delivery system~~auto-injector~~ in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

~~Effective July 1, 2024, r~~Registered nurses may administer epinephrine ~~auto-injectors~~delivery systems in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine ~~auto-injectors~~delivery systems in a school setting according to a condition-specific protocol that does not reference a

specific patient and that specifies the circumstances under which the epinephrine delivery systemauto-injector is to be administered, when caring for a patient whose condition falls within the protocol.

[NOTE: The paragraph above was signed into law in May 2024. It is new model policy language.]

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectorsdelivery systems to obtain epinephrine auto-injectorsdelivery systems at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectorsdelivery systems.

The Commissioner of the Minnesota Department of Health must provide a district or school with a standing order for distribution of epinephrine delivery systems under Minnesota Statutes, sections 148.235, subdivision 8 and 151.37, subdivision 2.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 121A.2207 to include the changes above.]

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

F. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.

2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes, section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.

3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.

B. The space must provide a student privacy to receive mental health care.

C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.

D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

[NOTE: The Minnesota legislature enacted Article IV in the spring 2024.]

Legal References:
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine ~~Auto-Injectors~~Delivery systems; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine ~~Auto-Injectors~~Delivery systems)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 148.171 (Definitions; Title)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Rule 8710.6100 (School Nurse)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

PIPESTONE ARROWS

Pipestone Area Schools | Independent School District #2689

MS/HS Student Handbook

2025-2026

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Introduction

Dear Parents and Guardians,

Welcome to a new school year at Pipestone Area Middle and High School!

As I begin my second year as principal, I am filled with pride and excitement for the opportunities ahead. Last year was a year of learning, growth, and relationship-building, and I'm grateful for the warm welcome I received from this incredible community. It has been an honor to serve our students, staff, and families, and I look forward to continuing that work with even more momentum this year.

At Pipestone Area Schools, our mission is to create a safe, supportive, and engaging learning environment where every student is empowered to reach their full potential. We are committed to academic excellence, personal growth, and strong partnerships between home and school. We know that student success is built on collaboration, and we deeply value the role you play in your child's education.

As we look ahead, we remain focused on maintaining high expectations for both behavior and academics while also supporting students' well-being and sense of belonging. We have an outstanding team of educators who are passionate about helping students grow—not just as learners, but as young adults who are ready to make a difference in the world.

I encourage you to stay connected through our school website and our school app. Open communication is essential, and we welcome your questions, ideas, and feedback throughout the year.

Thank you for entrusting us with your child's education. Together, we will make this school year one of success, growth, and positive memories.

With gratitude,
Mrs. Sonja Ortman
Principal, Pipestone Area Middle & High School

Pipestone Area School District is located in Pipestone, MN. Heartland Colony is located on North Highway 75. Pipestone Area School District serves the communities of Hatfield, Holland, Ihlen, Jasper, Pipestone, Trosky and Woodstock. The district is located in Pipestone, Murray and Rock Counties and is 416.7 land square miles. We are proud of the comprehensive educational program we offer our community.

PART I – INFORMATION

Arrival and Dismissal Hours

School building hours are from 8:15 a.m. to 3:15 p.m.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website.

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

E-Learning Day Plan

The state of Minnesota allows up to five e-learning days per year. While e-learning certainly does not replace face-to-face instruction, Pipestone Area School District believes that it can be a valuable alternative for students when inclement weather prevents us from being in the building. Teachers communicate the plan for potential e-learning to students throughout the year. Students may have assignments located on Google Classroom, they may be asked to attend Zoom meetings, or they may be asked to watch previously recorded lectures/video. Students must "check in" in order to be counted present for e-learning.

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

Employee Directory

The staff directory can be found on the school district website.

Employment Background Checks

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non-curriculum-related meetings during noninstructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

Fees

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

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the school superintendent.

Food in the Classrooms

Students may bring water bottles to school. Other food or drink items are prohibited in the classroom setting. The classroom teacher reserves the right to allow occasional snacks or treats.

Fundraising

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

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

Lead-in-Water Annual Notification

Minnesota Statute 121A.335 requires public school buildings serving pre-kindergarten through grade 12 to test for lead in water every 5 years. This statute also requires school districts to make the results of the testing available to the public for review and notify parent of the availability of the information. Notification may be accomplished by publishing a statement in the "Back to School" newsletter or another publication that is available to staff, students, parents and the public. Pipestone Area Schools have historically conducted and continues to conduct Lead in Drinking Water testing per the Minnesota Department of Health guidelines.

Pipestone Area Schools are committed to providing a safe working and learning environment for employees and students. The district has developed a Lead in Water management plan and testing program that complies with the Minnesota Statute 121A.335, as well as Minnesota Department of Health (MDH), and Minnesota Department of Education (MDE)

For more information on Pipestone Area School's lead reduction program and testing results, please contact Main Office at 507-825-5861.

Library and Media Center

The library/media center is open during school hours. Students may use the library/media center during the school day and before and after school only when a supervisor is present.

Lunch

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school.

Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home. Please see the school website under "Food Nutrition Service" for more specific information.

Messages to Students

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

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Dr. Klint W. Willert, Superintendent, 1401 7th St SW, Pipestone, MN 56164, 507-562-6068 as the district's human rights officer to handle inquiries regarding nondiscrimination.

Notice of Violent Behavior by Students

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

Parent and Teacher Conferences

Parent and teacher conferences will be held November 13 from 1-7:30 pm. For more information, contact the building principal.

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America every day. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

Schedule

Period	Time
1	8:15 – 9:08
2	9:11 – 10:04
3	10:07 – 11:00
4 for HS MS to lunch	11:03 – 11:56 Middle School lunch 11:03 – 11:33
4 for MS HS to lunch	11:36 – 12:29 High School lunch 11:59 – 12:29
5	12:32 – 1:25
6	1:28 – 2:20
7	2:23 – 3:15

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

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

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

The Pipestone Area School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact Mr. Rick Zollner, Activities Director.

There is no cost for student participation in activities. Students may not practice until all required documentation is submitted, which may include proof of a physical. Any exceptions must be approved by the administration. All PAS students in grades K-12 receive a free activity pass.

School Closing Procedures

School may be cancelled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over KLOH, KISD, and KJOE Radio; the school website and Facebook page; school messenger, schoolapp, and Keloland TV.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches, and those may include K-9 searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize

the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker

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

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks

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

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Patrols and Inspections of Vehicles on Campus

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle

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

Student Publications and Materials

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non-school-sponsored publications may not be distributed without prior approval.

Distribution of Non-School-Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For

detailed information, see the complete "Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees" policy (*Appendix 2*).

School-Sponsored Media

~~The school district may exercise editorial control over the style and content of student expression in school-sponsored media as defined in Policy 512 and activities. Student media advisers shall supervise student writers to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:~~

School district Policy 512 sets forth the rights and responsibilities of student journalists. Student media advisers shall supervise student ~~writers~~ journalists to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal.. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is defamatory;
3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law;
6. causes a material and substantial disruption of school activities;
7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
8. advertises or promotes any product or service not permitted for minors by law;
9. ~~encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;~~
10. ~~expresses or~~ advocates sexual, racial, or religious harassment or violence or prejudice; or
11. is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. School-sponsored media may be distributed at reasonable times and locations.

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see "Student Records" (*Appendix 3*).

A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be viewed online, or in the MS/HS office.

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see "Student Surveys" (*Appendix 4*).). A complete copy of the school district's "Student Surveys" policy may be viewed online, or in the MS/HS office.

Transportation of Public-School Students

The school district will provide transportation, at the expense of the school district, for all resident students. ~~who live two miles or more from the school~~. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked by school administration or have been voluntarily surrendered by the students' parent or guardian.

Video and Audio Recording

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Places Other Than Buses

The school district buildings and grounds are equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

PART II — ACADEMICS

Alternative Educational Opportunities

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the principal, Mrs. Sonja Ortman.

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy (*Appendix 5*).

Class Rank/Academic Standing

Pipestone Area Schools identifies a Valedictorian and Salutatorian for graduation. In addition, the "laude Latin model" will be used to recognize academic excellence.

Summa Cum Laude- 4.0 GPA
Magna Cum Laude- 3.75-3.99 GPA
Cum Laude- 3.5-3.74 GPA

Early Graduation

Students may be considered for early graduation after meeting the conditions provided in school district policy.

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact your child's case manager.

Field Trips

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

Grades

Students' grades will be reported consistently during the year. Parents and students may access current grades and missing assignments on StudentVue or ParentVue portals. Report cards may be printed, or they are fully available online.

Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Pipestone Area School District. All students must also pass the state-identified proficiency tests, Minnesota comprehensive assessments, alternate

assessments, and/or other applicable tests. Parents may opt out of the statewide assessments for their student(s) by completing the form in *Appendix 14* and returning it to the school district office.

Course Credits Required

To receive a diploma, students must successfully complete at least 21.5 credits and comply with the following high school level course requirements:

High School Level Courses Required for Graduation		
Subject Area	**Credits**	**Explanation**
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	Must be sufficient to satisfy all of the academic standards in mathematics
Science	3	Must include one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12
Social Studies	3½	Must encompass at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies
Arts	1	Must be sufficient to satisfy all of the academic standards in the arts
Physical Education	"Credit"	Must be sufficient to satisfy the state standards in physical education
Health	"Credits"	credits sufficient to satisfy the state standards in health upon adoption of statewide rules for implementing health standards under Minnesota Statutes, section 120B.021
Elective Courses	7 (minimum)	

Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12.

Graduation Requirements (mn.gov)

Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Academic Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

School District Required and Elective Standards

All students must satisfactorily complete the following school district required and elective standards:

- Health (K-12);
- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the High School Principal.

Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.
[NOTE: More information about homework, such as whether students are expected to complete homework assignments on time, consequences of not completing assignment(s) on time, and the role of parents/guardians may be included here.]

Promotion and Retention

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

Postsecondary Enrollment Options

Students in grades 11 and 12 may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. Up-to-date information about the PSEO program will be published on the district's website and in materials that are distributed to parents and students by the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year.

Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the Ellen Dulas, High School Counselor by October 30 or May 30 to indicate the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact Ellen Dulas, High School Counselor.

Summer School

The school district may provide summer school learning opportunities. Students who did not pass one or two semesters of a core content class are eligible for attendance at summer school. Parents are encouraged to support their students in attending summer school to recover academic credit. Contact Mrs. Ortman, Principal, for more information***.***

Parent Right to Know

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

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;

3. ~~the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;~~ whether the teacher is teaching in the field of discipline of the certification of the teacher;

4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.~~is not highly qualified.~~

PART III — RULES AND DISCIPLINE

Attendance

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the "Student Attendance" policy (*Appendix 6*).

Bullying Prohibition

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's "Bullying Prohibition" policy (*Appendix 7*).

Buses – Conduct on School Buses and Consequences for Misbehavior

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

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

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

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

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

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

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

Cell Phones and Other Personal Electronic Communication Devices

DO YOU WANT NEW POLICY INFORMATION PLACED HERE OR UPDATE CELL PHONE INFORMATION (that is crossed out)

MSBA published a new policy—Personal Electronic Communication Devices (Model Policy 524.5——in January 2025.]

~~In this section, **"cell phone" refers to a smart phone, smart watch, and/or wireless earbuds/headphones, and other personal connected technology devices.**~~

~~The school board recognizes the challenges created with personal cell phones, smart watches, and wireless ear buds/headphones during the academic portion of the school day. These devices can be distracting and can contribute to cyber bullying as well as disruption to academic time in the school day.~~

~~During the academic portions of the school day cell phones, smart watches, wireless ear buds/headphones, and other personal connected technology devices shall be stored in a secure location. Exceptions include a device prescribed by an IEP or 504, or medically directed by a physician.~~

~~As directed by administration, students will either store their "cell phones" in an administratively designated secure location in the classroom upon entering, or keep "cell phones" in their lockers.~~

~~"Cell phones" are not to be accessed during the academic portions of the school day. These rules are designed to enhance the educational experience in the classroom and to minimize distraction and the impact of cell phone and personal device use on student behavior, mental health, and academic achievement.~~

~~**Cell phone policy for high school**:~~

1. ~~Cell phones will be allowed before school, during lunch, and after school. Students are not allowed to use these devices during the time that class is in session. It is the expectation of the school that students place their cell phones on silent in a designated location within the classroom that has been determined by the classroom teacher. High school students should not have phones out when the bell rings to start class and until after the bell rings to release students to their next class.~~

2. ~~If a teacher determines that a student has violated this policy, the teacher will collect the device and bring it to the office. The use of such devices in school is a privilege and not a guaranteed student right. The school will not be held accountable for the security of electronic equipment brought to school.~~

~~**Cell phone policy for middle school**:~~

1. ~~Electronic devices are permitted before and after school. During the day they are to be turned off and in the student's locker. Consequences may include loss of device for the school day, detention, or parental notification and collections.~~

2. ~~If a teacher determines that a student has violated this policy, the teacher will collect the device and bring it to the office. The use of such devices in school is a privilege and not a guaranteed student right. The school will not be held accountable for the security of electronic equipment brought to school.~~

~~**Middle School/High School Consequences for Violating Cell Phone Policy:**~~

- ~~1st offense: verbal warning/documented/confiscation of phone until the end of the day (in the office)~~
- ~~2nd offense: Automatic 30-minute detention/confiscation of phone until the end of the day (parent contact)~~
- ~~3rd offense: Automatic 60-minute detention/confiscation of phone until the end of the day (parent contact)~~
- ~~4th offense: Automatic 90-minute detention. Cell phone plan created with parent/guardian and school administration. Phone will be held by administration during days or not allowed on site.~~

Discipline

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy (*Appendix 5*).

Dress and Appearance

Pipestone Area School students are expected to come to school dressed in clean and appropriate clothing to conform to educational standards. See the "Student Dress and Appearance" policy *(Appendix 8).*

Neat and Clean Attire: Clothing should be clean, in good condition, and appropriately sized.

Coverage: Students should wear clothing that adequately covers the body. This generally means no overly revealing clothing.

Prohibited Items:

- Clothing with offensive, inappropriate, or discriminatory language or imagery.
- Apparel promoting drugs, alcohol, tobacco, or illegal activities.
- Gang-related attire.
- Head coverings inside the building, unless for religious or medical reasons.

Students who violate the dress code policy will be spoken to by the principal or dean of students. Students will be given an opportunity to change into something more appropriate.

Drug-Free School and Workplace

The possession ~~and~~ or use of alcohol, controlled substances, ~~and~~ toxic substances, medical cannabis, nonintoxicating cannabinoids, and edible cannabinoid products are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication and Telehealth" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency. See the "Drug-Free Workplace Drug-Free School" policy *(Appendix 9)*

Harassment and Violence Prohibition

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included in this handbook (*Appendix 10*).

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy (*Appendix 11*).

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use and Safety" policy is available online, or in the MS/HS office.

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;

2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and

3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form yearly.

Parking on School District Property

Students

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Students are permitted to use motor vehicles on the high school campus only before and after the school day. Exceptions include senior students with privileges and parent verification/authorization.
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy (*Appendix 5*).

Visitors

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

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

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see *Appendix 12*. Contact the building principal if you have questions or wish to report violations.

Truancy – Pipestone County Truancy Policy

Research data tells us that students who become truant do not perform as well in school as those who attend school each and every day. Truancy could also lead to a student dropping out of school and sabotaging their opportunity for future employment success. The community, schools, parents, and the student share in the responsibility to promote regular attendance.

What is the Definition of Truancy?
There are two classifications of truancy according to Minnesota Statutes 260A.02, subd. 3. A continuing truant and habitual truant are defined as follows:

A ***continuing truant*** is a student, under the age of 18, who is absent from attendance at school without lawful excuse for:

*****three or more days in one school year in elementary school; or

*****three or more class periods or three or more days in one school year in middle, junior, and senior high school.

A ***habitual truant*** is a student, under 18, who is absent without a valid excuse for:

*****seven or more days in elementary school; or

*****one or more class periods on seven school days or seven or more days in middle, junior, and senior high school.

District/School Responsibility

The school is the arbitrator of whether or not student's absences are excused or unexcused. Examples of excused absences could be parent/doctor verified illness, family emergencies, and medical/dental appointments. Examples of unexcused absences could be overslept, babysitting, missed the bus, and no call/note from parent. Family vacation may be considered unexcused if prior arrangements have not been made with the school.

The districts, under the umbrella of the mission of public education, shall provide instruction to every child between the ages of 7 and 18 (Minnesota Statue 120A.ss, subd. 5). This means according to Minnesota Statue 260A.03, that a child who has **one to three unexcused absences, the parent must be notified** immediately. The school is legally responsible to begin the intervention (see Truancy Intervention Levels) which includes parent notification. It also includes the school setting up a meeting with a parent and child (and Family Services after 3-6 absences) and /or detention for the child. **A school is required to report the student in violation of the law at seven unexcused absences** according to Minnesota Statue 260.131, subd 1b.

Parent Responsibility

Parents hold primary responsibility for their child's attendance at school (Minnesota Statute 120A.22, subd. 1). Failure for parents to compel their children to attend school could result in criminal penalties of a $700 fine and/or 90 days in jail.

Any student between the ages of 16 and 18 may withdraw from school if the student's parents or guardians do the following:

*Attend a meeting with school personnel to discuss the educational opportunities available to the student including alternative education opportunities; and

*Sign a written election to withdraw.

Pipestone County's Responsibility

Upon receipt of the Truancy Offense Report and referral form from the school:

*Review the information to insure that the Truancy Offense Report and Referral form is complete.

*Participate in a team meeting with the child/family/school.

*Provide intervention, and services as needed to assist the child to return to school and stay in school.

*Involve the court only when necessary.

Vandalism

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

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon

as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact the Middle/High School Principal.

PART IV — HEALTH AND SAFETY

Accidents

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

Crisis Management

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

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

Emergency Contact Information

When parents register their children at Pipestone Area School, they are asked to fill out information which includes identifying an emergency contact. Families have an opportunity to update this information each year at Open House.

Health Information

First Aid

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

The district has installed automated external defibrillators (AEDs) in the following areas:

- Outside auditorium doors, across from district office
- Outside the gymnasium by the water fountain across from the wrestling room
- 2nd Floor, top of stairs, above library
- 6 AEDs in athletic department, rotated locations during seasons

Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Health Service

The student health office is staffed by a trained registered nurse.

Students who become sick at school should ask their teacher for a pass to see the nurse. The school nurse and the attendance secretary will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. email the attendance secretary at hsmsattendance@pas.k12.mn.us

Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse, Josie Loll, at Josie.Loll@pas.k12.mn.us

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administrating Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (section504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

Pesticide Application Notice

A Minnesota state law went into effect in 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule please contact Cody Heidebrink, Maintenance and Grounds, Pipestone Area School, 1401 7'" St. SW, Pipestone, Minnesota, 56164 or call at (507)825-5861

Safety

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

Suicide Prevention Information

*If you need to talk, the 988 Lifeline is here.

988 is the three-digit dialing code that routes callers to the 988 Suicide and Crisis Lifeline
At the 988 Suicide & Crisis Lifeline, they understand that life's challenges can sometimes be difficult. Whether you're facing mental health struggles, emotional distress, alcohol or drug use concerns, or just need someone to talk to, their caring counselors are here for you.

*Crisis Text Line – Text HOME to 741741

Crisis Text Line provides free, 24/7, high-quality text-based mental health support and crisis intervention by empowering a community of trained volunteers to support people in their moments of need.

They are a nonjudgmental organization that champions mental well-being and aims to support people of every race, ethnicity, political affiliation, religion, age, sexual orientation, gender identity, disability, socioeconomic status, and other backgrounds. They use empathy and active listening to empower their texters to identify their own strengths and coping strategies in moments of crisis. They listen to and learn from their community to help them continuously improve their service.

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the High School office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the main office and to wear a "visitors' badge" while in the building during the school day. Visitors are asked for their government-issued identification, which is returned upon the departure of the visitor. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

APPENDIXES

1. School District Policy Cross Reference Table

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2. DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.

B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.

B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.

C. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and

3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

D. "Minor" means any person under the age of eighteen (18).

E. "Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption"

is defined as any disruption which interferes with or impedes the implementation of that program.

2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.

B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:

1. is obscene to minors;

2. is libelous or slanderous;

3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;

4. advertises or promotes any product or service not permitted to minors by law;

5. advocates violence or other illegal conduct;

6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);

7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:

1. whether the material is educationally related;

2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;

3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;

4. the quantity or size of materials to be distributed;

5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;

6. whether distribution would require that nonschool persons be present on the school grounds;

7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

C. No one shall coerce a student or staff member to accept any publication.

D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.

2. Date(s) and time(s) of day intended for distribution.

3. Location where material will be distributed.

4. If material is intended for students, the grade(s) of students to whom the distribution is intended.

B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.

D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.

E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.

B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.

C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

3. Student Records

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

   The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;

3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;

4. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;

5. That the school district forwards education records on request to a school or post-secondary education institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

6. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder. The name and address of the office that administers FERPA is:

   U.S. Department of Education
   Student Privacy Policy Office
   400 Maryland Avenue, S.W.
   Washington, D.C. 20202-8520

The school has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

1. It classifies records as public, private, or confidential.

2. It establishes procedures and regulations to permit parents/guardians or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.

3. It establishes procedures and regulations to allow parents/guardians or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.

4. It establishes procedures and regulations for access to and disclosure of education records.

5. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

Copies of the school board policy and accompanying procedures and regulations are available to parents/guardians and students upon written request to the Superintendent.

Directory Information

Pursuant to applicable law, Pipestone Area School District gives notice to parents/guardians of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information." "Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

Under federal law, "directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include:

a. a student's social security number;

b. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;

c. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;

d. personally identifiable data which references religion, race, color, social position, or nationality; or

e. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

Under Minnesota law, a school district may not designate a student's home address, telephone number, email address, or other personal contact information as "directory information."

f. The directory information listed above shall be public information which the school district may disclose from the education records of a student or information regarding a parent.

g. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent except to school officials as provided under federal law.

h. In order to make any or all of the directory information listed above "private" (i.e., subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:

- Name of student and parent, as appropriate;
- Home address;
- School presently attended by student;
- Parent's legal relationship to student, if applicable;
- Specific category or categories of directory information which is not to be made public without the parent's or eligible student's prior written consent.

Information to Military Recruiters

Pursuant to applicable law, Pipestone Area School District gives notice to parents/guardians of secondary students and eligible secondary students of their rights regarding release of information to military recruiting officers. The school district must release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiters only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

Should the parent of a student or the eligible student so desire, any or all of the listed information will not be disclosed to military recruiting officers without prior consent.

To refuse release of this information without prior consent, the parent or eligible student must make a written request to the responsible authority, the building principal, by September 1 each year. This written request must include the following information:

- **Name of student and parent, as appropriate;**
- **Home address;**
- **Student's grade level;**
- **School presently attended by student;**
- **Parent's legal relationship to student, if applicable;**
- **Specific category or categories of information which are not to be released to military recruiters without prior consent;**
- **Specific category or categories of directory information which are not to be released to the public, including military recruiters.**

[NOTE: Refusal to release the above information to military recruiting officers alone does not affect the school district's release of directory information to the public, including military recruiting officers. In order to make any directory information about a student private, the procedures contained in the Directory Information section above also must be followed. If you do not want your child's or eligible student's directory information (including a school district-provided email address) released to military recruiting officers, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers.]

4. Student Surveys

Independent School District No. 2689 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district, and students currently in attendance in the school district of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students, and students are hereby informed that they have the following rights:

    a. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.

    b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

        (1) political affiliations or beliefs of the student or the student's parent;

        (2) mental and psychological problems of the student or the student's family;

        (3) sex behavior or attitudes;

        (4) illegal, antisocial, self-incriminating, or demeaning behavior;

        (5) critical appraisals of other individuals with whom respondents have close family relationships;

        (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

        (7) religious practices, affiliations, or beliefs of the student or the student's parent; or

        (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

    c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:

        (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

        (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.

        (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.

    d. This notice does not preempt applicable state law that may require parental notification.

    e. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the

administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

f. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

g. The school district will directly notify parents and eligible students, at least annually at the start of each school year or, if scheduled thereafter, parents will be provided with reasonable notice of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

(1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

(2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.

(3) Any nonemergency, invasive physical examination or screening as described above.

[See consent/opt-out for specific activities attached hereto.]

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920

INDEPENDENT SCHOOL DISTRICT NO. 2689 PIPESTONE, MINNESOTA
Date: August 26, 2024 /s/ Brad Carson
School Board Chair

Following is a schedule of activities requiring parental notification and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under state law.

Date:
Grades: [see sample activity notices attached]
Activity:
Summary:

Consent or Opt-out: [or both depending on situation]

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to Sonja Ortman, 1401 7th St SW, Pipestone, MN 56164. Principal or designee will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

I [parent's name] give my consent for [child's name] to take [survey] on [date].

_____
Parent's signature

Please return this form no later than September 1 to Sonja Ortman, 1401 7th St SW. Pipestone, MN

5. Student Discipline

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. DEFINITIONS

A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.

B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.

C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.

D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:

1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;

2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and

3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and

directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of Behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A principal shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. A teacher, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A teacher shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another. A school employee, which does not include a school resource officer, shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

H. Community Members. Members of the community are expected to contribute to the

establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

I. Reasonable Force Reports

1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).

2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;

B. To attend school daily, except when excused, and to be on time to all classes and other school functions;

C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;

D. To make necessary arrangements for making up work when absent from school;

E. To assist the school staff in maintaining a safe school for all students;

F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;

G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;

H. To be aware of and comply with federal, state, and local laws;

I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;

J. To respect and maintain the school's property and the property of others;

K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;

L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

M. To conduct themselves in an appropriate physical or verbal manner; and

N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;

2. The use of profanity or obscene language, or the possession of obscene materials;

3. Gambling, including, but not limited to, playing a game of chance for stakes;

4. Violation of the school district's Hazing Prohibition Policy;

5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;

6. Violation of the school district's Student Attendance Policy;

7. Opposition to authority using physical force or violence;

8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;

10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);

11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;

12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;

13. Violation of the school district's Weapons Policy;

14. Violation of the school district's Violence Prevention Policy;

15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;

16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;

17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;

18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;

19. Violation of any local, state, or federal law as appropriate;

20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

21. Violation of the school district's Internet, Technology, and Cell Phone Acceptable Use and Safety Policy;

22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;

23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;

24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;

25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;

26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;

27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;

28. Possession or distribution of slanderous, libelous, or pornographic materials;

29. Violation of the school district's Bullying Prohibition Policy;

30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

31. Criminal activity;

32. Falsification of any records, documents, notes, or signatures;

33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;

34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;

35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;

36. Violation of the school district's Harassment and Violence Policy;

37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;

38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;

39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon,

or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;

41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;

42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;

43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;

44. Violation of the school district's one-to-one device rules and regulations;

45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;

46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.

B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.

C. The school district must not use recess detention unless:

1. a student causes or is likely to cause serious physical harm to other students or staff;

2. the student's parent or guardian specifically consents to the use of recess detention; or

3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.

D. The school district must not withhold recess from a student based on incomplete schoolwork.

E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.

F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.

G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district code of conduct, rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;

B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.

C. Parent contact;

D. Parent conference;

E. Removal from class;

F. In-school suspension;

G. Suspension from extracurricular activities;

H. Detention or restriction of privileges;

I. Loss of school privileges;

J. In-school monitoring or revised class schedule;

K. Referral to in-school support services;

L. Referral to community resources or outside agency services;

M. Financial restitution;

N. Referral to police, other law enforcement agencies, or other appropriate authorities;

O. A request for a petition to be filed in district court for juvenile delinquency adjudication;

P. Out-of-school suspension under the Pupil Fair Dismissal Act;

Q. Preparation of an admission or readmission plan;

R. Saturday school;

S. Expulsion under the Pupil Fair Dismissal Act;

T. Exclusion under the Pupil Fair Dismissal Act; and/or

U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;

2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;

3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or

4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another.

B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Procedures for Removal of a Student From a Class.

1. The building principal will determine the amount of time appropriateness of a student removal from class.

2. The teacher will follow up on any removal from class with a written description of the incident which led to the request for a student to be removed.

3. Documentation is recorded in the district adopted Student Information System.

D. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)

1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

E. Responsibility for and Custody of a Student Removed from Class.

1. Any student removed from class should report to the principal's office immediately.

2. A student removed from class will be expected to walk to the office without an escort, unless the situation warrants an escort be present.

3. While removed from class, the student may be assigned to a supervised study area and is expected to complete assignments missed while removed.

4. The building principal or designee will be responsible for assigning the student to a supervised study area while removed from class.

F. Procedures for Return of a Student to a Specific Class from Which the Student was Removed.

1. Principal/Teacher/Parent/Student conference to discuss terms and conditions of the students return to class.

2. Conditional return based on terms and conditions defined by the conference.

G. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;

1. Parent/Guardian will be notified by phone, email, or USPS mail whenever there is a violation of school rules which results in disciplinary action.

2. When appropriate, a conference with the parent/guardian and student will be held prior to readmission to school or a class.

H. Students with a Disability; Special Provisions.

1. Any violation of school rules by a disabled student which results in serious disciplinary action or continuous assignment of less severe consequences will be followed up by a conference to determine if further assessment is needed, to review the adequacy of the current IEP and to determine if a referral is needed.

2.. Any student suspected of having a disability may be referred to Special Education services for assessment and determination of eligibility.

I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. District will convene a chemical abuse preassessment team to the extent necessary.

2. Staff shall report chemical abuse concerns to the appropriate administrator for referral to the chemical abuse preassessment team.

XII. DISMISSAL

A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

The use of exclusionary practices for early learner's Pre-K through Grade 3 as defined in Minnesota Statutes, section 121A.425, is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;

2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:

a. a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or

b. kindergarten through Grade 3.

2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.

3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.

3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for less than one day, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must

not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6^{th}) consecutive day of suspension or the tenth (10^{th}) cumulative day of suspension has elapsed.

6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.

7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:

    a. strongly encourage a parent or guardian of the student to attend school with the student for one day;

    b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and

c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.

9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.

11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.

5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the

hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.

7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.

8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

15. The student cannot be compelled to testify in the dismissal proceedings.

16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of

the hearing.

17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13.

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;

2. provide an opportunity for involved parties to submit additional information related to the complaint;

3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;

4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;

5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and

6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal’s office.

6. Student Attendance

I. PURPOSE

A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

a. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to a truant officer or the school official designated by the principal. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.

b. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.

c. The board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.

d. Legitimate Exceptions

The following reasons shall be sufficient to constitute excused absences:

(1) that the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:

(a) child illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth
(b) family emergencies;

(c) the death or serious illness or funeral of an immediate family member;

(d) active duty in any military branch of the United States;

(e) the child has a condition that requires ongoing treatment for a mental health diagnosis; or

(f) other exemptions included in this attendance policy.

(2) that the child has already completed state and district standards required for graduation from high school; or

(3) that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

c. Consequences of Excused Absences

(1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

(1) Truancy. An absence by a student which was not approved by the parent and/or the school district.

(2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

(3) Work at home.

(4) Work at a business, except under a school-sponsored work release program.

(5) Vacations with family.

(6) Personal trips to schools or colleges.

(7) Absences resulting from cumulated unexcused tardies.

(8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

(1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

(2) Days during which a student is suspended from school shall not

be counted in a student's total cumulated unexcused absences.

(3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

(4) Students with unexcused absences shall be subject to discipline in the following manner:

(a) Within 14 days upon receipt of notification, the student or his or her parent or guardian may request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.

(b) After 10 cumulated unexcused absences in a semester, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.

(c) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

C. Tardiness

1. Definition

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

a. Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

a. Illness.

b. Serious illness in the student's immediate family.

c. A death or funeral in the student's immediate family or of a close friend or relative.

d. Medical, dental, orthodontic, or mental health treatment

e. Court appearances occasioned by family or personal action.

f. Physical emergency conditions such as fire, flood, storm, etc.

g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
b. Consequences of tardiness may include detention after 2 unexcused tardies.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

2. School-initiated absences will be accepted and participation permitted.

3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.

4. If a student is suspended from any class, he or she may not participate in any activity or program that day.

5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodation should be directed to the building principal.

IV. DISSEMINATION OF POLICY

A. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

B. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

V. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes, section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes, section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes, section 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or

2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes, section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;

2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;

3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes, section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes, section 120A.34;

4. That this notification serves as the notification required by Minnesota Statutes, section 120A.34;

5. That alternative educational programs and services may be available in the child's enrolling or resident district;

6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;

7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes, chapter 260C;

8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes, section 260C.201; and

9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes, chapter 260A.

7. Bullying Prohibition

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:

1. on the school premises, at the school functions or activities, on the school transportation;

2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or

3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.

C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

H. False accusations or reports of bullying against another student are prohibited.

I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;

2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;

4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

J. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities,

events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.

H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

I. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and the student's developmental age and behavioral history. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

[NOTE: The language added above appears in Minnesota Statutes, section 121A.031.]

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent or guardian of students who are targets of bullying or other prohibited conduct and the parent or guardian of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law. For purposes of notification presumed under this

paragraph, a parent or legal guardian may designate in writing to the school another individual to be notified of the prohibited conduct.

[NOTE: The 2025 Minnesota legislature added the final sentence to Minnesota Statutes, section 121A.031.]

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct.

VII. TRAINING AND EDUCATION

A. Consistent with its applicable policies and practices, the school district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all school district personnel to prevent, identify, and respond to prohibited conduct. The school district must establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minnesota Statutes, section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;

2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited

conduct in school;

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;

2. Partner with parents and other community members to develop and implement prevention and intervention programs;

3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;

4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. Article II, paragraph D, regarding malicious and sadistic conduct must be conspicuously posted throughout each school building.

C. This policy shall be conspicuously posted in the administrative offices of the school and school district in summary form.

D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with students, at the time of employment with the district or the school.

E. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

F. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the school district's or a school's website, consistent with the district policies and practices.

G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

H. The school district designates Building Principal or designee as the primary contact person in the school building to receive reports of prohibited conduct

8. Student Dress and Appearance

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to encourage students to be dressed suitably [or appropriately] for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

B. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.

C. Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:

1. does not injure people or damage property;

2. does not materially and substantially disrupt or interfere with the educational process or classwork;

3. does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;

4. does not involve substantial disorder or invasion of the rights of others.

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

1. Clothing for the weather.

2. Clothing that does not create a health or safety hazard.

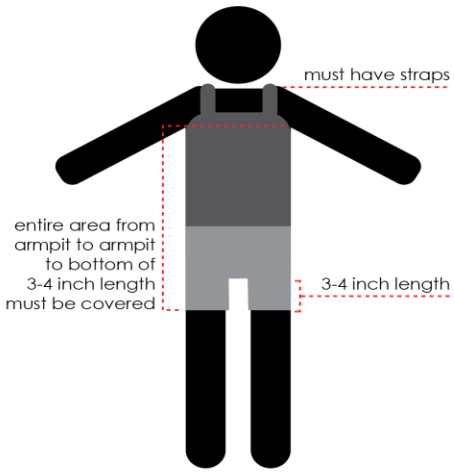
3. Clothing for the activity (i.e., physical education or the classroom).

4. Footwear that does not present a safety hazard.

5. Headwear, including hats/caps, hoods, or head coverings, are not allowed. Students may wear headgear for a medical or religious reason

C.

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image).



2. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.

3. Apparel promoting products or activities that are illegal for use by minors.

4. Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

D. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others on the basis of protected class status under the Minnesota Human Rights Act; or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

III. PROCEDURES

A. Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, of not shaming students, and of minimalizing loss of instructional time. When possible, dress code matters should be addressed privately with students, should seek to determine whether factors exist that impact the student's ability to comply with the dress code, and should seek to address such issues.

B. When, in the reasonable judgment of the administration, (1) a student's clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the

health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be enforced in line with Policy 506 (Student Discipline).

C. The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.

D. Likewise, an organized student group may recommend a form of clothing for students considered appropriate for a specific event and bring such recommendation to the administration for approval.

9. Drug-Free Workplace/Drug-Free School

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, or controlled substances in any school location.

C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.

D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.

B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code, section 812, including analogues and look-alike drugs.

C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.

D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.

E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health

("Commissioner").

F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.

G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.

I. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.

I. "Use" means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

IV. EXCEPTIONS

A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.

B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes, section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.

D. The school district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program or a Tribal medical cannabis program as a pupil solely because the patient or person is enrolled in the registry program or a Tribal medical cannabis program, unless failing to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related benefit under federal law or regulations.

An employer or a school must provide written notice to a patient at least 14 days before the employer or school takes an action against the patient that is prohibited under Minnesota Statutes, section 342.57, subdivision 3 or 5. The written notice must cite the specific federal law or regulation that the employer or school believes would be violated if the employer or school fails to take action. The notice must specify what monetary or licensing-related benefit under federal law or regulations that the employer or school would lose if the employer or school fails to take action.

A school or an employer must not retaliate against a patient for asserting the patient's rights or seeking remedies under Minnesota Statutes, section 342.57 or section 152.32.

V. PROCEDURES

A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.

B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.

C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

D. Employees are subject to the school district's drug and alcohol testing policies and procedures.

E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.

F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.

G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes, section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but

not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:

1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and

2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.

B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.

C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VII. ENFORCEMENT

A. Students

1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products.

2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service, which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.

3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to

determine violations of the federal or state criminal drug statutes.

2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.

3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.

4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

10. Harassment and Violence

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.

B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

III. DEFINITIONS

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;

2. the intentional infliction of or attempt to inflict bodily harm upon another; or

3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;

2. has the purpose or effect of substantially or unreasonably interfering with an

individual's work or academic performance; or

3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications

1. "Disability" means, with respect to an individual who

a. has a physical sensory or mental impairment that materially limits one or more major life activities of such individual;

b. has a record of such an impairment;

c. is regarded as having such an impairment; or

d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.

2. "Familial status" means the condition of one or more minors having legal status or custody with:

a. the minor's parent or parents or the minor's legal guardian or guardians; or

b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. "Sexual orientation" means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.

7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence

1. Sexual violence is a physical act of aggression or force or the threat thereof that

involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

a. touching, patting, grabbing, or pinching another person's intimate parts
b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;

c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or

d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. In Each School Building

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures,

practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. In the District

The school board hereby designates the superintendent as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.[1]

H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

J. Use of formal reporting forms is not mandatory.

K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

N. False accusations or reports of violence or harassment against another person are prohibited.

[1] In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, chapter 260E may be applicable.

B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

11. Hazing Prohibition

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.

E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.

F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.

H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

A. "Hazing" means committing an act against a student, or coercing a student into

committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. "Immediately" means as soon as possible but in no event longer than 24 hours.

C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

E. "Student" means a student enrolled in a public school or a charter school.

F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.

F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.

C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

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

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

III. DEFINITIONS

A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.

C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.

E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTIONS

A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

C. An American Indian student or staff member may use tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.

V. VAPING PREVENTION INSTRUCTION

A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.

B. The school district may use instructional materials based upon the Minnesota

Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

VI. ENFORCEMENT

A. All individuals on school premises shall adhere to this policy.

B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.

C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.

D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.

E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.

F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

13. School Meals Policy

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or second meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

A. Students have use of a meal account. The Food Service Program is a pre-payment program. Meal accounts should be maintained with a positive balance at all times. If a lunch balance reaches zero, a student may no longer charge any a la carte items or second meals until funds are deposited into the account. Submit payments to Pipestone Area Schools Food Service Department, 1401 7th St SW, Pipestone, MN 56164 or making a payment online at mypaymentsplus.com

B. Free School Meals Program

1. The free school meals program is created within the Minnesota Department of Education

2. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.

3. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.

4. Each school that participates in the free school meals program must:

a. participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and

b. provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.

c. A student who has been determined eligible for free and reduced-price meals must always be served a reimbursable meal even if the student has an outstanding debt.

C. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

D. When a student has a negative account balance, the student will not be allowed to charge a snack item.

E. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

F. A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast.

G. A student may purchase a second lunch at the nonprogram price if the student has already selected a reimbursable lunch.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.

B. Families will be notified of ~~an outstanding negative~~ a low balance once the ~~negative~~ balance reaches $~~*5*~~ 10 ~~or *[insert number of meals].*~~ Families will be notified by automated calling system, email, and/or letters sent home

C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals; or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges.

B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

C. Negative balances not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

E. The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field

trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:

1. all households at or before the start of each school year;

2. students and families who transfer into the school district, at the time of enrollment; and

3. all school district personnel who are responsible for enforcing this policy.

B. The school district will post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.

C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

14. Parent/Guardian Refusal for Student Participation in Statewide Assessments

DEPARTMENT OF EDUCATION

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the Minnesota Academic Standards or the WIDA English Language Development Standards. These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.

(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20___ to 20___ school year.)

DEPARTMENT OF EDUCATION

Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____/____/_____ Current Grade in School: _____

School: _____ District:_____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

☐ MCA/MTAS Reading ☐ MCA/MTAS Science

☐ MCA/MTAS Mathematics ☐ ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

Peschon, Deb

From: Julie Melville <info@mreavoice.org>
Sent: Monday, June 30, 2025 9:16 AM
To: Peschon, Deb
Subject: FY25-26 MREA Membership Renewal

CAUTION: This email originated from outside of PAS. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Deb – Received your vmail message. Due to a computer glitch, we are extending our due date to August 29. The email below is your invoice. If this doesn't work, please let me know and I will create an invoice for you.

Dear Dr. Klint Willert,

Thank you for your membership in the Minnesota Rural Education Association! Your membership helps us proactively engage with legislators and state officials to address Greater Minnesota public education funding and policy issues. Pipestone Area School District's renewed membership is fundamental to MREA's advocacy targeting support for student learning and reducing funding gaps in Greater Minnesota education.

Membership Renewal – July 1, 2025 – June 30, 2026

Membership fees are calculated with a base fee of $1,100 plus a legislative fee of $1/APU. Pipestone Area School District's renewed membership is based on 1285 APU, with a total of $2,385.00. **Please use this email as your invoice.** Thank you for submitting your membership information and completing your enrollment online at https://mrea.app.neoncrm.com/np/direct.do?orgIdSecure=vuet_GVm78v6GZUx5JzUYQ%3D%3D&target=membershipPayLater&accountIdSecure=TyhONTCax87fg54eQ82b-A%3D%3D&channelCode=5145& or mailing your membership dues check payable to MREA at:

Minnesota Rural Education Association
2233 Roosevelt Rd, Ste 7
St. Cloud, MN 56301

INVOICE | MEMBERSHIP DUES

Membership Status: Pending

Your Membership Tier: Full ISD

Membership Year: July 1, 2025 - June 30, 2026

Membership Dues: $2,385.00

Due Date: August 29

MREA's membership year is July 1 - June 30, so we ask that you pay your membership dues by August 29 to ensure there's no lapse in membership benefits.

Thank you for your continued support as we advocate for Greater Minnesota education. We'll notify you as soon as we receive your payment. Please contact us at info@mreavoice.org or (320) 762-6574 with questions.

Sincerely,

Your MREA Team

(833)-MNVOICE

Julie

Julie A. Melville | Office Assistant

MREA

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Minnesota Rural Education Association
2233 Roosevelt Rd, Ste 7 | St. Cloud MN 56301
(320) 762-6574 | Toll Free (833) MNVOICE
MREAVoice.org | MREASummit.org

PMA™ SECURITIES

July 28, 2024

ISD 2689
Pipestone Area Public Schools

General Obligation Facilities Maintenance Bonds
Roofing Project

Michael Hart
VP, Managing Director
Public Finance
mhart@pmanetwork.com
612-509-2569

Steve Pumper
Senior Vice President
spumper@pmanetwork.com
612-509-2565

G.O. Facilities Maintenance Bonds

Purpose

- Fund the $918,079 identified as cash shortage to complete the roofing project.

Mechanism

- General Obligation Facilities Maintenance Bonds

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Authority

- Minnesota Statutes, Section 123B.595 and Chapter 475
- Legislature approved the cost of new roofs as an eligible use

Sources and Uses

Sources Of Funds

Par Amount of Bonds	$920,000.00
Reoffering Premium	52,310.45
Total Sources	**$972,310.45**

Uses Of Funds

Deposit to Project Construction Fund	918,078.97
Cost of Issuance	54,231.48
Total Uses	**$972,310.45**

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Bond Structure

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
07/01/2026	-	-	-	-	-
02/01/2027	90,000.00	5.000%	26,833.33	116,833.33	116,833.33
08/01/2027	-	-	20,750.00	20,750.00	-
02/01/2028	75,000.00	5.000%	20,750.00	95,750.00	116,500.00
08/01/2028	-	-	18,875.00	18,875.00	-
02/01/2029	80,000.00	5.000%	18,875.00	98,875.00	117,750.00
08/01/2029	-	-	16,875.00	16,875.00	-
02/01/2030	85,000.00	5.000%	16,875.00	101,875.00	118,750.00
08/01/2030	-	-	14,750.00	14,750.00	-
02/01/2031	90,000.00	5.000%	14,750.00	104,750.00	119,500.00
08/01/2031	-	-	12,500.00	12,500.00	-
02/01/2032	90,000.00	5.000%	12,500.00	102,500.00	115,000.00
08/01/2032	-	-	10,250.00	10,250.00	-
02/01/2033	95,000.00	5.000%	10,250.00	105,250.00	115,500.00
08/01/2033	-	-	7,875.00	7,875.00	-
02/01/2034	100,000.00	5.000%	7,875.00	107,875.00	115,750.00
08/01/2034	-	-	5,375.00	5,375.00	-
02/01/2035	105,000.00	5.000%	5,375.00	110,375.00	115,750.00
08/01/2035	-	-	2,750.00	2,750.00	-
02/01/2036	110,000.00	5.000%	2,750.00	112,750.00	115,500.00
Total	**$920,000.00**	**-**	**$246,833.33**	**$1,166,833.33**	**-**

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Tax Impact

- Estimated interest rates as of July 17, 2025, plus 0.50%.
- Assumes bond proceeds available in July 2026.
- No growth assumed in District net tax capacity.
- Scenarios where a greater portion of the overall debt is issued in advance of the expenditures of the proceeds will likely result in higher fees earned by the investment manager of the debt proceeds.

	LTFM Bonds
Project Amount	$918,079
Term of Bond	10
Payment	$116,833
Levy Increase at 105%	$122,675
District NTC Value (Pay 25)	29,154,496
Additional NTC Tax Rate	0.42%

Property Type	Est. Market Value	Estimated Annual Tax
Residential Homestead	$75,000	$2
	100,000	3
	125,000	4
	150,000	5
	200,000	7
	300,000	12
	400,000	16
Commercial -Industrial	$100,000	$6
	250,000	18
	500,000	39
	750,000	60
	1,000,000	81
	$/acre	
Agricultural Homestead*	$9,000	$0.06
	10,000	0.06
	11,000	0.07
	12,000	0.08
Agricultural Non Homestead	$9,000	$0.11
	10,000	0.13
	11,000	0.14
	12,000	0.15

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* Homestead land limited to first $3,800,000 in value. All additional land taxed like Ag non-homestead land.

Ag2School Credit

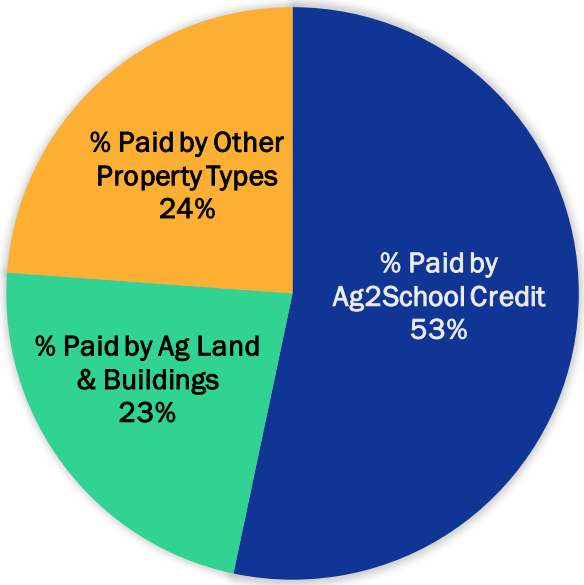
The Ag2School credit will pay about $490,000 of the $920,000 project/bond

ISD No. 2689, Pipestone Area School District

Source of Debt Service Payments

(Assuming 70% Ag2School Credit)

(Based on Valuations for taxes payable in 2024)



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Notes:

1. The Ag2School credit applies to agricultural land and buildings. The house, garage and first acre of land do not benefit from the Ag2School credit.

2. The Ag2School credit does not increase or decrease the tax impact on all other property types.

Tentative Timeline

Date	Action Item
July 28, 2025	Board Considers Approval of LTFM Plan and Parameters Resolution
August 2025	LTFM plan submitted to MDE and notice published in newspaper
October 2025	Receive MDE approval of projects
Week of May 25, 2026	Rating Call
June 9, 2026	Rating Received & POS released to Market
June 16, 2026	Bond Pricing (Interest Rates Locked)
June 22, 2026	Board Considers Ratifying Resolution
July 15, 2026	Bond Closing

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Board Resolution

- Approval of FY 2027 LTFM Plan
- Approval of proceeding with the bond sale subject to certain parameters
- Allows the submission of the State Credit Enhancement Application
- Allows for reimbursement of any project expenses

Bond Parameters:

- Authority given to the Superintendent or Business Manager AND a School Board Officer to execute the documents to complete the bond sale if:
  - Establishes a maximum par amount of $975,000
  - Establishes a maximum true interest cost of 6.00%
  - Is executed prior to September 30, 2026
- Full Board ratifies the sale at its next Board Meeting

Contact Us

Steve Pumper
Senior Vice President
612-509-2565
spumper@pmanetwork.com

Michael Hart
VP, Managing Director
612-509-2569
mhart@pmanetwork.com

Website:
www.pmanetwork.com

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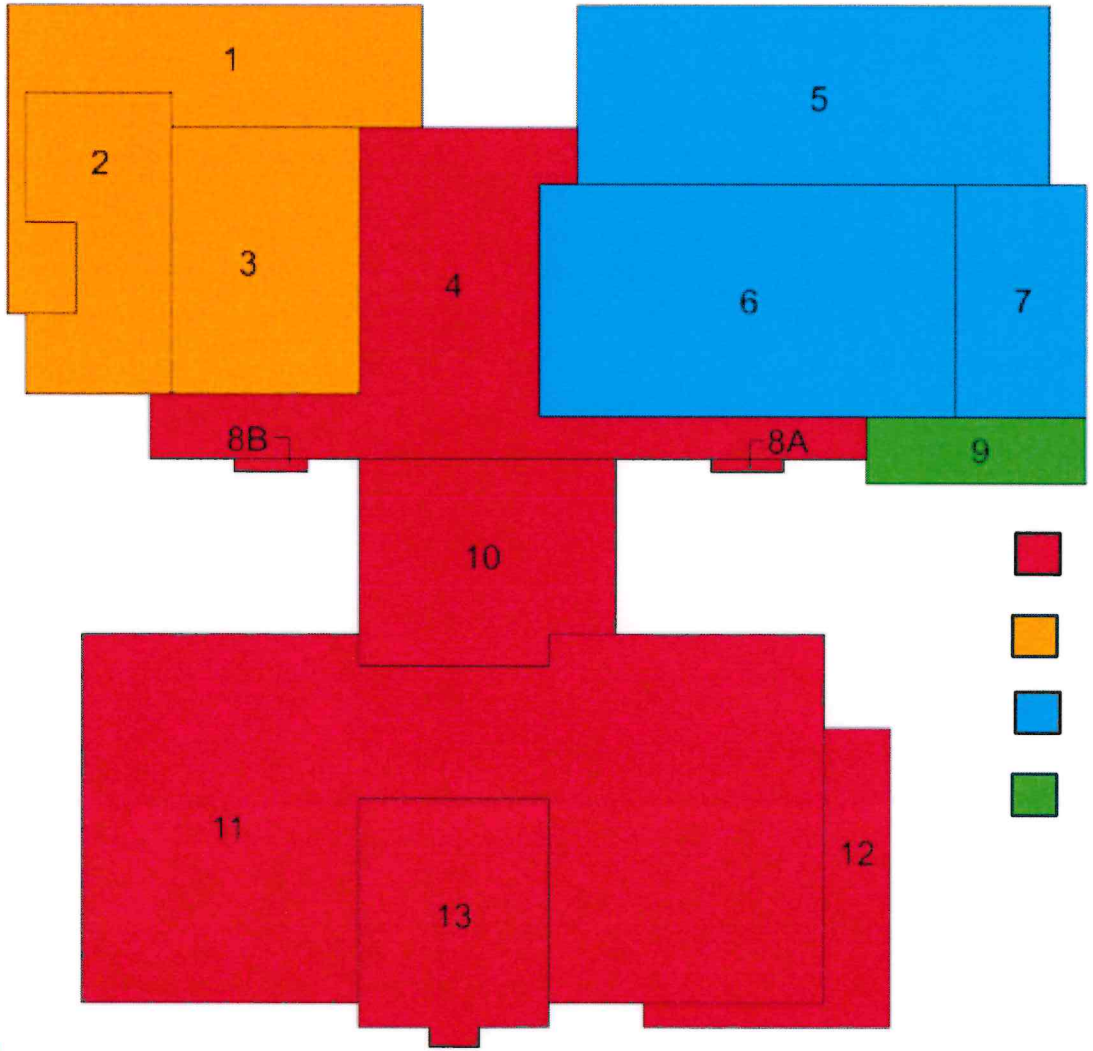
2 Year Roof Replacement Phasing



Phase 1 – Summer 2025

Phase 2 – June 2026

Phase 3 – Post July 1, 2026

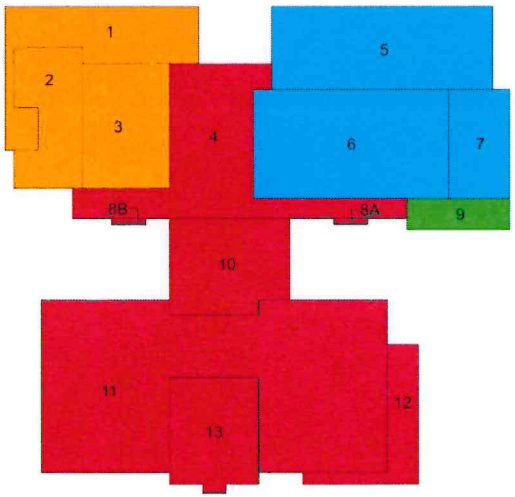
Not in Scope

Pipestone Area High School 2002 Ballasted EPDM Roofs

TREMCO

2 Year Budget Summary

2 YEAR PROJECT BUDGET SUMMARY ROOFING & FACADE REPAIRS		
YEAR	**ROOF AREAS**	**BILLING REQUESTS**
2025	11, 13, 12, 10, 4, 8a, 8b	Billed 2025
2025	façade repairs	Billed 2025
2026 June 1	1, 2, & 3	Billed June 2026
Total Amount to be Invoiced before July 1, 2026:		**$2,799,000**
2026 after July 1	5, 6, & 7	**$950,000** to be billed after July 1, 2026



TREMCO

Project Plan:

Phase 2 materials will be shipped in May 2026, then the **Phase 3** materials will be shipped to allow for invoicing after July 1, 2026. There is a likelihood of added freight charges due to splitting trucks to allow for the new phased schedule. Pipestone Schools would be responsible for any potential extra freight charges that were not originally planned for. We will obtain freight estimates to provide to the district in advance.

Schedule

- **June 2025** – Phase 1 project start
- **August 2025** – Phase 1 substantial completion

- **June 2026** – Phase 2 project start
- **August 2026** – Phase 2 substantial completion

- **July 2026** – Phase 3 project start
- **September 2026** – Phase 3 substantial completion

- **October 2026** – Final completion, inspection and project closeout

TREMCO

DEPARTMENT OF EDUCATION

Division of School Finance
400 NE Stinson Blvd
Minneapolis, MN 55413

Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only

ED - 02478-11

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2024, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	(REQUIRED) Enter Information	District Info.	(REQUIRED) Enter Information
District Name:	PIPESTONE AREA SCHOOLS	Date:	
District Number:	2689	Email:	
District Contact Name:	KLINT WILLERT		
Contact Phone #	507-562-6068		

Expenditure Categories		Fiscal Year (FY) Ending June 30										
		2025 (base year)	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Health and Safety - this section excludes project costs in Category 2 of $100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	**Category (1)**											
347	Physical Hazards	$1,322	$1,850	$1,850	$1,900	$2,000	$2,050	$2,065	$2,070	$2,075	$2,080	$2,085
349	Other Hazardous Materials	$2,005	$1,500	$1,500	$1,550	$1,675	$1,700	$1,800	$1,900	$1,900	$1,950	$2,000
352	Environmental Health and Safety Management	$13,144	$13,650	$13,800	$14,145	$14,498	$14,860	$15,603	$15,993	$16,393	$16,803	$17,223
358	Asbestos Removal and Encapsulation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
363	Fire Safety	$12,106	$5,000	$5,400	$5,519	$5,519	$5,674	$5,423	$5,550	$5,783	$5,972	$6,167
366	Indoor Air Quality	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Health and Safety Capital Projects - Category (1)	$28,577	$22,000	$22,550	$23,114	$23,692	$24,284	$24,891	$25,513	$26,151	$26,805	$27,475
Health and Safety - Projects Costing $100,000 or more per Project/Site/Year - Additional Revenue												
Finance Code	**Category (2)**											
358	Asbestos Removal and Encapsulation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
363	Fire Safety	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
366	Indoor Air Quality	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Health and Safety Capital Projects $100,000 or More - Category (2)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code	**Category 3 (a)**											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Remodeling for Approved Voluntary Pre-K Projects - Category 3(a)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Remodeling for Gender-Neutral Single-User Restrooms												
Finance/Course Codes	***Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025***											
Finance Code 384 and Course Code 684 MUST USE BOTH	Remodeling for gender-neutral single user restroom per site.	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Remodeling for Gender-Neutral Single User Projects - Category 3(b)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Accessibility												
Finance Code	**Category (4)**											
367	Accessibility	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Accessibility Projects - Category (4)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	**Category (5)**											
368	Building Envelope	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
369	Building Hardware and Equipment	$0	$77,000	$0	$15,000	$0	$0	$19,997	$90,000	$0	$43,156	$28,000
370	Electrical	$153,361	$0	$0	$38,702	$20,000	$0	$255,000	$0	$150,786	$0	$0
379	Interior Surfaces	$21,918	$25,000	$236,241	$55,000	$35,000	$0	$0	$0	$0	$0	$0
380	Mechanical Systems	$0	$55,000	$0	$60,000	$181,417	$273,580	$0	$0	$0	$0	$230,510
381	Plumbing	$0	$0	$0	$0	$0	$0	$0	$0	$0	$130,000	$0
382	Professional Services and Salary	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
383	Roof Systems (normally below $100,000 unless the school chooses not to receive additional revenue for $100K or more roofing project/site/year - pending 2025 Legislation)	$585	$0	$0	$0	$0	$0	$0	$0	$0	$0	$77,000
384	Site Projects	$0	$15,000	$0	$80,000	$25,000	$0	$11,000	$208,400	$160,000	$150,000	$0
	Total Deferred Capital Expenditures and Maintenance Projects - Category (5)	$175,864	$172,000	$236,241	$248,702	$261,417	$273,580	$285,997	$298,400	$310,786	$323,156	$335,510
Deferred Capital Expenditures for Roofing Projects - Additional Revenue for $100,000 or more project/site/year												
Finance Code	**Category (6)**			EFFECTIVE FY 2027								
383	Roofing Systems -pending 2025 Legislation and if passed effective FY 2027			$950,000	$0	$0	$0	$0	$0	$0	$0	$0
	Total Deferred Capital Expense and Maintenance - Category (6)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Annual 10-Year Plan Expenditures	$204,441	$194,000	$258,791	$271,816	$285,109	$297,864	$310,888	$323,913	$336,937	$349,961	$362,985
Fund Balance Section												
	Fund 01	**FY 25 and 26 Revenue Projection Model Revenue**		**FY 27 Revenue Projection Model Ten-Year Spreadsheet**								
	Beginning Fund Balance 01-467-XX	$12,093	$17,282	$70,817	$70,817	$70,817	$70,548	$70,547	$70,547	$70,546	$70,546	$70,545
	LTFM Fiscal Year Revenue - Levy	$168,517	$208,616	$203,992	$200,501	$199,691	$212,183	$222,401	$234,326	$247,358	$260,376	$273,404
	LTFM Fiscal Year Revenue - AID if Applicable	$41,113	$38,919	$54,799	$71,315	$85,149	$85,680	$88,487	$89,586	$89,579	$89,584	$89,581
	LTFM Fiscal Year Revenue Other	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
LEVY Page 10, Line 421	*LTFM Deduction for applicable Cooperative/Intermediate Member District Levy*	$0	$0	$0	**$0**	$0	$0	$0	$0	$0	$0	$0

	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT if applicable - Special Legislation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$204,441	$194,000	$258,791	$271,816	$285,109	$297,864	$310,888	$323,913	$336,937	$349,961	$362,985
	Ending Fiscal Year Fund Balance 01-467-XX	$17,282	$70,817	$70,817	$70,817	$70,548	$70,547	$70,547	$70,546	$70,546	$70,545	$70,545
	Fund 06											
	Beginning Fund Balance 06-467-XX	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Bonded Revenue	$0	$0	$950,000	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Revenue Other	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Other Transfers	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$0	$0	$950,000	$0	$0	$0	$0	$0	$0	$0	$0
	Ending Fiscal Year Fund Balance 06-467-XX	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
End of worksheet												

MDE / School Finance Division

FY 27 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection

Revised 6/10/2025

2689 <= Type in School District Number

PIPESTONE AREA SCHOOL DISTRICT

Calculations for Ten Year Projection

		Pay 26	Change only if requiring levy adjustments	Payable 2025 LLC Certification	Current Estimate									
		LLC #	FY 2025	FY 2026	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035
1	**Type your district number in cell A2 (Minneapolis = 1.2)**													
2	**Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b**													
3	**Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33**													
4	**Look-up data from following tabs**													
5	**Initial Formula Revenue**													
6	Current year APU	57		1,285.20	1,171.23	1,162.60	1,162.60	1,162.60	1,162.60	1,162.60	1,162.60	1,162.60	1,162.60	1,162.60
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)				37.00	37.00	37.00	37.00	37.00	37.00	37.00	37.00	37.00	37.00
6b	Total Adjusted Pupil Units = (6) + (6a)				1,208.23	1,199.60	1,199.60	1,199.60	1,199.60	1,199.60	1,199.60	1,199.60	1,199.60	1,199.60
7	District average building age (uncapped)	401		17.87	18.87	19.87	20.87	21.87	22.87	23.87	24.87	25.87	26.87	27.87
8	Formula allowance			$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	402			0.53914	0.56771	0.59629	0.62486	0.65343	0.68200	0.71057	0.73914	0.76771	0.79629
10	Initial revenue = (6) * (8) * (9)	403		249,211	247,535	258,791	271,816	284,840	297,864	310,888	323,913	336,937	349,961	362,985
11	**Added revenue for Eligible H&S Projects > $100,000 / site**													
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	701			-	-	-	-	-	-	-	-	-	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	754			-	-	-	-	-	-	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > $100,000 per site (1A)	700			-	-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > $100,000 per site (1A)	753			-	-	-	-	-	-	-	-	-	-
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > $100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab				-	-	-	-	-	-	-	-	-	-
16b	New debt service for LTFM bonds for eligible new H&S projects > $100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue				-	-	-	-	-	-	-	-	-	-
16r	New debt service for LTFM bonds for eligible new roofing projects > $100,000 / site				beginning FY27	122,675	122,325	123,638	124,688	125,475	120,750	121,275	121,538	121,538
17	Net debt service for LTFM bonds for eligible new H&S projects > $100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b) + (16r)				-	122,675	122,325	123,638	124,688	125,475	120,750	121,275	121,538	121,538
18	Pay as you go revenue for eligible new H&S projects > $100,000 / site (corresponds to Category 2 on the Expenditures spreadsheet)	405	-	-	-	-	-	-	-	-	-	-	-	-
18r	Pay as you go revenue for eligible new roofing projects > $100,000 / site (corresponds to Category 6 on the Expenditures spreadsheet)				beginning FY27	-	-	-	-	-	-	-	-	-
19	Total additional revenue for eligible projects >$100,000 / site (12) - (13) + (14) -(15) + (16a) + (16b) + (16r) + (18) +(18r)	406		-	-	122,675	122,325	123,638	124,688	125,475	120,750	121,275	121,538	121,538
	Added revenue for Pre-K remodeling (for VPK approvals only)													
20a	Net debt service for bonds approved for Pre-K remodeling	766			-	-	-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling	407			-									
20c	Total Pre-K revenue				-	-	-	-	-	-	-	-	-	-
20d	**Total New Law Revenue (10) + (19) + (20c)**	408			247,535	381,466	394,141	408,477	422,552	436,363	444,663	458,212	471,499	484,523

MDE / School Finance Division

FY 27 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection

Revised 6/10/2025

2689 <= Type in School District Number

PIPESTONE AREA SCHOOL DISTRICT

	Calculations for Ten Year Projection	Pay 26	Change only if requiring levy adjustments	Payable 2025 LLC Certification	Current Estimate									
		LLC #	FY 2025	FY 2026	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035
	Old Formula revenue													
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2027) (corresponds to Category 1 on the Expenditures spreadsheet)	409		20,500	22,000	22,550	23,114	23,692	24,284	24,891	25,513	26,151	26,805	27,475
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	700			-	-	-	-	-	-	-	-	-	-
23	Debt Excess allocated to line 22				-	-	-	-	-	-	-	-	-	-
24	Old formula alt facilities debt revenue (1A) - debt excess	763			-	-	-	-	-	-	-	-	-	-
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	764			-	-	-	-	-	-	-	-	-	-
26	Old formula alt facilities pay as you go revenue (1A)	410	-		-	-	-	-	-	-	-	-	-	-
26b	Pay-as-you-go revenue for projects over $100,000 per site	411			-	-	-	-	-	-	-	-	-	-
27	Old formula alt facilities pay as you go revenue (1B) > $500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2027)	413			-	-	-	-	-	-	-	-	-	-
27a	LTFM ">100K per site" bonds	765			-	122,675	122,325	123,638	124,688	125,475	120,750	121,275	121,538	121,538
27b	LTFM "other" bonds for 1A hold harmless	767			-	-	-	-	-	-	-	-	-	-
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * ($64 / formula allowance))	416			41,690	43,586	45,779	47,973	50,167	52,360	54,554	56,747	58,941	61,134
29	Total old formula revenue = (21)+(24)+(25)+(26)+(26b)+(27)+(27a)+(27b)+(28)	417		62,472	63,690	188,811	191,218	195,303	199,138	202,726	200,817	204,173	207,283	210,147
30	**Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]**	**418**		249,211	247,535	381,466	394,141	408,477	422,552	436,363	444,663	458,212	471,499	484,523
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	419		-	-	-	-	-	-	-	-	-	-	-
32	**District LTFM Revenue (30) - (31)**	**420**		249,211	247,535	381,466	394,141	408,477	422,552	436,363	444,663	458,212	471,499	484,523
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	421		-	-	-	-	-	-	-	-	-	-	-
34	**Grand Total LTFM Revenue (32) + (33)**	**422**		249,211	247,535	381,466	394,141	408,477	422,552	436,363	444,663	458,212	471,499	484,523
	Aid and Levy Shares of Total Revenue													
35	For ANTC & APU, three year prior date			2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
36	Three year prior Ag Modified ANTC	35		17,590,028	17,590,028	18,274,857	19,005,852	19,766,086	20,556,729	21,378,998	22,234,158	23,123,525	24,048,466	25,010,404
37	Three year prior Adjusted PU (New Weights)	54		1,249.63	1,249.63	1,235.28	1,267.04	1,292.74	1,283.56	1,283.56	1,283.56	1,283.56	1,283.56	1,283.56
38	ANTC / APU = (36) / (37)	424		14,076.19	14,076.23	14,794.15	15,000.25	15,290.05	16,015.46	16,656.08	17,322.32	18,015.22	18,735.82	19,485.26
39	State average ANTC / APU with ag value adjustment	425		13,579.10	13,579.10	13,765.66	14,420.42	15,209.99	15,818.00	16,451.00	17,109.00	17,793.00	18,505.00	19,245.00
40	Equalizing Factor = 123% of (39)	426		16,702.29	16,702.29	17,275.90	18,313.93	19,316.69	20,088.86	20,892.77	21,728.43	22,597.11	23,501.35	24,441.15
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	427		84.28%	84.28%	85.63%	81.91%	79.15%	79.72%	79.72%	79.72%	79.72%	79.72%	79.72%
42	State (aid) share of Equalized Revenue (1 - (41))	428		15.72%	15.72%	14.37%	18.09%	20.85%	20.28%	20.28%	20.28%	20.28%	20.28%	20.28%
43	Equalized Revenue (lesser of (34) or (6) * (8))	423		249,211	247,535	381,466	394,141	408,477	422,552	436,363	441,788	441,788	441,788	441,788
44	Initial LTFM State Aid (42) * (43)	429		39,182	38,919	54,799	71,315	85,149	85,680	88,487	89,586	89,579	89,584	89,581
45	Old formula Grandfathered Alternative Facilities Aid	431		-	-	-	-	-	-	-	-	-	-	-
46	Total LTFM State Aid (Greater of (44) or (45))	432		39,182	38,919	54,799	71,315	85,149	85,680	88,487	89,586	89,579	89,584	89,581
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	435		210,029	208,616	326,667	322,826	323,329	336,871	347,876	355,076	368,633	381,914	394,942
48	**Debt Service Portion of Revenue (non-grandfather districts *)**													
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (20a) + (24)	763+764+765+766			-	122,675	122,325	123,638	124,688	125,475	120,750	121,275	121,538	121,538
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab	767			-	-	-	-	-	-	-	-	-	-
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05				-	-	-	-	-	-	-	-	-	-
51	Total Debt Service Revenue = (49) + (50) + (50b)	768			-	122,675	122,325	123,638	124,688	125,475	120,750	121,275	121,538	121,538
52	Equalized debt Service Revenue (lesser of (43) or (51))	436			-	122,675	122,325	123,638	124,688	125,475	120,750	121,275	121,538	121,538
53	Debt Service Aid = (52) * (42)	438			-	17,623	22,133	25,773	25,283	25,444	24,486	24,590	24,645	24,644
54	Equalized Debt Service Levy = (52) - (53)	439			-	105,052	100,192	97,865	99,405	100,031	96,264	96,685	96,893	96,894
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	440			-	-	-	-	-	-	-	-	-	-
56	**General Fund Portion of Revenue (non-grandfather districts *)**													
57	Total General Fund Revenue = (34) - (51) (includes coop levy, if any in line 33)	441			247,535	258,791	271,816	284,840	297,864	310,888	323,913	336,937	349,961	362,985
58	General Fund Equalized Revenue = (43) - (52)	442			247,535	258,791	271,816	284,840	297,864	310,888	321,038	320,513	320,251	320,251
59	Total General Fund Aid = (46) - (53)	443			38,919	37,176	49,182	59,376	60,398	63,043	65,100	64,989	64,939	64,937
60	General Fund Equalized Levy = (58) * (41)	444			208,616	221,615	222,634	225,464	237,466	247,846	255,938	255,524	255,311	255,314
61	General Fund Unequalized levy = (57) - (58)	445			-	-	-	-	-	-	2,875	16,424	29,711	42,735
62	Total General Fund Levy = (60) + (61)	446			208,616	221,615	222,634	225,464	237,466	247,846	258,812	271,948	285,022	298,049
48	**Debt Service Portion of Revenue (grandfather districts *) * MPLS, Anoka, Bloomington, Robbinsdale, Rochester, St. Paul, Duluth**	763+764+765+766												
51	Total Debt Service Revenue = (49) + (50) + (50b)	768			-	122,675	122,325	123,638	124,688	125,475	120,750	121,275	121,538	121,538
52	Equalized debt Service Revenue (lesser of (43) or (51))	436			-	122,675	122,325	123,638	124,688	125,475	120,750	121,275	121,538	121,538
53	Debt Service Aid = (52) * (42)	438			-	54,799	71,315	85,149	85,680	88,487	89,586	89,579	89,584	89,581
54	Equalized Debt Service Levy = (52) - (53)	439			-	67,876	51,010	38,489	39,007	36,988	31,164	31,696	31,953	31,957
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	440			-	-	-	-	-	-	-	-	-	-

MDE / School Finance Division

FY 27 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection

Revised 6/10/2025

2689 **<= Type in School District Number**

PIPESTONE AREA SCHOOL DISTRICT

Change only if requiring levy adjustments

Payable 2025 LLC Certification

Calculations for Ten Year Projection

		Pay 26	FY 2025	FY 2026	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035
		LLC #			Current Estimate									
56	**General Fund Portion of Revenue (grandfather districts *)**													
57	Total General Fund Revenue = (34) - (51) (includes coop levy, if any in line 33)	441			247,535	258,791	271,816	284,840	297,864	310,888	323,913	336,937	349,961	362,985
58	General Fund Equalized Revenue = (43) - (52)	442			247,535	258,791	271,816	284,840	297,864	310,888	321,038	320,513	320,251	320,251
59	Total General Fund Aid = (46) - (53)	443			38,919	-	-	-	-	-	-	-	-	-
60	General Fund Equalized Levy = (58) * (41)	444			208,616	258,791	271,816	284,840	297,864	310,888	321,038	320,513	320,251	320,251
61	General Fund Unequalized levy = (57) - (58)	445			-	-	-	-	-	-	2,875	16,424	29,711	42,735
62	Total General Fund Levy = (60) + (61)	446			208,616	258,791	271,816	284,840	297,864	310,888	323,913	336,937	349,961	362,985

Notes:

1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.

CERTIFICATION OF MINUTES RELATING TO
GENERAL OBLIGATION FACILITIES MAINTENANCE BONDS, SERIES 2026A

Issuer: Independent School District No. 2689 (Pipestone Area Schools), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on July 28, 2025 at 6:30 p.m. in Conference Room 1148, Middle/High School.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO GENERAL OBLIGATION FACILITIES MAINTENANCE BONDS, SERIES 2026A; AUTHORIZING THE ISSUANCE AND AUTHORIZING THE SUPERINTENDENT OR BUSINESS MANAGER AND ANY BOARD OFFICER TO AWARD THE SALE THEREOF AND TO TAKE SUCH ACTION AND EXECUTE ALL DOCUMENTS NECESSARY TO ACCOMPLISH SAID AWARD AND SALE; AUTHORIZING THE ISSUANCE AND SALE THEREOF AND PROVIDING FOR CREDIT ENHANCEMENT WITH RESPECT THERETO, AND ESTABLISHING COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the bonds referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said bonds; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer this 28th day of July, 2025.

_____
School District Clerk

Member _____ introduced the following resolution and moved its adoption, which motion was seconded by Member _____:

RESOLUTION RELATING TO GENERAL OBLIGATION FACILITIES MAINTENANCE BONDS, SERIES 2026A; AUTHORIZING THE ISSUANCE AND AUTHORIZING THE SUPERINTENDENT OR BUSINESS MANAGER AND ANY BOARD OFFICER TO AWARD THE SALE THEREOF AND TO TAKE SUCH ACTION AND EXECUTE ALL DOCUMENTS NECESSARY TO ACCOMPLISH SAID AWARD AND SALE; AUTHORIZING THE ISSUANCE AND SALE THEREOF AND PROVIDING FOR CREDIT ENHANCEMENT WITH RESPECT THERETO, AND ESTABLISHING COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 2689 (Pipestone Area Schools), Minnesota (the District), as follows:

SECTION 1. AUTHORIZATION AND DISTRICT INDEBTEDNESS. The District is authorized, pursuant to Minnesota Statutes, Section 123B.595 and Chapter 475, to borrow money by the issuance of its general obligation facilities maintenance bonds. This Board hereby determines that it is necessary and desirable and in the best interest of the District to issue its General Obligation Facilities Maintenance Bonds, Series 2026A in a principal amount not to exceed $975,000 (the Bonds). The proceeds of the Bonds will be used, together with any funds of the District which might be required, to finance certain roofing projects (collectively, the Project), as described in the District's ten-year facility plan for Fiscal Year 2027 (the Facility Plan) hereby approved by this Board. Pursuant to the provisions of Minnesota Statutes, Section 123B.595, Subdivision 5, it is hereby determined that the total amount of District indebtedness as of August 1, 2025 is $23,845,000.

SECTION 2. APPROVAL BY COMMISSIONER OF EDUCATION OF THE STATE OF MINNESOTA. The Facility Plan will be submitted to and approved by the Commissioner of Education of the State of Minnesota (the Commissioner) as required by Minnesota Statutes, Section 123B.595, subdivision 5.

SECTION 3. NOTICE PUBLICATION. The Clerk has caused notice of the intended Project, the amount of Bonds to be issued to finance the Project, and the total amount of the District's indebtedness to be published in a legal newspaper of general circulation in the District.

SECTION 4. SOLICITATION OF PROPOSALS; APPROVAL OF THE SALE OF THE BONDS. The District has retained PMA Securities, LLC, in Albertville, Minnesota (PMA), as its independent municipal advisor with respect to the sale of the Bonds. PMA is authorized to solicit proposals for the Bonds on behalf of the District without requirement of published notice, in accordance with Minnesota Statutes, Section 475.60, subdivision 2, paragraph (9). In consultation with PMA, the Superintendent or Business Manager and any Board officer are hereby authorized to approve the sale of the Bonds and execute a bond purchase agreement for the Bonds with the purchaser of the Bonds (the Underwriter), provided that the aggregate principal amount of the Series 2026A Bonds shall not exceed $975,000 and the true interest cost does not exceed 6.00%.

SECTION 5. BOARD RATIFICATION OF SALE. Upon approval of the sale of the Bonds by the Superintendent or Business Manager and any Board officer, the Board will take action at a regularly scheduled or special meeting thereafter to adopt bond resolutions prepared by the District's bond counsel ratifying the sale of the Bonds and incorporating the terms and conditions with respect thereto.

SECTION 6. OFFICIAL STATEMENT. PMA is authorized to prepare and distribute, for the District, a preliminary Official Statement and an Official Statement relating to the sale of the Bonds, and PMA and the Underwriter are each hereby authorized to use a final Official Statement substantially in the form of said Preliminary Official Statement but with such changes therein as are required to conform the same to the terms of the Bonds, and the Superintendent or Business Manager and any Board officer, in consultation with and upon the advice of representatives of PMA and bond counsel, are hereby authorized and directed to finalize and approve such Official Statement and execute and deliver such certifications and to take such steps as are necessary to comply with SEC Rule 15c2-12.

SECTION 7. STATE CREDIT ENHANCEMENT PROGRAM. (a) The District hereby covenants and obligates itself to notify the Commissioner of the Department of Education of the State of Minnesota (the Commissioner of Education) of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provision of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or Business Manager is authorized to execute any applicable Minnesota Department of Education forms.

SECTION 8. REIMBURSEMENT. (a) (i) The Internal Revenue Service has issued Section 1.150-2 of the Income Tax Regulations (the Regulations) dealing with the issuance of tax-exempt obligations all or a portion of the proceeds of which are to be used to reimburse the District for Project expenditures made by the District prior to the date of issuance (the Reimbursement Obligations).

(ii) The Regulations generally require that the District make a declaration of its official intent to reimburse itself for such prior expenditures out of the proceeds of a subsequently issued series of tax-exempt obligations within 60 days after payment of the expenditures, that such obligations be issued and the reimbursement allocation be made from the proceeds of such obligations within the reimbursement period (as defined in the Regulations), and that the expenditures reimbursed be capital expenditures or costs of issuance of the obligations.

(iii) The District desires to comply with requirements of the Regulations with respect to the Project.

(b) (i) The District proposes to undertake Project and to make original expenditures with respect thereto prior to the issuance of Reimbursement Obligations, and reasonably expects to issue Reimbursement Obligations for such project in the maximum principal amounts shown below:

Project	Maximum Amount of Obligations Expected to be Issued for Project
Roofing projects.	$975,000

(ii) Other than (i) de minimis amounts permitted to be reimbursed pursuant to Section 1.150-2(f)(1) of the Regulations or (ii) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, the District will not seek reimbursement for any original expenditures with respect to the foregoing Project paid more than 60 days prior to the date of adoption of this resolution. All original expenditures for which reimbursement is sought will be capital expenditures or costs of issuance of the Reimbursement Obligations.

(c) As of the date hereof, there are no District funds reserved, pledged, allocated on a long term basis or otherwise set aside (or reasonably expected to be reserved, pledged, allocated on a long term basis or otherwise set aside) to provide permanent financing for the original expenditures related to the Project other than pursuant to the issuance of the Reimbursement Obligations. Consequently, it is not expected that the issuance of the Reimbursement Obligations will result in the creation of any replacement proceeds.

(d) The District's Business Manager shall be responsible for making the "reimbursement allocations" described in the Regulations, being generally the transfer of the appropriate amount of proceeds of the Reimbursement Obligations to reimburse the source of temporary financing used by the District to make payment of the original expenditures relating to the Project. Each reimbursement allocation shall be made not later than (i) eighteen (18) months after the date of the original expenditure or (ii) eighteen (18) months after the date the Project is placed in service or abandoned (but in no event later than three (3) years after the original expenditure is paid) and shall be evidenced by an entry on the official books and records of the District maintained for the

Reimbursement Obligations and shall specifically identify the original expenditures being reimbursed.

SECTION 9. EXPIRATION OF AUTHORITY. If the Superintendent or Business Manager and any Board officer have not approved the sale of the Bonds and executed the related bond purchase agreement or agreement by September 30, 2026, the authorization provided in Section 4 of this resolution shall expire.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: "The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.", and

WHERAS, Minnesota Statutes 465.03 provides: "Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full." and

WHERAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Pipestone Area Schools, ISD 2689, gratefully accepts the following donations as identified below:

Christ the King	$200.00	Donation to the Wellness Room
Meinders Community Library	See Attached	Donation to School Library

The motion for adoption of the foregoing resolution made by Member ___ and duly seconded by Member ____and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

The foregoing resolution was approved this 28th day of July, 2025

Independent School District No. 2689
Pipestone, Minnesota 56164

5460

Date 7-9-25

Received of Christ the King Amount $ 100-

For Donation to Wellness Room

Code	Amount	Description
	100-	check

Signed

213

THIS CHECK IS VOID WITHOUT THE SAFETY FEATURES LISTED ON THE BACK

Apply to account: CTK - - CHRIST THE KING LUTHERAN CHURCH 17062521318

CHRIST THE KING LUTHERAN CHURCH
PO BOX 682
PIPESTONE, MN 56164-0682

78-844
0914

DATE
06/17/2025

0006602410

First Bank & Trust
520 6th Street
Brookings SD 57006-2028

PAY ONE HUNDRED DOLLARS AND NO/100

AMOUNT
**$100.00

TO THE ORDER OF PAS WELLNESS ROOM

First Bank & Trust BANKeasy

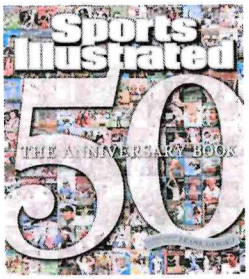
Signature on File -
account holder has pre-approved this check

Memo: Donation

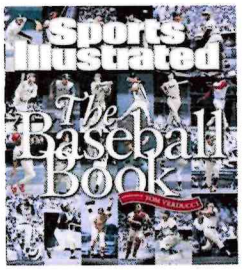
Void After 90 Days

⑈0006602410⑈ ⑆091408446⑆ 115887⑈

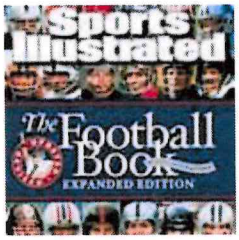
Book Donations from Meinder's Public Library:



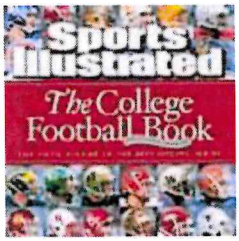
***Sports Illustrated 50th Anniversary Hard Cover Book*: $29.95**



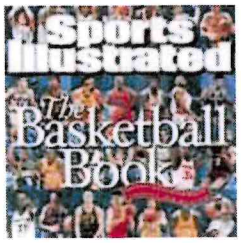
***Sports Illustrated The Baseball Hard Cover Book*: $34.95**



***Sports Illustrated The Football Book Expanded Hard Cover Book*: $39.95**



***Sports Illustrated The College Football Hard Cover Book:* $39.95**



***Sports Illustrated The Basketball Hard Cover Book*: $34.95**

Independent School District No. 2689
Pipestone, Minnesota 56164

5466

Date 7-21-25

Received of Christ the King Amount $ 100—

For Donation to Wellness Room

Code	Amount	Description
	100—	check

Signed BP

215

THIS CHECK IS VOID WITHOUT THE SAFETY FEATURES LISTED ON THE BACK

Apply to account: CTK - - CHRIST THE KING LUTHERAN CHURCH

15072561070

CHRIST THE KING LUTHERAN CHURCH
PO BOX 682
PIPESTONE, MN 56164-0682

78-844
0914

First Bank & Trust
520 6th Street
Brookings SD 57006-2028

DATE
07/15/2025

0006602422

PAY TO THE ORDER OF ONE HUNDRED DOLLARS AND NO/100

PAS WELLNESS ROOM

AMOUNT
**$100.00

First Bank & Trust BANKeasy

Signature on File -
account holder has pre-approved this check

Memo: Donation

Void After 90 Days

MP

⑈0006602422⑈ ⑆091408446⑆ 115887⑈

Technical Updates - The updates to the following policies do not represent changes in the policy. Rather, the updates are purely technical. MSBA recomments that scool boards permit staff to make these changes, though school boards have the authority to require formal board action if they choose.		
Policy	**Readings**	**Update**
606.5 - Library Materials and Form	1	Statutory reference change
613 - Graduation Requirements	1	Statutory reference change
620 - Credit for Learning	1	Statutory reference change
Substantive Updates - Updates arise from changes enacted by the 2025 Minnesota legislature. These updates can be adopted in one school board meeting pursuant to Policy 208		
Policy		
414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse	2	Threatened Injury
418 - Drug Free Workplace/Drug Free School	1	Registry program participant protection
501 - School Weapons Policy	1	Active Shooter Incidents
503 - Student Attendance	1	Excused absence process updated
515 - Protection and Privacy of Student Records	1	Parent Contact Information; student health and census data
516 - Student Medication	2	Replace "auto-injector" with "delivery system"
516.5 - Overdose Medication	1	Provides optional provision for boards to consider
524 - Internet, Technology, and Cell Phone	1	Note added
534 - School Meals Policy	1	New provisions on second breakfast and/or second lunch
602 - Organization of School Calendar and School Day	1	Labor Day start
621 - Literacy and The Read Act	1	Changes to Literacy Aid Uses
707 - Transportation of Public School Students	1	Students with disabilities
709 - Student Transportation Safety Policy	1	Student safety training dates deleted
802 - Disposition of Obsolete Equipment and Material	1	Surplus books provision added
806 - Crisis Management Policy	1	Violence prevention report information also ANNUAL REVIEW
In House Policies		
550 - Student Acceleration to Higher Level Athletic-Activities Policy	Review	
551 - Activity Academic Ineligibility and Probation	Review	

Policy for Consideration		
524.5 - Personal Electronic Communication Devices	1	
Annual Review		
722 - Public Data and Data Subject Requests	Review	
506 - Student Discipline	Review	

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

[NOTE: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, or controlled substances in any school location.

C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.

D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.

B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code, section 812, including analogues and look-alike drugs.

C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.

D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation,

ingestion, or by any other immediate means.

E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health ("Commissioner").

F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.

G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.

I. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.

I. "Use" means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

IV. EXCEPTIONS

A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.

B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes, section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.

D. The school district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program or a Tribal medical cannabis program as a pupil solely because the patient or person is enrolled in the registry program or a Tribal medical cannabis program, unless failing to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related benefit under federal law or regulations.

An employer or a school must provide written notice to a patient at least 14 days before the employer or school takes an action against the patient that is prohibited under Minnesota Statutes, section 342.57, subdivision 3 or 5. The written notice must cite the specific federal law or regulation that the employer or school believes would be violated if the employer or school fails to take action. The notice must specify what monetary or licensing-related benefit under federal law or regulations that the employer or school would lose if the employer or school fails to take action.

A school or an employer must not retaliate against a patient for asserting the patient's rights or seeking remedies under Minnesota Statutes, section 342.57 or section 152.32.

[NOTE: The 2025 Minnesota legislature amended this law.]

V. PROCEDURES

A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.

B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.

C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

D. Employees are subject to the school district's drug and alcohol testing policies and procedures.

E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.

F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.

G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes, section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:

1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and

2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.

[NOTE: MDE information on this requirement is provided in the Resources section of this model policy.]

B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.

C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VII. ENFORCEMENT

A. Students

1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products.

2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service, which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.

3. A student who violates the terms of this policy shall be subject to discipline in

accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.

3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.

4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References:
Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.01, Subd. 15a (Definitions)
Minn. Stat. § 152.0264 (Cannabis Sale Crimes)
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)
Minn. Stat. § 342.56 (Limitations)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)

21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

Resources: To support the requirements for school districts and charter schools outlined in Minnesota Statute 2024, section 120B.215, subdivision 2, and in accordance with subdivision 1, MDE, in collaboration with MDH, the Minnesota Department of Human Services (DHS), and education experts, has created a

List of Model Cannabis Education Programs for School District and Charter School Consideration.

Schools may choose to implement one of the listed programs or they may implement their own program(s) identified through a local curriculum adoption process by the 2026-27 school year. While it is not required for a school district or charter school to use one of the programs in the list, the list and rubric provided may be useful to school districts and charter schools in their own decision-making process.

Please visit MDE's Health Education webpage for more information.

Adopted: 2/28/1997

Revised: 8/25/2014
1/25/2018
8/26/2019
8/22/2022
7/24/2023
7/22/2024
7-28-2025

501 SCHOOL WEAPONS POLICY

[NOTE: School districts are required by statute to have a policy addressing these issues. ATTENTION: This policy incorporates certain provisions of the Minnesota Citizens' Personal Protection Act (often referred to as the "conceal and carry" law).]

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

B. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

C. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

D. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

IV. EXCEPTIONS

A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:

1. active licensed peace officers;

2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;

3. persons authorized to carry a pistol under Minnesota Statutes, section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;

4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes, section 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes, section 97B.045;

   a. Minnesota Statutes, section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Minnesota Statutes, section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."

   b. Minnesota Statutes, section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with sections 624.714 and 624.715.

5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;

6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;

7. a gun or knife show held on school property;

8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or

9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes, section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION

A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:

1. immediate out-of-school suspension;

2. confiscation of the weapon;

3. immediate notification of police;

4. parent or guardian notification; and

5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.

D. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.

2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

[NOTE: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON AND ACTIVE SHOOTER INCIDENTS IN SCHOOL ZONES

A. The school district must electronically report to the Commissioner of the Minnesota Department of Education ("Commissioner") incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.

B. The school district must electronically file an after-action review report for active shooter incidents and active shooter threats to the Minnesota Fusion Center as required under Minnesota Statutes, section 121A.06.

1. "Active shooter incident" means an event involving an armed individual or individuals on campus or an armed assailant in the immediate vicinity of the school.

2. "Active shooter threat" means a real or perceived threat that an active shooter incident will occur.

[NOTE: The 2025 Minnesota legislature enacted the addition to 2.c (Session Law Chapter 35)].

Legal References:
Minn. Stat. § 97B.045 (Transporting Firearms)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)
Minn. Stat. § 609.02, subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M., 611 N.W.2d 802 (Minn. 2000)
In re A.D., 883 N.W.2d 251 (Minn. 2016)

Cross References:
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

Adopted: 11/19/1996
Revised: 10/24/2005, 1/29/2018, 10/25/2021, 8/26/2024
Revised: 7-28-2025

503 STUDENT ATTENDANCE

I. PURPOSE

A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance

and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

a. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to a truant officer or the school official designated by the principal. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.

b. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.

c. The board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.

d. Legitimate Exceptions

The following reasons shall be sufficient to constitute excused absences:

(1) that the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:

(a) child illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth

(b) family emergencies;

(c) the death or serious illness or funeral of an immediate family member;

(d) active duty in any military branch of the United States;

(e) the child has a condition that requires ongoing treatment for a mental health diagnosis; or

(f) other exemptions included in this attendance policy.

(2) that the child has already completed state and district standards required for graduation from high school; or

(3) that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

[NOTE: Subparagraph iii above incorporates the 2024 amendment to Minnesota Statutes, section 120A.22, subdivision 12.]

[NOTE: In 2024, the Minnesota legislature amended Minnesota Statutes, section 120A.22, subdivision 12. The legitimate exceptions set forth above quote this statute. Minnesota law provides that a school board may include other exemptions in the school district's attendance policy. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]

c. Consequences of Excused Absences

(1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

(1) Truancy. An absence by a student which was not approved by the parent and/or the school district.

(2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

(3) Work at home.

(4) Work at a business, except under a school-sponsored work release program.

(5) Vacations with family.

(6) Personal trips to schools or colleges.

(7) Absences resulting from cumulated unexcused tardies.

(8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

(1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

(2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

(3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

(4) Students with unexcused absences shall be subject to discipline in the following manner:

(a) Within 14 days upon receipt of notification, the student or his or her parent or guardian may request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.

(b) After 10 cumulated unexcused absences in a semester, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.

(c) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

C. Tardiness

1. Definition

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

a. Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

a. Illness.

b. Serious illness in the student's immediate family.

c. A death or funeral in the student's immediate family or of a close friend or relative.

d. Medical, dental, orthodontic, or mental health treatment.

e. Court appearances occasioned by family or personal action.

f. Physical emergency conditions such as fire, flood, storm, etc.

g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

b. Consequences of tardiness may include detention after 2 unexcused tardies.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

2. School-initiated absences will be accepted and participation permitted.

3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.

4. If a student is suspended from any class, he or she may not participate in any activity or program that day.

5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodation should be directed to the building principal.

IV. DISSEMINATION OF POLICY

A. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

B. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

V. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes, section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes, section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes, section 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or

2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes, section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;

2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;

3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes, section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes, section 120A.34;

4. That this notification serves as the notification required by Minnesota Statutes, section 120A.34;

5. That alternative educational programs and services may be available in the child's enrolling or resident district;

6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;

7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes, chapter 260C;

8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes, section 260C.201; and

9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

[NOTE: Where truancy services and programs under Minnesota Statutes chapter 260A are available within the school district, the following provisions should also be included in the policy.]

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes, chapter 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565 (1975)
Slocum v. Holton Bd. of Educ., 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Bd. of Educ. of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113, 66 Ill. App.3d 7, 383

N.E.2d 231 (1978)
Gutierrez v. Sch. Dist. R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Bd. of Educ., 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: 11/26/2018

Revised: 10/25/2021
Revised: 12/16/2024
Revised: 7-28-2025

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. DEFINITIONS

A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3,

paragraph (r); and 122A.627, clause (3).

B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.

B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.

C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.

D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:

1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;

2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and

3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and

directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of Behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A principal shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. A teacher, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A teacher shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another. A school employee, which does not include a school resource officer, shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

I. Reasonable Force Reports

1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).

2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;

B. To attend school daily, except when excused, and to be on time to all classes and other school functions;

C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;

D. To make necessary arrangements for making up work when absent from school;

E. To assist the school staff in maintaining a safe school for all students;

F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;

G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;

H. To be aware of and comply with federal, state, and local laws;

I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;

J. To respect and maintain the school's property and the property of others;

K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;

L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

M. To conduct themselves in an appropriate physical or verbal manner; and

N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;

2. The use of profanity or obscene language, or the possession of obscene materials;

3. Gambling, including, but not limited to, playing a game of chance for stakes;

4. Violation of the school district's Hazing Prohibition Policy;

5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;

6. Violation of the school district's Student Attendance Policy;

7. Opposition to authority using physical force or violence;

8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;

10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);

11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;

12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;

13. Violation of the school district's Weapons Policy;

14. Violation of the school district's Violence Prevention Policy;

15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;

16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;

17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;

18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;

19. Violation of any local, state, or federal law as appropriate;

20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

21. Violation of the school district's Internet, Technology, and Cell Phone Acceptable Use and Safety Policy;

22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;

23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;

24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;

25. Violation of directives or guidelines relating to lockers or improperly gaining

access to a school locker;

26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;

27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;

28. Possession or distribution of slanderous, libelous, or pornographic materials;

29. Violation of the school district's Bullying Prohibition Policy;

30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

31. Criminal activity;

32. Falsification of any records, documents, notes, or signatures;

33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;

34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;

35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;

36. Violation of the school district's Harassment and Violence Policy;

37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;

38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;

39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;

41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;

42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;

43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;

44. Violation of the school district's one-to-one device rules and regulations;

45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;

46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.

B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.

C. The school district must not use recess detention unless:

1. a student causes or is likely to cause serious physical harm to other students or staff;

2. the student's parent or guardian specifically consents to the use of recess detention; or

3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.

D. The school district must not withhold recess from a student based on incomplete schoolwork.

E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.

F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.

G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing

responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district code of conduct, rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;

B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.

C. Parent contact;

D. Parent conference;

E. Removal from class;

F. In-school suspension;

G. Suspension from extracurricular activities;

H. Detention or restriction of privileges;

I. Loss of school privileges;

J. In-school monitoring or revised class schedule;

K. Referral to in-school support services;

L. Referral to community resources or outside agency services;

M. Financial restitution;

N. Referral to police, other law enforcement agencies, or other appropriate authorities;

O. A request for a petition to be filed in district court for juvenile delinquency adjudication;

P. Out-of-school suspension under the Pupil Fair Dismissal Act;

Q. Preparation of an admission or readmission plan;

R. Saturday school;

S. Expulsion under the Pupil Fair Dismissal Act;

T. Exclusion under the Pupil Fair Dismissal Act; and/or

U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;

2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;

3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or

4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another.

B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Procedures for Removal of a Student From a Class.

1. The building principal will determine the amount of time appropriateness of a student removal from class.

2. The teacher will follow up on any removal from class with a written description of the incident which led to the request for a student to be removed.

3. Documentation is recorded in the district adopted Student Information System.

D. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)

1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

E. Responsibility for and Custody of a Student Removed from Class.

1. Any student removed from class should report to the principal's office immediately.

2. A student removed from class will be expected to walk to the office without an escort, unless the situation warrants an escort be present.

3. While removed from class, the student may be assigned to a supervised study area and is expected to complete assignments missed while removed.

4. The building principal or designee will be responsible for assigning the student to a supervised study area while removed from class.

F. Procedures for Return of a Student to a Specific Class from Which the Student was Removed.

1. Principal/Teacher/Parent/Student conference to discuss terms and conditions of the students return to class.

2. Conditional return based on terms and conditions defined by the conference.

G. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;

1. Parent/Guardian will be notified by phone, email, or USPS mail whenever there is a violation of school rules which results in disciplinary action.

2. When appropriate, a conference with the parent/guardian and student will be held prior to readmission to school or a class.

H. Students with a Disability; Special Provisions.

1. Any violation of school rules by a disabled student which results in serious disciplinary action or continuous assignment of less severe consequences will be followed up by a conference to determine if further assessment is needed, to review the adequacy of the current IEP and to determine if a referral is needed.

2.. Any student suspected of having a disability may be referred to Special Education services for assessment and determination of eligibility.

I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. District will convene a chemical abuse preassessment team to the extent necessary.

2. Staff shall report chemical abuse concerns to the appropriate administrator for referral to the chemical abuse preassessment team.

XII. DISMISSAL

A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

The use of exclusionary practices for early learner's Pre-K through Grade 3 as defined in Minnesota Statutes, section 121A.425, is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;

2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:

   a. a preschool or prekindergarten program, including an early childhood family education, school readiness, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or

   b. kindergarten through Grade 3.

2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.

3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. <u>Suspension Procedures</u>

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.

3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for less than one day, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no

more than ten (10) days after the sixth (6^{th}) consecutive day of suspension or the tenth (10^{th}) cumulative day of suspension has elapsed.

6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.

7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:

   a. strongly encourage a parent or guardian of the student to attend school with the student for one day;

   b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and

   c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.

9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.

11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.

5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.

7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.

8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.

10. If the student designates a representative other than the parent or guardian,

the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

15. The student cannot be compelled to testify in the dismissal proceedings.

16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.

17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date,

and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13.

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is <u>not</u> a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did

not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;

2. provide an opportunity for involved parties to submit additional information related to the complaint;

3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;

4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;

5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and

6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XX. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.58 (Corporal Punishment; Prone Restraint; And Certain Physical Holds)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. §§ 121A.60 (Definitions)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.611 (Recess and Other Breaks
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 152.22, Subd. 6 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq*. (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References:
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 507.5 (School Resource Officers)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

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9/26/2022
7/22/2024
7/28/2025

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Orig. 2003
Revised: _____ *Rev.*
2025~~4~~

514 BULLYING PROHIBITION POLICY

[NOTE: School districts are required by statute to have a policy addressing bullying.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:

1. on the school premises, at the school functions or activities, on the school transportation;

2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or

3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.

C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district

property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

H. False accusations or reports of bullying against another student are prohibited.

I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;

2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;

4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

J. The school district will act to investigate all complaints of bullying reported to the school

district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or

reason or engaging in extreme or excessive cruelty or delighting in cruelty.

F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.

H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

I. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall

be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and the student's developmental age and behavioral history.~~shall take into account the factors specified in Section II.F. of this policy.~~ School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

[NOTE: The language added above appears in Minnesota Statutes, section

121A.031.]

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent~~(s)~~ or guardian~~(s)~~ of students who are targets of bullying or other prohibited conduct and the parent~~(s)~~ or guardian~~(s)~~ of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law. For purposes of notification presumed under this paragraph, a parent or legal guardian may designate in writing to the school another individual to be notified of the prohibited conduct.

[NOTE: The 2025 Minnesota legislature added the final sentence to Minnesota Statutes, section 121A.031.]

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. ~~Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.~~

[NOTE: The deleted language appears in Article V. above.]

VII. TRAINING AND EDUCATION

A. Consistent with its applicable policies and practices, the school district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all school district personnel to prevent, identify, and respond to prohibited conduct. The school district must establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minnesota Statutes, section 122A.60, to build the skills of all school personnel who

regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;

2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;

2. Partner with parents and other community members to develop and implement prevention and intervention programs;

3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;

4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. Article II, paragraph D, regarding malicious and sadistic conduct must be conspicuously posted throughout each school building.

C. This policy shall be conspicuously posted in the administrative offices of the school and school district in summary form.

D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with students, at the time of employment with the district or the school.

E. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

F. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the school district's or a school's website, consistent with the district policies and practices.

G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

H. The school district designates [insert name of staff member] as the primary contact person in the school building to receive reports of prohibited conduct

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:

1. on the school premises, at the school functions or activities, on the school transportation;

2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or

3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.

C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

H. False accusations or reports of bullying against another student are prohibited.

I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;

2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;

4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

J. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is

found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.

H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

I. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other

knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and the student's developmental age and behavioral history. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

[NOTE: The language added above appears in Minnesota Statutes, section 121A.031.]

E. The school district is not authorized to disclose to a victim private educational or

personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent or guardian of students who are targets of bullying or other prohibited conduct and the parent or guardian of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law. For purposes of notification presumed under this paragraph, a parent or legal guardian may designate in writing to the school another individual to be notified of the prohibited conduct.

[NOTE: The 2025 Minnesota legislature added the final sentence to Minnesota Statutes, section 121A.031.]

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct.

VII. TRAINING AND EDUCATION

A. Consistent with its applicable policies and practices, the school district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all school district personnel to prevent, identify, and respond to prohibited conduct. The school district must establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minnesota Statutes, section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;

2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;

2. Partner with parents and other community members to develop and implement prevention and intervention programs;

3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;

4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. Article II, paragraph D, regarding malicious and sadistic conduct must be conspicuously posted throughout each school building.

C. This policy shall be conspicuously posted in the administrative offices of the school and school district in summary form.

D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with students, at the time of employment with the district or the school.

E. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

F. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the school district's or a school's website, consistent with the district policies and practices.

G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

H. The school district designates Building Principal or designee as the primary contact person in the school building to receive reports of prohibited conduct

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

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515 PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code, section 1232g, *et seq.* (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations, part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and Minnesota Rules, parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

"Authorized representative" means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

"Biometric record," as referred to in "Personally Identifiable," means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

"Dates of attendance," as referred to in "Directory Information," means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Directory Information

"Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include:

a. a student's social security number

b. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;

c. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;

d. personally identifiable data which references religion, race, color, social position, or nationality; or

e. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

A school district may choose not to designate some or all of the enumerated information as directory information. A Minnesota school district may add items to the FERPA definition of "directory information", as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified.

To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board who must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.

The 2024 Minnesota legislature enacted Minnesota Statutes, section 480.40, which includes a law limiting disclosure of personal information concerning "judicial officials" (school districts can review the statutory definition of "judicial official"). "Personal information" about a judicial official includes "the name of any child" and the name of any school that such a child attends if combined with an assertion that the child attends the school. School districts may not "knowingly publicly post, display, publish, sell, or otherwise make available on the Internet the personal information of any judicial official," including in response to requests for directory information.

E. Education Records

1. What constitutes "education records"

Education records means those records that are: (1) directly related to a

student; and (2) maintained by the school district or by a party acting for the school district.

2. What does not constitute education records

The term "education records" does not include:

a. Records of instructional personnel that are:

(1) kept in the sole possession of the maker of the record;

(2) used only as a personal memory aid;

(3) not accessible or revealed to any other individual except a temporary substitute teacher; and

(4) destroyed at the end of the school year.

b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:

(1) maintained separately from education records;

(2) maintained solely for law enforcement purposes; and

(3) disclosed only to law enforcement officials of the same jurisdiction.

c. Records relating to an individual, including a student, who is employed by the school district which:

(1) are made and maintained in the normal course of business;

(2) relate exclusively to the individual in that individual's capacity as an employee; and

(3) are not available for use for any other purpose.

However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.

d. Records relating to an eligible student, or a student attending an institution of post-secondary education, that are:

(1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;

(2) made, maintained, or used only in connection with the provision of treatment to the student; and

(3) disclosed only to individuals providing the treatment; provided

that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

e. Records created or received by the school district after an individual is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes, section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes, section 13.05 or a court order.

G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

H. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

I. Legitimate Educational Interest

"Legitimate educational interest" includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;

2. Perform a supervisory or instructional task directly related to the student's education;

3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid; or

4. Perform a task directly related to responding to a request for data.

J. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

K. Personally Identifiable

"Personally identifiable" means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

L. Record

"Record" means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

M. Responsible Authority

"Responsible authority" means superintendent or designee.

N. Student

"Student" includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. "Student" also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

O. School Official

"School official" includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

[NOTE: School districts may wish to reference police liaison officers in the definition of a "school official." Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new

subpart (e). Caution should be used to ensure that police liaison officers are considered "school officials" only when performing duties as a police liaison officer and that they are trained as to their obligations pursuant to this policy. Consultation with the school district's legal counsel is recommended.]

P. Summary Data

"Summary data" means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

Q. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;

2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;

4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;

6. The right to be informed about rights under the federal law; and

7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 Code of Federal Regulations, section 99.31(a).

C. Students with a Disability

The school district shall follow 34 Code of Federal Regulations, sections 300.610-300.617 with regard to the privacy, notice, access, recordkeeping, and accuracy of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.

2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:

   a. a specification of the records to be disclosed;

   b. the purpose or purposes of the disclosure;

   c. the party or class of parties to whom the disclosure may be made;

   d. the consequences of giving informed consent; and

   e. if appropriate, a termination date for the consent.

3. When a disclosure is made under this subdivision:

   a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and

   b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.

4. A signed and dated written consent may include a record and signature in electronic form that:

   a. identifies and authenticates a particular person as the source of the electronic consent; and

b. indicates such person's approval of the information contained in the electronic consent.

5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:

a. in plain language;

b. dated;

c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;

d. specific as to the nature of the information the subject is authorizing to be disclosed;

e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;

f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and

g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes, chapter 256B or Minnesota Care under Minnesota Statutes, chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;

2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:

a. performs an institutional service or function for which the school district would otherwise use employees;

b. is under the direct control of the school district with respect to the use and maintenance of education records; and

c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;

3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United States Code, section 7917, *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes, section 260B.171, unless the data are required to be destroyed under Minnesota Statutes, section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;

4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;

5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:

   a. determine eligibility for the aid;

   b. determine the amount of the aid;

   c. determine conditions for the aid; or

   d. enforce the terms and conditions of the aid.

   "Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:

   a. before November 19, 1974, if the allowed reporting or disclosure

concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or

b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers;

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;

9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;

10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or

designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code, section 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;

13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;

14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;

15. To the parent of a student who is not an eligible student or to the student himself or herself;

16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;

17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed

by the educational agency or institution for students or former students;

18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:

    a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;

    b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

    The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member,

substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

    The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 United States Code, section 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will

not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

23. When requested, and in accordance with requirements for parental consent in 34 Code of Federal Regulations, section 300.622(b)(2), and part 99, educational agencies or institutions may share personal student contact information and directory information for students served in special education with postsecondary transition planning and services under Minnesota Statutes, section 125A.08, paragraph (b), clause (1), whether public or private, with the Minnesota Department of Employment and Economic Development, as required for coordination of services to students with disabilities under Minnesota Statutes, sections 125A.08, paragraph (b), clause (1); 125A.023; and 125A.027.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;

2. Pursuant to a statute specifically authorizing access to the private data; or

3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Educational Data

1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:

   a. Minnesota Statutes, section 13.32, subdivision 5; and

   b. 20 United States Code, section 1232g, and 34 Code of Federal Regulations, section 99.37, which were in effect on January 3, 2012.

2. The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under Minnesota Statutes, section 13.32.

3. A parent's personal contact information must be treated as private data on individuals regardless of whether that contact information was previously designated as or treated as directory information under Minnesota Statutes, section 13.32, subdivision 2.

4. When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein.

1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.

2. The school district shall give annual notice by any means that are reasonably likely to inform the parents and eligible students of:

   a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;

   b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and

   c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

[NOTE: Federal law allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.3. that specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes.

To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy

decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]

3. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.

4. A parent or eligible student may not opt out of the directory information disclosures to:

   a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or

   b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.

5. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;

2. Home address;

3. School presently attended by student;

4. Parent's legal relationship to student, if applicable; and

5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:

   a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;

   b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;

   c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;

   d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and

   e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes, sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-

connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes, chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes, chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes, chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.

2. A complainant has access to a statement he or she provided to the school district.

3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes, section 13.393.

4. Once a civil investigation becomes inactive, civil investigative data becomes

public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:

a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;

b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or

c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.

5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40, *et seq*.

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;

2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and

3. copying fees shall not be imposed.

C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the building principal in writing by September 1 each year. The written request must include the following information:

1. Name of student and parent, as appropriate;

2. Home address;

3. Student's grade level;

4. School presently attended by student;

5. Parent's legal relationship to student, if applicable;

6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and

7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.

D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.

E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the

eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:

   a. The disclosures meet the requirements of Section VI. of this policy; and

   b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.

2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code, section 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

   [NOTE: 42 United States Code, section 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 Code of Federal Regulations, section 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;

2. Titles and addresses of person(s) responsible for the security of student records;

3. Location of student records, by category, in the buildings;

4. Means of securing student records; and

5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy, and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, that indicates:

   a. the parties who have requested or received personally identifiable information from the education records of the student;

   b. the legitimate interests these parties had in requesting or obtaining the information; and

   c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.

2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:

a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;

b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and

c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations, section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.

3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B) or an act of domestic or international terrorism.

[NOTE: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]

4. The record of requests of disclosures may be inspected by:

a. the parent of the student or the eligible student;

b. the school official or his or her assistants who are responsible for the custody of the records; and

c. the parties authorized by law to audit the record-keeping procedures of the school district.

5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:

a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and

b. the parties to whom the school district disclosed the information.

6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and

2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.

3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:

   a. the cost of materials, including paper, used to provide the copies;

   b. the cost of the labor required to prepare the copies;

   c. any schedule of standard copying charges established by the school district in its normal course of operations;

   d. any special costs necessary to produce such copies from machine-based record-keeping systems, including but not limited to computers and microfilm systems; and

   e. mailing costs.

2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.

3. The cost of providing copies shall be borne by the parent or eligible student.

4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.

2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.

3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.

2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.

3. Any statement placed in the education records of the student under Subdivision B. of this section shall:

    a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and

    b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.

2. The hearing may be conducted by any individual, including an official of the

school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.

3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.

4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minnesota Statutes, chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

B. Data practices compliance official means ***[designate title and actual name of individual]***.

C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;

2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;

3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;

4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;

5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and

6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the superintendent's

office.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32, Subd. 5 (Directory Information)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 480.40 (Personal Information, Dissemination)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
25 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273 309 (2002)
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 520 (Student Surveys)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

Additional Resources
U.S. Department of Education
FAQs on Photos and Videos under FERPA | Protecting Student Privacy (012325)
https://studentprivacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa

Letter to Wachter Regarding Surveillance Video of Multiple Students | Protecting Student Privacy (012325)
https://studentprivacy.ed.gov/resources/letter-wachter-regarding-surveillance-video-multiple-students

School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA) | Protecting Student Privacy (012325)

Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices | Protecting Student Privacy (102325)

FERPA/IDEA Crosswalk | Protecting Student Privacy (012325)

What is the Protection of Pupil Rights Amendment? | Protecting Student Privacy (012325)

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1/29/2018
10/25/2021
8/22/2022
7/22/2024
7/28/2025

516.5 OVERDOSE MEDICATION

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)[i], and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: (1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; (2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and (3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

A. **"Drug-related overdose"** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.

B. **"Naloxone Coordinator"** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district's Naloxone Coordinator is [insert title of staff person appointed as coordinator].

C. **"Opiate"** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.

D. **"Opiate Antagonist"** means naloxone hydrochloride ("Naloxone") or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.

E. **"Standing Order"** means directions from the school district's medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing

an opioid overdose. This Standing Order should include the following information:

1. Administration type

2. Dosage

3. Date of issuance

4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.

[NOTE: The Minnesota Department of Education offered guidance regarding the meaning of "school site." If a school site includes multiple buildings, the two-dose requirement applies to buildings used for instruction. It does not apply to administrative buildings, facility buildings, ice arenas, and similar buildings not used for instruction.]

B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.

C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.

D. <u>District Collaborative Planning and Implementation Team</u>

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team ("District Planning Team") who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.

2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.

3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district

(nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:

a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;

b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;

c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and

d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.

4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

E. Site Planning Teams

1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.

2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

F. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

G. ~~The school district allows a student in grades 9 through 12 to possess and administer an opiate antagonist to another high school student. The protections of Minnesota Statutes, section 604A.04 apply to the possession and administration of opiate antagonists according to Minnesota Statutes, section 121A.224.~~

[NOTE: The 2025 Minnesota legislature enacted paragraph G. This provision is optional: school districts are not required to adopt paragraph G.]

V. NALOXONE STORAGE

A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc*.).*

[NOTE: School districts may decide that Naloxone will not be sent on field trips, transportation or activities that occur outside of the typical school day or off school property and may modify this statement accordingly. If Naloxone is provided during these auxiliary activities, schools should ensure that it is only provided if there is an available trained staff member to administer it and that the medication can be safely and legally stored and transported.]

B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.

C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

Legal References:
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.224 (Opiate Antagonists)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)
Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross Reference: MSBA/MASA Model Policy 516 (Student Medication)

Resources: Minnesota Department of Health, School Toolkit on Naloxone Administration in School Settings

[i] Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the internasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intermuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

Adopted: 5-22-2023
Revised: 7-24-2023
Revised: 7-28-2025

524 INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:

a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;

b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;

c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;

d. information or materials that could cause damage or danger of disruption to the educational process;

e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.

4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

[NOTE: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]

a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between

employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

(1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or

(2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "X," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.

7. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

8. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

9. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when

off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;

2. Child pornography; or

3. Harmful to minors.

B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

D. An administrator, supervisor, or other person authorized by the Superintendent may

disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.

E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes, chapter 13 (Minnesota Government Data Practices Act).

F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher

shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

A. All users shall be notified of the school district policies relating to Internet use.

B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with school district policies.

2. Disclaimers limiting the school district's liability relative to:

   a. Information stored on school district diskettes, hard drives, or servers.

   b. Information retrieved through school district computers, networks, or online resources.

   c. Personal property used to access school district computers, networks, or online resources.

   d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.

3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.

5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.

6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.

7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action

may be taken and/or appropriate legal action may be taken.

8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.

2. A description of parent/guardian responsibilities.

3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.

4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.

5. A statement that the school district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

A. "Technology provider" means a person who:

1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and

2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.

B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;

2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and

3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:

1. the technology provider's employees or contractors have access to educational data only if authorized; and

2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.

F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.

B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:

1. any location-tracking feature of a school-issued device;

2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or

3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.

C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:

1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;

2. the activity is permitted under a judicial warrant;

3. the school district is notified or becomes aware that the device is missing or stolen;

4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;

5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes, section 121A.031; or

6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.

D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. CELL PHONE USE

The school board directs the superintendent and school district administration to establish rules and procedures regarding student possession and use of cell phones in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.

The school board recognizes the challenges created with personal cell phones, smart watches, and wireless ear buds/headphones during the academic portion of the school day. These devices can be distracting and can contribute to cyber bullying as well as disruption to academic time in the school day.

During the academic portions of the school day cell phones, smart watches, wireless ear buds/headphones, and other personal connected technology devices shall be stored in a secure location. Exceptions include a device prescribed by an IEP or 504, or medically directed by a physician.

As directed by administration, students will either store their "cell phones" in an administratively designated secure location in the classroom upon entering, or keep "cell phones" in their lockers.

"Cell phones" are not to be accessed during the academic portions of the school day. These rules are designed to enhance the educational experience in the classroom and to minimize distraction and the impact of cell phone and personal device use on student behavior, mental health, and academic achievement.

~~**Cell phone policy for high school**:~~

~~1. Cell phones will be allowed before school, during lunch, and after school. Students are not allowed to use these devices during the time that class is in session. It is the expectation of the school that students place their cell phones on silent in a designated location within the classroom that has been determined by the classroom teacher. High school students should not have phones out when the bell rings to start class and until after the bell rings to release students to their next class.~~

~~2. If a teacher determines that a student has violated this policy, the teacher will collect the device and bring it to the office. The use of such devices in school is a privilege and not a guaranteed student right. The school will not be held accountable for the security of electronic equipment~~

~~brought to school.~~

~~**Cell phone policy for middle school**:~~

~~1. Electronic devices are permitted before and after school. During the day they are to be turned off and in the student's locker. Consequences may include loss of device for the school day, detention, or parental notification and collections.~~

~~2. If a teacher determines that a student has violated this policy, the teacher will collect the device and bring it to the office. The use of such devices in school is a privilege and not a guaranteed student right. The school will not be held accountable for the security of electronic equipment brought to school.~~

~~**Middle School/High School Consequences for Violating Cell Phone Policy:**~~

- ~~1st offense: verbal warning/documented/confiscation of phone until the end of the day (in the office)~~
- ~~2nd offense: Automatic 30-minute detention/confiscation of phone until the end of the day (parent contact)~~
- ~~3rd offense: Automatic 60-minute detention/confiscation of phone until the end of the day (parent contact)~~
- ~~4th offense: Automatic 90-minute detention. Cell phone plan created with parent/guardian and school administration. Phone will be held by administration during days or not allowed on site.~~

XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVII. IMPLEMENTATION; POLICY REVIEW

A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.

B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.

D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.73 (School Cell Phone Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)

Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. 180, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 1942003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References:
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: 7/25/2011
Revised: 9/24/2014, 7/22/2019, 7/27/2020, 9/27/2021, 8/22/2022
Revised: 7/22/2024
Revised: 7/28/2025

534 SCHOOL MEALS POLICY

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or second meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

A. Students have use of a meal account. The Food Service Program is a pre-payment program. Meal accounts should be maintained with a positive balance at all times. If a lunch balance reaches zero, a student may no longer charge any a la carte items or second meals until funds are deposited into the account. Submit payments to Pipestone Area Schools Food Service Department, 1401 7th St SW, Pipestone, MN 56164 or making a payment online at mypaymentsplus.com

B. Free School Meals Program

1. The free school meals program is created within the Minnesota Department of Education

2. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.

3. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.

4. Each school that participates in the free school meals program must:

   a. participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and

   b. provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.

c. A student who has been determined eligible for free and reduced-price meals must always be served a reimbursable meal even if the student has an outstanding debt.

C. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

D. When a student has a negative account balance, the student will not be allowed to charge a snack item.

E. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

F. A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast.

G. A student may purchase a second lunch at the nonprogram price if the student has already selected a reimbursable lunch.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.

B. Families will be notified of ~~an outstanding negative~~ a low balance once the ~~negative~~ balance reaches ~~$5~~ 10 ~~or *[insert number of meals]*.~~ Families will be notified by automated calling system, email, and/or letters sent home

C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals; or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges.

B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

C. Negative balances not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

E. The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:

1. all households at or before the start of each school year;

2. students and families who transfer into the school district, at the time of enrollment; and

3. all school district personnel who are responsible for enforcing this policy.

B. The school district will post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.

C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111 (School Meals Policies; Lunch Aid; Food Service Accounting)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: None

Adopted: 8/29/2009 – (District created under a different Policy Number)

Revised: 8/27/2018
12/19/2022
7/22/2024
7/28/2025

550 STUDENT ACCELERATION TO HIGHER-LEVEL ATHLETIC-ACTIVITIES POLICY

I. PURPOSE

The purpose of this policy is to provide guidelines for the promotion of middle school athletes to compete at a high school level.

II. GENERAL STATEMENT OF POLICY

As a general rule, Pipestone Area School District does not promote the acceleration of middle school students (grades 7–8) into high school (grades 9–12) athletic programs. Participation in athletic teams representing Pipestone Area High School is typically reserved for students who are regularly enrolled in high school classes. These teams are considered an essential component of the high school educational experience and are primarily intended to meet the developmental and competitive needs of high school students.

This policy serves as a foundational guideline for athletic participation within our district. However, in rare circumstances, a middle school student may demonstrate exceptional physical ability that warrants consideration for participation at the high school level. In such cases, a careful and deliberate evaluation must be conducted, taking into account the following factors:

1. The needs of the student-athlete, with particular attention to their physical, mental, and emotional well-being.
2. The impact on the student-athlete's current middle school team.
3. The potential displacement of current high school athletes as a result of the proposed acceleration.

At the middle school level, the emphasis is placed on participation and skill development. This differs from the high school level, where the philosophy shifts toward increased competitiveness and a stronger focus on performance and playing to win.

III. DEFINITIONS

- Grades 9-12 shall be considered as the high school program.
- Grades 7-8 shall be considered the middle school program considered for acceleration.

IV. EXCEPTION

In certain situations, 9th grade or junior varsity teams may experience a shortage of participants. When this occurs, middle school athletes may be temporarily accelerated to participate at the high school level on an as-needed basis to ensure a team can be fielded.

To initiate this process, the varsity coach must submit a written request to the Activities Director or High School Principal. In the absence of both, the request should be directed to the Superintendent. This request must outline the specific need for temporarily accelerating middle school participants (e.g., due to injury, illness, or insufficient roster numbers).

It is important to note that any middle school students approved for temporary acceleration will continue to participate with their middle school teams. The purpose of this exception is to address short-term roster gaps, not to permanently move athletes to the high school program.

Final approval rests with the designated administrator, who will determine whether temporary acceleration is warranted. Additionally, a parent or guardian permission form must be completed and submitted to the Activities Director before the athlete participates in any high school-level practices or competitions.

It is the coach's responsibility to ensure this form is completed and submitted before participation occurs.

V. PROCEDURE

1. The head coach must submit a formal, written request to the Activities Director to initiate the acceleration process.
2. A meeting will be held among the head coach, Activities Director, and Principal to discuss all relevant factors, including academic performance, social/emotional readiness, eligibility status, and physical ability. A consensus decision will be made.
3. A meeting will then be scheduled with both parents/guardians (if available) to review the decision:
   a. If the decision is **not to accelerate** the athlete, the rationale for the decision will be explained to the parents.
   b. If the decision is **to accelerate** the athlete, the advantages and potential drawbacks of acceleration will be reviewed with the parents.
4. The coach is responsible for obtaining signatures from both custodial parents/guardians on all required documentation. These signatures confirm that the meeting occurred and the parents agreed to the student-athlete's acceleration.
5. The documentation shall be held by the Activities Director for six (6) years or upon graduation of the student athlete, whichever comes first.

~~VI. PROBLEM CLAUSE~~

~~Within the course of the season, if the move is not working for the student, a meeting can be initiated by either the parent or the coach, with the activities director and the principal to discuss any problems. If it is deemed the move has not been the correct thing for the student, the student can be assigned to return back to their original team. However, the student cannot play on their original team and a higher level team at the same time.~~

VI. REFERENCES

MSHSL Bylaws – 105, 302, 109, 303.4 and 105.00 Interpretations

Advantages of Acceleration:

1. Need to challenge the athletes by placing with and against better competition.
2. Opportunity to participate in increased number of contests.
3. The athlete may experience frustrations due to the disparity in skill level if they continue to play at present level.
4. More opportunities will exist for the athletes from the team the player left. A non-starter now may become a starter.
5. The competition for positions on the team they are moved to may be increased, which may improve intensity and skill development for everyone.
6. Athletes will be given an opportunity to advance their skill level in a team sport just as they can in an individual sport.

Disadvantages of Acceleration:

1. The parents and athletes of members of the team the athlete is moving to will feel they or their child is being displaced.
2. The athletes/parents from the team they are leaving and the team they are going to could disagree with the promotion causing socialization issues in school and the community for the accelerated athlete.
3. Athletes will sometimes feel they are not connected to any team.
4. The team the athlete is moving from loses a role model and an extra peer teacher to help that team develop better skills.
5. Expectations for the accelerated athlete may be greater by the coaches, parents, and fans. These expectations may not be realized and thus a sense of failure may emerge.
6. An increased time commitment, longer season, split shifts at practice, transportation issues, etc., may negatively impact school work and home responsibilities.
7. The continuity of the grade level team and the team accelerated to could by high disrupted.
8. Acceleration may open the athlete up to scrutiny by parents, classmates, and community members.
9. The injury and risk factor is increased due to participation against bigger, faster, and stronger athletes.
10. Once the athlete is accelerated the move is permanent and they are ineligible to return to their previous level.

Adopted: 8-28-2007
Revised: 1-27-2014
Revised: 4-25-2022
Revised: 7-28-2025

STUDENT ACCELERATION TO HIGHER-LEVEL ATHLETIC-ACTIVITIES FORM

I _____, agree that my child, _____
(Name of Parent) (Name of Student)

may be accelerated in _____ in accordance with the Pipestone Area School's Athletic
(Sport)

Acceleration Policy. I also realize this acceleration is permanent. I have read the policy and realize that I can say no to this suggested action.

_____ I want my child to be accelerated on a permanent basis.

_____ I do not wish my child to be accelerated on a permanent basis.

_____ _____
(Parent) (Date)

_____ _____
(Parent) (Date)

_____ _____
(Head Varsity Coach) (Date)

_____ _____
(Activities Director) (Date)

551 ACTIVITY ACADEMIC INELIGIBILITY AND PROBATION

I. PURPOSE

The purpose of this policy is to define the method for determining whether a student is academically eligible to participate in school activities. The activities include but are not limited to the following:

Baseball	Basketball	Cross Country	Tennis
Track & Field	Cheerleading	Golf	Softball
Volleyball	Plays/Musicals	FFA	Football
Gymnastics	Wrestling	Marching Band	Robotics
Pep Band	Music Ensembles	Knowledge Bowl	Speech
E-Sports	Clay Target		

II. GENERAL STATEMENT OF POLICY

A. It is the intention of this policy to stress the value of a sound academic record and graduate on time from Pipestone Area Schools. The Activities director will inform the high/middle school staff, coaches, and the building principal of students that are ineligible.

B. The Minnesota State High School League policy states that to be eligible for participation in MSHSL activities, one must be making satisfactory progress towards graduation. Our goal is to develop the total student in all of our programs. This requirement will emphasize to students the alignment with Policy 510 – School Activities, and our beliefs in the value of co-curricular activities.

III. STANDARDS

A. Standards of academic eligibility to participate in extracurricular activities will be measured by:

1. Students (Grades 7-12) must have no incomplete grades or F's in any class.
2. Four grading periods- most current grading period is used to determine eligibility.

   -1st quarter -2nd quarter -3rd quarter -4th quarter
3. Fourth quarter grades will roll over for the following school year.

IV. CONSEQUENCES

A. Athletics (Category I Activities)

1. Students that fail to meet these standards will miss two weeks or two contests (whichever is longer).
2. If after two weeks/two contests, the student is meeting expectations (completed progress form signed by all teachers) he/she will regain their eligibility.

B. Activities/Fine Arts (Category II Activities)

1. Students shall miss the next one event/contest he/she participates in.
2. If after the event/contest, the student is meeting expectations completed progress form signed by all teachers) he/she will regain their eligibility.

* If at any time a student makes up work for the previous quarters failed class(s) the student becomes immediately eligible once the grade change has been recorded and corrected.

C. Any player deemed ineligible to participate, regardless of reason, whether academic, chemical violation, coach's decision, etc. cannot dress for the contest/s they are ineligible for. Furthermore, the coach determines whether or not the ineligible player can go to away contests.

D. ICU List – Students on the ICU list are subject to missing practice and/or contests until their assignments are completed. Coaches will use discretion when mandating students complete their ICU assignments. Multiple supports are available to students including study sessions before, during and after school.

E. Administration has discretion over unique or extenuating circumstances.

V. APPEAL POLICY

A. Students have the right to appeal their academic ineligibility. Any student who chooses to appeal their Academic Ineligibility should do so within 3 days after grades have been posted. Appeals should be made to the Activities Director in writing.

1. A committee consisting of an administrator, teacher, and counselor will review the appeal.
2. The committee will make a decision within two (2) days after hearing the appeal.

Adopted: 8/24/09
Revised: 9/27/10, 7/22/2019
Revised: 4/24/2023
Revised: 7-28-2025

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

III. CALENDAR RESPONSIBILITY

A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.

B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.

1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of $400,000 or more affecting a school district school facility.

2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minnesota Statutes, section 123A.30, 123A.32, or 123A.35 with a school district that qualifies under Section III.B.1.

3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.

[NOTE: The 2025 Minnesota legislature enacted the following:

Notwithstanding Minnesota Statutes, section 120A.40, paragraph (a), or other law to the contrary, for the 2026-2027 and 2027-2028 school years only, a school board may vote to begin the school year on September 1 or later. Nothing in this section limits a district's authority to begin the school year on any day before Labor Day under section 120A.40, paragraph (b).]

C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

IV. SCHOOL DAY RESPONSIBILITY

A. The superintendent shall be responsible for developing a schedule for the student day,

subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.

B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.

C. Proposed changes in the school day shall be subject to review and approval by the school board.

V. E-LEARNING DAYS

A. An "e-learning day" is a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather.

B. A school district may designate up to five e-learning days in one school year.

C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.

D. A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.

E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.

F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.

G. On an e-learning day, each student's teacher must be accessible both online and by telephone during normal school hours to assist students and parents.

H. When the school district declares an e-learning day, it must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

Legal References: Minn. Stat. § 10.55 (Juneteenth)
Minn. Stat. § 120A.40 (School Calendar)
Minn. Stat. § 120A.41 (Length of School Year; Hours of Instruction)
Minn. Stat. § 120A.414 (E-Learning Days)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Conduct of School on Certain Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)

Minn. Stat. § 123A.35 (Cooperation and Combination)
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)
Minn. Stat. § 645.44 (Words and Phrases Defined)

Cross References: MSBA/MASA Model Policy 425 (Staff Development)

Adopted: 3/18/1996

Revised: 2/27/2006
6/24/2019
11/23/2020
8/22/2022
7/24/2023
7/22/2024
7/28/2025

606.5 LIBRARY MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction and to delegate responsibility for selection and reconsideration of library materials.

II. GENERAL STATEMENT OF PURPOSE

The school board recognizes that library materials serve as a vital component of a student's education by enriching the breadth of the curriculum as a whole and meeting the needs and interests of individual students. The purpose of library materials is to meet the needs of all students. Therefore, questions regarding selection and reconsideration of library materials should be handled differently than those concerning textbooks and instructional materials.

To ensure that library materials fulfill this role, the school board delegates to the superintendent or the superintendent's designee responsibility for administering a process for selection of library materials. Responsibility for selection shall rest with professionally trained school district staff, with recognition that the school board has the final authority on selection of library materials. Parents and guardians have the right and the responsibility to determine their children's access to library materials.

[NOTE: The school board may choose to revise the General Statement of Purpose.]

III. DEFINITIONS

A. "Library" is the school district resource that holds the library collection that serves the information and independent reading needs of students and supports the curriculum needs of teachers and staff. The term "library" includes a school library media center. The term also includes access to electronic materials.

For school districts with multiple school buildings, the term "library" refers to the resource within a specific school building.

Minnesota Statutes, section 124D.991, states that a school district or charter school library or school library media center provides equitable and free access to students, teachers, and administrators and that a school library or school library media center must have the following characteristics:

1. ensures every student has equitable access to resources and is able to locate, access, and use resources that are organized and cataloged;

2. has a collection development plan that includes but is not limited to materials selection and deselection, a challenged materials procedure, and an intellectual and academic freedom statement;

3. is housed in a central location that provides an environment for expanded learning and supports a variety of student interests;

4. has technology and Internet access; and

5. is served by a licensed school library media specialist or licensed school librarian.

[NOTE: The school board may add a sentence that incorporates the term(s) used to identify libraries in the school district, such as "The school district's libraries are commonly referred to as media center]

B. "Library collection" consists of the library materials made available to students.

C. "Library materials" are the books, periodicals, newspapers, manuscripts, films, prints, documents, videotapes, subscription content, electronic and digital materials (including e-books, audiobooks, and databases), and related items made available to students in a school building or through access to electronic materials This term does not include materials made available to students as part of the curriculum.

D. "Library media specialist" is a teacher holding a Library Media Specialist teaching license issued by the Professional Educator Licensing and Standards Boards and who is trained to deliver library services to students and staff in a library. A library media specialist is authorized under Minnesota Rules to provide to students in kindergarten through grade 12 instruction that is designed to provide information and technology literacy skills instruction, to lead, collaborate, and consult with other classroom teachers for the purpose of integrating information and technology literacy skills with content teaching, and to administer media center operations, programming, and resources.

[NOTE: The specific titles of the school district's library staff should be used for this definition and substituted for "library media specialist" throughout this model policy. Please note the new 2024 law in Article IV regarding administration of selection and reconsideration procedures.]

IV. RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

A. The school board recognizes the expertise of the school district's professional staff and the vital need of such staff to be responsible for selection of library materials.

B. While recommendations by administrators, faculty members, students, parents, and other community members may be considered, the final responsibility for selection of library materials shall rest with the library media specialist.

C. The procedures for selection and reconsideration set forth in this policy will be administered by:

1. a licensed library media specialist under Minnesota Rules, part 8710.4550;

2. an individual with a master's degree in library science or library and information science; or

3. a professional librarian or a person trained in library collection management.

D. The school board may decline to purchase, lend, or shelve or remove access to library materials legitimately based on:

1. practical reasons, including but not limited to shelf space limitations, rare or antiquarian status, damage, or obsolescence;

2. legitimate pedagogical concerns, including but not limited to the appropriateness of potentially sensitive topics for the library's intended audience, the selection of library materials for a curated collection, or the likelihood of causing a material and substantial disruption of the work and discipline of the school; or

3. compliance with state or federal law.

[NOTE: In 2024, the Minnesota legislature enacted a new law—Minnesota Statutes 134.51--that includes the new provisions above.]

V. SELECTION OF LIBRARY MATERIALS

A. Selection Criteria: The library materials selection process should result in a library collection that, when considered as a whole, is consistent with the following criteria:

1. Library materials shall support and be consistent with the general educational goals of the state and the district and the aims and objectives of individual schools and specific courses;

2. Library materials shall be chosen to enrich and support the curriculum as well as to promote reading for pleasure by responding to the personal needs and interests of student users;

3. Library materials shall not be excluded because of the race, nationality, religion, sex, gender, or political views of the writer;

4. Library materials shall be appropriate to and reflect the needs, ages, maturity level, emotional development, ability levels, learning styles, social development, background, diversity, and needs and interests of the students for whom the materials were selected;

5. Library materials shall meet high standards of quality in one or more of these categories (presented alphabetically):

   a. Artistic quality and/or literary style;

   b. Authenticity;

   c. Critical thinking;

   d. Educational significance;

   e. Factual content;

   f. High interest for intended audience; and

   g. Readability.

6. The selection of library materials shall conform to the constraints of the school district budget.

[NOTE: Before adopting selection criteria, the school board is strongly encouraged to consult with the licensed library media specialist, who possesses professional expertise and experience in selecting appropriate

library materials. The school board may choose to adopt selection criteria specifically designed for each school building.]

[NOTE: A school board may choose to adopt similar selection criteria for classroom library materials, with the classroom teacher making selection decisions. If a school board chooses to address classroom libraries, the board can decide whether to follow the reconsideration process in this model policy or to create a different process for classroom library materials.]

B. The library media specialist shall consult sources and specialists experienced in library materials collections appropriate for the building's students and that are reputable, experienced, unbiased, and professionally trained in school library materials.

[NOTE: The school board may choose to identify specific sources and specialists that satisfy this paragraph.]

C. The superintendent or the superintendent's designee shall be responsible for keeping the school board informed of progress on review and selection of each building's library materials.

D. Library materials that are outdated, inaccurate, no longer useful for curricular support or reading enrichment, or have not been utilized for an extended period of time may be removed. Library materials that are in poor physical condition may be removed or replaced as determined by the library media specialist or the principal.

E. Gifts and Donations of Library Materials

Materials offered for donation or gifted to a school library may be accepted if they comply with the library collection selection criteria and approved by the library media specialist. The school district's libraries welcome donations of books and other resource materials from individuals and organizations, but also reserve the right to decline to accept library materials that do not meet the criteria for selection. In addition, financial donations to benefit school district's libraries will be accepted with the understanding that funds will be used to purchase materials that are needed for libraries based on the needs of the individual schools.

VI. INDIVIDUAL STUDENT ACCESS TO SPECIFIC LIBRARY MATERIAL

A parent or guardian may request that access to specific material in the library materials collection be restricted from their student. The school shall take reasonable steps to fulfill this request. This type of request will not result in removal of specific library collection material from the library or restrictions upon any other student accessing specific library materials.

VII. RECONSIDERATION OF SPECIFIC LIBRARY MATERIAL

A. The school board seeks to uphold students' access to library materials that meet the educational goals and selection criteria set forth in this policy.

B. A school district employee, student, or a parent or guardian of a school district student may request reconsideration of specific library material on the basis of appropriateness. Access to the material in question shall not be restricted until the procedures listed below have been fully completed and a decision to remove or restrict the materials has been made.

[NOTE: The school board may decide whether to allow a building principal to

remove library materials pending completion of the reconsideration process.]

C. Informal Request for Reconsideration of Specific Library Material

1. Requests for reconsideration of specific library material shall be directed to the library media specialist and the building principal. The building principal and the library media specialist shall assume responsibility for processing the request on an informal basis.

2. The building principal and/or the library media specialist shall provide an explanation to the individual who submitted the request. The explanation shall include the particular selection criteria that the material in question met in order to be included in the library as curriculum support or as an independent reading choice for students in the building.

3. If the request is not resolved informally, the principal shall submit a report on the matter to the superintendent or the superintendent's designee. The requestor will have an option to initiate a Formal Request for Reconsideration.

D. Formal Request for Reconsideration of Specific Library Collection Material

1. A Formal Request for Reconsideration of specific library material is initiated upon submission of a completed *Formal Request for Reconsideration of Specific Library Collection Material* form. The form must be completed in its entirety for each work that is subject to a request for reconsideration. The principal shall notify the superintendent or the superintendent's designee and the library media specialist of receipt of a completed Formal Request form.

   If specific library material is the subject of a Formal Request for Reconsideration and a final decision is made to retain the specific library material, then the specific library material shall not be subject to additional requests for reconsideration for three years following the date of final resolution of the initial Formal Request for Reconsideration.

2. On an annual basis, the Superintendent or the superintendent's designee shall appoint a Library Materials Review Committee

3. The Review Committee shall establish a date upon which it will discuss the request and whether the specific library collection material conforms to the selection criteria set forth in this policy.

4. The Review Committee

   a. may consult individuals, organizations, and other resources with relevant professional knowledge on school library material;

   b. shall examine the specific library material as a whole;

   c. shall examine the specific library material as to its conformance with the criteria for selection of library materials; and

   d. shall submit a written report to the superintendent or the superintendent's designee containing the Review Committee's decision on whether to retain, to remove, or to take other action regarding the specific library material.

5. The superintendent or the superintendent's designee shall inform the requestor and the school board of the Review Committee's decision. The requestor may appeal the Review Committee's decision to the superintendent or the superintendent's designee by submitting a written appeal to the superintendent or the superintendent's designee within fourteen (14) days of submission of the Review Committee's decision to the requestor. The superintendent or the superintendent's designee shall provide a written decision on a requestor's appeal within a reasonable time period.

   [NOTE: The school board can decide whether to allow appeal of a Review Committee decision to the superintendent or the superintendent's designee. If appeal to the superintendent or the superintendent's designee is permitted, the school board may direct the superintendent or the superintendent's designee to craft an appeal process or the board may choose to create the process itself.]

6. The requestor shall have the right to appeal the decision of the superintendent or the superintendent's designee to the school board.

   [NOTE: The school board may decide whether to allow an appeal of a Review Committee decision directly to the school board or whether the appeal to the superintendent or the superintendent's designee is a required intermediary step. If appeal to the school board is permitted, the school board may direct the superintendent or the superintendent's designee or designee to craft an appeal process or the board may choose to create the process itself.]

VIII. CHALLENGE REPORT

Upon the completion of a content challenge or reconsideration process in accordance with this policy, the school board must submit a report of the challenge to the Commissioner of the Minnesota Department of Education that includes:

A. the title, author, and other relevant identifying information about the material being challenged;

B. the date, time, and location of any public hearing held on the challenge in question, including minutes or transcripts;

C. the result of the challenge or reconsideration request; and

D. accurate and timely information on who from the school district the Department of Education may contact with questions or follow-up.

IX. PROHIBITION ON RETALIATION

The school district may not discriminate against or discipline an employee for complying with Minnesota Statutes, section 134.51.

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (School Board Responsibilities)
Minn. Stat. § 124D.991 (Public School Libraries and Media Centers)
Minn. Stat. § 134.51 (Access to Library Materials and Rights Protected)

Minn. Rules Part 8710.4550 (Library Media Specialists)
Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico, 457 U.S. 853 (1982)
Virginia State Bd. of Educ. v. Barnette, 319 U.S. 624, 642 (1943)

Cross References: MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)

Adopted: 9-23-2024
Revised: 12-16-2024
Revised: 7/28/2025

613 GRADUATION REQUIREMENTS

[NOTE: The requirements set forth in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students.]

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.

B. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

C. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.

D. "Required standard" means a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, health, and the arts. Locally developed academic standards in health apply until statewide rules implementing statewide health standards under Minnesota Statutes, section 120B.021, subdivision 3, are required to be implemented in the classroom.

E. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

IV. DISTRICT ASSESSMENT COORDINATOR

Lisa Pease, Coordinator of Curriculum, Teaching, and Learning shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. ASSESSMENT GRADUATION REQUIREMENTS

A. <u>Graduation Requirements</u>

Students' state graduation requirements, based on a longitudinal, systematic approach

to student education and career planning, assessment, instructional support, and evaluation, include the following:

1. Achievement and career and college readiness in mathematics, reading, and writing, consistent with paragraph (k) and to the extent available, to monitor students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students' academic strengths and diagnosing areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and, based on analysis of students' progress and performance data, determine students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student; and

2. Consistent with this paragraph and Minnesota Statutes, section 120B.125 (see Policy 604, Section II.H.), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.

3. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.

B. Targeted Instruction Plan

1. A student must receive targeted, relevant, academically rigorous, and resourced instruction, which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.

2. Consistent with Minnesota Statutes, sections 120B.13, 124D.09, 124D.091, 124F.08, and related sections, an enrolling school or district must actively encourage a student in grade 11 or 12 who is identified as academically ready for a career or college to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.

3. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.

C. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

Students must successfully complete, as determined by the school district, the following high school level credits for graduation:

A. Credit Requirements

1. Four credits of language arts sufficient to satisfy all academic standards in English language arts;

2. Three credits of mathematics sufficient to satisfy all of the academic standards in mathematics;

3. Three credits of science, including one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12;

4. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;

   [NOTE: This revision includes the 2024 change on implementation of the government and citizenship requirement to the 2025-26 school year.]

5. One credit in the arts sufficient to satisfy all of the academic standards in the arts;

6. Credit sufficient to satisfy the state standards in physical education; and

7. A minimum of seven elective credits.

8. Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12. A teacher of a personal finance course that satisfies the graduation requirement must have a field license or out-of-field permission in agricultural education, business, family and consumer science, social studies, or math.

B. Credit Equivalencies

1. A one-half credit of economics taught in a school's agricultural, food, and natural resources education or business education program or department may fulfill a one-half credit in social studies under Paragraph A.4, above, if the credit is sufficient to satisfy all of the academic standards in economics.

2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph A.3, above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph A.3, above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry academic standards or all of the physics academic standards prior to graduation. An agriculture science or career and technical education credit

may not fulfill the required biology credit under Paragraph A.3, above.

3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph A.2 or Paragraph A.5, above.

4. A computer science credit may fulfill a mathematics credit requirement under Paragraph A.2, above, if the credit meets state academic standards in mathematics.

5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph A.2 or Paragraph A.3, above, if the credit meets the state academic standards in mathematics or science.

6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

[Note: The revisions above align the policy language with Minnesota law, including changes enacted by the 2024 Minnesota legislature. Starting in the 2026-27 school year, a high school must offer an ethnic studies course; in elementary and middle schools by the 2027-28 school year.]

VII. GRADUATION STANDARDS REQUIREMENTS

A. All students must demonstrate their understanding of the following academic standards:

1. School District Standards, Health (K-12);

2. School District Standards, Career and Technical Education (K-12); and

3. School District Standards, World Languages (K-12).

B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.

* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.

C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):

1. Minnesota Academic Standards, English Language Arts K-12;

2. Minnesota Academic Standards, Mathematics K-12;

3. Minnesota Academic Standards, Science K-12;

4. Minnesota Academic Standards, Social Studies K-12; and

5. Minnesota Academic Standards, Physical Education K-12.

D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.

E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes, section 120B.07, upon meeting the following conditions:

A. All course or standards and credit requirements must be met;

B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and

C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

Legal References:
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.30 (General Requirements; Statewide Assessments)
Minn. Stat. § 120B.303 (Assessment Graduation Requirements)
Minn. Stat. § 120B.307 (College and Career Readiness)
Minn. Rules Part 3501.0660 (Academic Standards For Kindergarten through Grade 12)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:
MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

Adopted: 9-23-2024
Revised: 12/16/2024
Revised: 7-28-2025

620 CREDIT FOR LEARNING

I. PURPOSE

This policy recognizes student achievement that occurs in postsecondary enrollment option and other advanced enrichment programs. This policy also recognizes student achievement that occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, postsecondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes, section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).

B. "Concurrent enrollment" means nonsectarian courses in which an eligible pupil under subdivision 5 or 5b enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.

C. "Course" means a course or program.

D. "Eligible institution" means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.

E. "Nonpublic school" is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.

F. "Weighted grade" is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.

2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank.

B. Transfer of Academic Requirements from Other Schools

1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.

   a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.

   b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank.

   c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.

   d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.

2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.

   a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.

   b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).

   c. In the event the content of a course taken at a non-accredited,

nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.

d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.

e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

3. A student must provide the school with a copy of the student's grades in each course taken for secondary credit under this policy, including interim or nonfinal grades earned during the academic term.

V. POSTSECONDARY ENROLLMENT CREDIT

A. A student who satisfactorily completes a postsecondary enrollment options course or program under Minnesota Statutes, section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

B. Secondary credits granted to a student through a postsecondary enrollment options course or program must be counted toward the graduation requirements and subject area requirements of the district.

1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.

2. Seven quarter or four semester postsecondary credits shall equal at least one full year of high school credit. Fewer postsecondary credits may be prorated.

3. When a determination is made that the content of the postsecondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.

4. In the event the content of the postsecondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.

5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.

6. When secondary credit is granted for postsecondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a postsecondary institution.

C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

D. By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11. To assist the school district in planning, a pupil must inform the district by October 30 or May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30.

E. Postsecondary institutions must notify a pupil's school as soon as practicable if the pupil withdraws from the enrolled course. The institution must also notify the pupil's school as soon as practicable if the pupil has been absent from a course for ten consecutive days on which classes are held, based on the postsecondary institution's academic calendar, and the pupil is not receiving instruction in their home or hospital or other facility.

VI. CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS

Consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph (a), clause (8), at the discretion of the enrolling school district. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The school district must verify the hours worked with the employer before awarding elective credit.

VII. ADVANCED ACADEMIC CREDIT

A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.

B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.

C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.

D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.

E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

A. The school district does not offer weighted grades.

IX. PROCESS FOR AWARDING CREDIT

A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.

B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.

C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.

D. If a student disputes the number of credits granted by the school district for a particular postsecondary enrollment course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.

E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)
Minn. Stat. § 124D.094 (Online Instruction Act)
Minn. Rules Parts 3501.0660 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English

Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 624 (Online Instruction)

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8/22/2022
10/28/2024
7-28-2025

621 LITERACY AND THE READ ACT

[NOTE*:* By the 2026-2027 school year, the school district must provide evidence-based reading instruction through a focus on student mastery of the foundational reading skills of phonemic awareness, phonics, and fluency, as well as the development of oral language, vocabulary, and reading comprehension skills. Students must receive evidence-based instruction that is proven to effectively teach children to read, consistent with Minnesota Statutes, sections 120B.118 to 120B.124.]

[NOTE: The 2024 Minnesota legislature renumbered the Read Act statutes to 120B.118 and 120B.119.]

I. PURPOSE

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

II. GENERAL STATEMENT OF POLICY

The school district recognizes the centrality of reading in a student's educational experience.

III. DEFINITIONS

A. "Evidence-based" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.

B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.

C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.

D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board as a teacher of reading, a special education teacher, or a kindergarten through grade 6 teacher, who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. A literacy specialist employed by the department under Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not required to complete the approved training before August 30, 2025.

E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one district, jointly by two or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.

F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through an MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.

G. "Oral language," also called "expressive language" or "receptive language," includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics.

H. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.

I. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.

J. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.

K. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.

L. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension. This approach is consistent with the principles identified in the science of reading and is designed to ensure all students develop strong foundational literacy skills.

M. "Three-cueing system," also known as "meaning structure visual (MSV)," means a

method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.

N. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

A. The school district must administer an approved reading screener to students in kindergarten through grade 3 within the first six weeks of the school year, by February 15 each year, and again within the last six weeks of the school year. The screener must be one of the screening tools approved by MDE.

B. The school district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.

C. Schools, after administering each screener, must follow the language access plan under Minnesota Statutes, section 123B.32 and give the parent of each student who is not reading at or above grade level information from the screener about:

1. the student's reading proficiency as measured by a screener approved by MDE;

2. reading-related services currently being provided to the student and the student's progress; and

3. strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.

D. For students enrolled in dual language immersion programs, the school district must measure the student's reading proficiency in English or in the program's partner language, if available, according to Article V below. Following its language access plan under Minnesota Statutes, section 123B.32, the school district must notify families with timely information about students' reading proficiency, including how the student's reading proficiency is assessed, any reading-related services or supports provided to the student and the student's progress, and strategies for families to use at home in helping students succeed in becoming grade-level proficient in reading in English or the partner language. The dual language immersion program may provide information about national research on reading proficiency for students in dual language immersion programs in the parent notification.

E. The school district may not use this section to deny a student's right to a special education evaluation.

V. IDENTIFICATION AND REPORT

A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, and students enrolled in dual language immersion programs, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with

universal screening for mastery of foundational skills and expressive or receptive language mastery. The screening tool used must be a valid and reliable universal screener that is highly correlated with foundational reading skills. For students reading at grade level, beginning in the winter of grade 2, the oral reading fluency screener may be used to assess reading difficulties, including characteristics of dyslexia, without requiring a separate screening of each subcomponent of foundational reading skills.

B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.

C. For students enrolled in dual language immersion programs:

1. if students are screened in the partner language, they must be screened at the same interval as the screenings in English under paragraph A above;

2. if the program provides instruction in foundational reading skills in English, the students receiving that instruction must be screened in English;

3. if the program provides instruction in foundational reading skills in the partner language, the students receiving that instruction must be screened in the partner language;

4. if no screener is available in the partner language, the school district must identify how students' reading proficiency is assessed and how the school district determines and provides targeted reading instruction in the partner language and supports to students identified as needing additional support in developing mastery of foundational reading skills; and

5. the partner language screening tool must be approved by the school district for kindergarten through grade 3 students.

D. Students in grades 4 and above, including multilingual learners and students receiving special education services, who are not reading at grade level must be screened for reading difficulties, including characteristics of dyslexia, using a screening tool approved by MDE and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.

E. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner ("Commissioner") by June 15 in the form and manner determined by the Commissioner.

F. The school district must include in its local literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate

characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under paragraph (a), the report must include:

1. a summary of the school district's efforts to screen for characteristics of reading difficulties, including dyslexia;

2. the number of students universally screened for that reporting year;

3. the number of students demonstrating characteristics of dyslexia for that year; and

4. an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

VI. INTERVENTION

A. For each student identified under the screening identification process, the school district shall provide aligned and targeted reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.

B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.119, for a student not reading at grade level.

C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Starting July 1, 2023, if the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.119.

[NOTE: Starting in the 2026-2027 school year, a school district must use only evidence-based literary interventions. The 2025 Minnesota legislature amended Minnesota Statutes, section 120B.12, subdivision 3, to delay the 2025-26 requirement for one school year.]

D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide aligned and targeted reading intervention as defined by the MTSS framework until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.

E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.

F. The school district must determine the format of the personal learning plan in

collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

VII. LOCAL LITERACY PLAN

A. The school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner by June 15 each year. The plan must be consistent with the Read Act, and include the following:

1. a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;

2. a process to notify and involve parents;

3. a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;

4. evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;

5. identification of staff development needs, including a plan to meet those needs;

6. the curricula used by school site and grade level and, if applicable, the district plan and timeline for adopting evidence-based curricula and materials starting in the 2025-2026 school year;

7. a statement of whether the school district has adopted an MTSS framework;

8. student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:

   a. students in kindergarten through grade 3;

   b. students who demonstrate characteristics of dyslexia; and

   c. students in grades 4 to 12 who are identified as not reading at grade level.

9. the number of teachers and other staff that have completed training approved by the department;

10. the number of teachers and other staff proposed for training in structured literacy;

11. how the district used funding provided under the Read Act to implement the requirements of the Read Act;

12. beginning as soon as practicable after the end of fiscal year 2026, how the district used literacy aid funding received under Minnesota Statutes, section 124D.98; and

13. beginning on December 31, 2025, for a district with a dual language immersion program:

    a. the program's partner language;

    b. grade levels included in the program;

    c. the language used to screen students' foundational reading skills;

    d. the percentage of grade 3 students taking the Minnesota Comprehensive Assessments; and

    e. the number of students in the program in grades 4 to 12 who are identified as not reading at grade level.

B. Annually by June 15, the school district must post its literacy plan on the official school district website and submit it to the Commissioner using the template developed by the Commissioner.

C. The school district must use a streamlined template developed by the Commissioner for local literacy plans that meets the requirements of Minnesota Statutes, section 120B.12, subdivision 4a, and requires all reading instruction and teacher training in reading instruction to be evidence-based.

VIII. STAFF TRAINING

A. The district must provide training from a menu of approved evidence-based training programs to the following teachers and staff by July 1, 2026:

1. reading intervention teachers working with students in kindergarten through grade 12;

2. all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;

3. kindergarten through grade 12 special education teachers responsible for foundational reading instruction;

4. curriculum directors;

5. instructional support staff, contractors, and volunteers who assist in providing reading interventions under the oversight and monitoring of a trained licensed teacher;

6. employees who select literacy instructional materials for a district; and

7. teachers holding English as a second language teaching licenses.

B. The school district must provide training from a menu of approved evidence-based training programs to the following teachers by July 1, 2027:

1. teachers who provide foundational reading instruction to students in grades 4 to 12;

2. teachers who provide instruction to students in a state-approved alternative program; and

3. teachers who provide instruction to students in dual language immersion programs.

The Commissioner may grant a school district an extension to these deadlines.

C. By August 30, 2025, the school district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.

D. Training provided by the following may satisfy the professional development requirements under this Article:

1. a certified trained facilitator; or

2. a training program that MDE has determined meets the professional development requirements under the Read Act.

IX. STAFF DEVELOPMENT

A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with subdivision 1, paragraph (b). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.

B. The school district shall use the data under Article V. above to identify the staff development needs so that:

1. elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.119 and other literacy-related areas including writing until the

student achieves grade-level reading and writing proficiency;

2. elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;

3. licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;

4. licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including academic language development, and build academic literacy; and

5. licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.

C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

X. LITERACY AID USES

The school district must use its literacy aid to meet the requirements and goals adopted in the school district's local literacy plan.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 124D.98 to enact these changes.]

Legal References: Minn. Stat. § 120B.119 (Read Act Definitions)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.123 (Read Act Implementation)
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. § 124D.98 (Literacy Incentive Aid)
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)

Cross References: None

Adopted: 7-22-2024
Revised: 4-28-2025
Revised: 7-28-2025

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

[NOTE: The obligations stated in this policy are largely governed by statute. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.

B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.

B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.

C. "Homeless student" means a student, including a migratory student, who lacks a fixed,

regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.

D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes, section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.

E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.

F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.

G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.

H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes, section 120A.22 by attendance at a nonpublic school.

I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

IV. ELIGIBILITY

A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.

B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board. These include:

- Resident elementary students who reside one mile or more from school.
- Resident secondary students who live at least one mile, but less than two miles from school.

- Resident students who live in areas of high traffic and must cross high traffic roads, drug or crime hazards – specifically
    - State Highway 30
    - State Highway 23
    - State Highway 75
    - BNSF Railroad
    - Pipestone County Highway 15

C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation

D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students.

B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.

C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district.

D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever

is less. Reimbursement may not be paid for more than 250 miles per week (Minnesota Statutes, section 124D.03, subdivision 8).

B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.

C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes, section 123B.92, subdivision 1(b)(4), for a resident child with disabilities not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with disabilities not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.

B. Resident students with disabilities who are transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.

C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.

D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.

E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions

on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.

F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.

G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.

H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes, chapter 125A.

VIII. HOMELESS STUDENTS

A. Homeless students shall be provided with transportation services comparable to other students in the school district.

B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:

1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.

2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.

4. A homeless nonresident student enrolled under Minnesota Statutes, section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days.

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code, section 1415 (Individuals with Disabilities Act), 29 United States Code, section 794 (the Rehabilitation Act), and 42 United States Code, section 12132, (Americans with Disabilities Act) are governed by these provisions.

XII. FEES

A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes, section 190.05.

C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee

D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved

occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.84 (Policy)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 125A.02 (Child with a Disability Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
20 U.S.C. § 1415 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132 *et seq.* (Americans with Disabilities Act)

Cross References:

MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Adopted: 12-8-1995

Revised: 12-21-2007, 12-21-2015, 11-23-2020, 8-22-2022, 8-26-2024
Revised: 7-28-2025

709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:

   a. transportation by school bus is a privilege, not a right;

   b. school 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.

2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes, section 169.446, subdivision 2.

5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.

6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.

7. The school district may provide kindergarten students with school bus safety training before the first day of school.

8 The school district shall adopt and make available for public review a curriculum for transportation safety education.

9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. Active Transportation Safety Training

1. Training Required

a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.

b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:

(1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique;

(2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques; and

(3) electric-assisted bicycle safety, including that a person under the age of 15 is not allowed to operate an electric-assisted bicycle.

2. Instruction

a. The school district may provide active transportation safety training through distance learning.

b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.

B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.

b. Respect the property of others while waiting at your bus stop.

c. Keep your arms, legs, and belongings to yourself.

d. Use appropriate language.

e. Stay away from the street, road, or highway when waiting for the bus.

f. Wait until the bus stops before approaching the bus.

g. After getting off the bus, move away from the bus.

h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

i. No fighting, harassment, intimidation, or horseplay.

j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

a. Immediately follow the directions of the driver.

b. Sit in your seat facing forward.

c. Talk quietly and use appropriate language.

d. Keep all parts of your body inside the bus.

e. Keep your arms, legs, and belongings to yourself.

f. No fighting, harassment, intimidation, or horseplay.

g. Do not throw any object.

h. No eating, drinking, or use of alcohol, tobacco, or drugs.

i. Do not bring any weapons or dangerous objects on the school bus.

j. Do not damage the bus.

4. Consequences

a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

1st offense – warning
2nd offense – 3 school-day suspension from riding the bus
3rd offense – 5 school-day suspension from riding the bus
4th offense – 10 school-day suspension from riding the bus/meeting with parent
Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

1st offense – warning
2nd offense – 5 school-day suspension from riding the bus
3rd offense – 10 school-day suspension from riding the bus
4th offense – 20 school-day suspension from riding the bus/meeting with parent
5th offense – suspended from riding the bus for the remainder of the school year

[Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.]

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their

children;

2. Support safe riding and walking practices, and recognize that students are responsible for their actions;

3. Communicate safety concerns to their school administrators;

4. Monitor bus stops, if possible;

5. Have their children to the bus stop 5 minutes before the bus arrives;

6. Have their children properly dressed for the weather; and

7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.

B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.

C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;

2. reckless driving;

3. improper or erratic traffic lane changes;

4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;

6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;

7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;

8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and

9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.

D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.

E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.

[NOTE: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;

2. Understand student behavior, including issues relating to students with disabilities;

3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;

4. Know and understand relevant laws, rules of the road, and local school bus safety policies;

5. Handle emergency situations; and

6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual.

[NOTE: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

[NOTE: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day

care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.

4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.

5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[NOTE: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes, section 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.

3. Type III vehicles shall be state inspected in accordance with legal requirements.

4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, 49 Code of Federal Regulations, Part 571.

5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.

7. Eight-lamp warning systems and stop arms must not be installed or used on

type III vehicles.

8. Type III vehicles must be equipped with mirrors as required by law.

9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

10. Any type III vehicle used to transport students must carry emergency equipment including:

    a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.

    b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.

    c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.

12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. <u>Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement</u>

1. The holder of a Class A, B, C, or D driver's license, without a school bus

endorsement, may operate a type III vehicle, described above, under the following conditions:

a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.

b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:

(1) safe operation of a type III vehicle;

(2) understanding student behavior, including issues relating to students with disabilities;

(3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;

(4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;

(5) handling emergency situations;

(6) proper use of seat belts and child safety restraints;

(7) performance of pretrip vehicle inspections;

(8) safe loading and unloading of students, including, but not limited to:

(a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;

(b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;

(c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;

(d) placing the type III vehicle in "park" during loading and unloading;

(e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and

(9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.

c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section 123B.03 for school district employees; Minnesota Statutes, section 144.057 or Minnesota Statutes, chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.

d. Operators shall submit to a physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.

e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.

f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes, section 171.321, subdivision 5.

g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.

h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.

i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.

j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, Subd. 2 (See Section II.B., above).

k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for

each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.

2. The Type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:

   a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.

   b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.

   c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.

   d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.

   e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivisions 2a(h) - 2a(j).

   f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre- school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.

   g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.

2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.

3. A school bus operated under this section must bear a current certificate of inspection.

4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.

B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

[NOTE: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.

D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:

1. the student's name and address;

2. the nature of the student's disabilities;

3. emergency health care information; and

4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.

B. All school vehicles shall be state inspected in accordance with legal requirements.

C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.

D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to- day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required Minnesota Statutes, section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References:
Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses) Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 123B.935 (Active Transportation Safety Training)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses) Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)

Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)
49 C.F.R. § 383.51 (Disqualification of Drivers)
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

Cross References: MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

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722 PUBLIC DATA AND DATA SUBJECT REQUESTS

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

E. Individual

"Individual" means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

"Inspection" means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:

a. Date the request is made;

b. A clear description of the data requested;

c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and

d. Method to contact the requestor (such as phone number, address, or email address).

2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1. The responsible authority will notify the requestor in writing as follows:

a. The requested data does not exist; or

b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or

(1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.

(2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.

3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.

4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.

5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.

1. A request for the preparation of summary data must include the following information:

a. Date the request is made;

b. A clear description of the data requested;

c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and

d. Method to contact requestor (phone number, address, or email address).

B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:

1. The estimated costs of preparing the summary data, if any; and

2. The summary data requested; or

3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or

4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.

C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.

B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.

C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.

D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.

E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.

G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.

H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.

I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.

J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

A. All requests for individual subject data must be made in writing directed to the responsible authority.

B. A request for individual subject data must include the following information:

1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;

2. Date the request is made;

3. A clear description of the data requested;

4. Proof that the individual is the data subject or the data subject’s parent or guardian;

5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and

6. Method to contact the requestor (such as phone number, address, or email address).

C. The identity of the requestor of private data is private.

D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

A. Public Data

1. The school district will charge for copies provided as follows:

a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.

b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

(1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).

(2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

2. All charges must be paid for in cash or by check in advance of receiving the copies.

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.

2. The school district may assess costs associated with the preparation of summary data as follows:

a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;

b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IX. Annual Review and Posting

A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.

B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:
Sonja Ortman
MS/HS
1401 7th St. SW, Pipestone, MN 56164
507-562-6099
Sonja.ortman@pas.k12.mn.us

Jennifer Moravetz
Pipestone Elementary
1401 7th St SW, Pipestone, MN 56164
507-562-6200
Jennifer.moravetz@pas.k12.mn.us

Data Practices Compliance Official:
Dr. Klint W.Willert
District Office/MSHS
1401 7th St SW
Pipestone, MN 56164
507-562-6068
Klint.willert@pas.k12.mn.us

Data Practices Designee(s):
[Name]
[Location]
[Phone number; email address]

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.01 (Government Data)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.025 (Government Entity Obligation)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.04 (Rights of Subjects to Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.32 (Educational Data)

Minn. Rules Part 1205.0300 (Access to Public Data)
Minn. Rules Part 1205.0400 (Access to Private Data)

Cross References: MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Adopted: 8/27/2018

Revised: 8/22/2022
4/24/2023
7/22/2024
7/28/2025

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.

B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over $175,000

1. If the value of the equipment or materials is estimated to exceed $175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.

2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.

4. In the case of identical high bids from two or more bidders, the school board

may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.

5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.

6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From $25,000 to $175,000

If the amount of the sale is estimated to exceed $25,000 but not to exceed $175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts $25,000 or Less

If the amount of the sale is estimated to be $25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means

as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:

   a. another school district;

   b. the state department of corrections;

   c. the board of trustees of Minnesota State Colleges and Universities;

   d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or

   e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.

2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

I. Disposing of Surplus Books

Notwithstanding Minnesota Statutes, section 471.345, governing school district contracts made upon sealed bid or otherwise complying with the requirements for competitive bidding, other provisions of this section governing school district contracts, or other law

to the contrary, the school district may dispose of school books, including library books, books from an individual classroom library, and textbooks including other materials accompanying a textbook. The school district may dispose of surplus books by donating them to a family of a student residing in the district or a charitable organization under section 501(c)(3) of the Internal Revenue Code.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 123B.52 to add paragraph I.]

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)
Minn. Stat. § 123B.29 (Sale at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 471.85 (Property Transfer; Public Corporations)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA School Law Bulletin "F" (School District Contract and Bidding Procedures)

Adopted: 8-28-2017

Revised: 7/22/2019, 7/27/2020, 9/27/2021,8/22/2022, 8/26/2024, 7/28/2025

524.5 PERSONAL ELECTRONIC COMMUNICATION DEVICES

I. PURPOSE

The objective of this policy is to support the school district's focus on learning in alignment with the district's mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools. Possession and use of personal electronic communication devices must be regulated to ensure that such devices do not disrupt or interfere with the education process or school operations, impair the safety, welfare, and privacy of students and staff, or are used as part of an act of academic dishonesty.

II. GENERAL STATEMENT OF POLICY

To minimize the impact of personal electronic communication devices on student behavior, mental health, and academic attainment and to support school environments in which students can engage fully with their classmates, their teachers, and instruction, the school board has determined the use of personal electronic communication devices by students during school hours should be limited.

III. DEFINITIONS

A. "Bell-to-Bell" means from when the first bell rings at the start of the school day to begin instructional time until the dismissal bell rings at the end of the academic school day. "Bell-to bell" includes lunch and time in between class periods.

B. "Cell Phone" means a personal device capable of making calls, transmitting pictures or video, or sending or receiving messages through electronic means. The definition of cell phone includes a non-smart phone that is limited to making phone calls or text messages and a smart phone that encompasses the above features.

C. "Cyberbullying" means bullying using technology or other electronic communication, including but not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device.

D. "Instructional Time" means any structured or unstructured learning experiences that occur from when the first bell rings at the start of the school day until the dismissal bell rings at the end of the academic school day.

E. "Personal Electronic Communication Device" means any personal device capable of connecting to a cell phone, the internet, a cellular or Wi-Fi network, or directly connects to another similar device. Personal electronic communication devices may include cell phones, wearable devices such as smart watches, personal headphones, earbuds or pods, laptops, tablets, virtual reality devices, and other personal electronic communication devices with the abovementioned characteristics.

F. "Stored" means a cell phone or personal electronic communication device not being carried on the student's person, including not in the student's pocket. Storage options may include, but are not limited to, in the student's backpack, in the student's locker, in a locked pouch, or in a designated place in the classroom, as determined by school administration.

IV. CELL PHONE USE

The school board directs the superintendent and school district administration to establish rules and procedures regarding student possession and use of cell phones in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.

The school board recognizes the challenges created with personal cell phones, smart watches, and wireless ear buds/headphones during the academic portion of the school day. These devices can be distracting and can contribute to cyber bullying as well as disruption to academic time in the school day.

During the academic portions of the school day cell phones, smart watches, wireless ear buds/headphones, and other personal connected technology devices shall be stored in a secure location. Exceptions include a device prescribed by an IEP or 504, or medically directed by a physician.

As directed by administration, students will either store their "cell phones" in an administratively designated secure location in the classroom upon entering, or keep "cell phones" in their lockers.

"Cell phones" are not to be accessed during the academic portions of the school day. These rules are designed to enhance the educational experience in the classroom and to minimize distraction and the impact of cell phone and personal device use on student behavior, mental health, and academic achievement.

V. PERSONAL ELECTRONIC COMMUNICATION DEVICE USE AND STORAGE

A. Personal Electronic Communication Device Use

1. ~~Students are prohibited from using~~ Personal electronic communication devices including, but not limited to ear buds, headphones, smart watches, cell phones, meta glasses, etc., are prohibited. Exceptions are outlined as follows:

2. Elementary Schools (K-5)

   a. Students are prohibited from using personal electronic communication devices on school premises from bell-to-bell, which includes but is not limited to instructional time, lunch periods, recess, school-sponsored programs, events or activities, or any other time during the designated school day.

   b. All personal electronic communication devices shall be kept in designated areas and turned off.

3. Middle Schools/Junior High Schools

   Permitted Use Times

   Cell phones may be used before school, during lunch, and after school. Use of cell phones during class time is not allowed. Students are expected to silence their phones and place them in a designated location in the classroom, as determined by the teacher. Phones should not be visible or in use from the time the bell rings to begin class until the bell rings to end class.

Violations and Consequences

If a student is found using a phone in violation of this policy, the teacher will confiscate the device and bring it to the office. Cell phone use is considered a privilege, not a right. The school is not responsible for the loss, theft, or damage of any electronic devices brought to school.

4. High Schools (9-12)

Permitted Use Times

Cell phones may be used before school, during lunch, and after school. Use of cell phones during class time is not allowed. Students are expected to silence their phones and place them in a designated location in the classroom, as determined by the teacher. Phones should not be visible or in use from the time the bell rings to begin class until the bell rings to end class.

Violations and Consequences

If a student is found using a phone in violation of this policy, the teacher will confiscate the device and bring it to the office. Cell phone use is considered a privilege, not a right. The school is not responsible for the loss, theft, or damage of any electronic devices brought to school.

Middle School/High School Cell Phone Policy – Consequences for Violations

- **1st Offense**
  Verbal warning and documentation. Phone is confiscated and held in the office until the end of the day.
- **2nd Offense**
  30-minute detention assigned. Phone is confiscated and held in the office until the end of the day. Parent/guardian is notified.
- **3rd Offense**
  60-minute detention assigned. Phone is confiscated and held in the office until the end of the day. Parent/guardian is notified.
- **4th Offense**
  90-minute detention assigned. A cell phone use plan will be developed in collaboration with the parent/guardian and school administration. The student's phone may be required to be turned in daily to administration or may no longer be allowed on school grounds.

B. Off-Campus School-Sponsored Activities

School administration may establish guidelines for personal electronic communication device possession and use during off-campus school-sponsored activities, such as extracurricular activities, outdoor and service trips, and school field trips. These guidelines will be provided at pre-activity meetings, activity-specific permission slips, and by other means as appropriate in the circumstances.

VI. LIMITATIONS ON USE OF AND STORAGE OF PERSONAL ELECTRONIC COMMUNICATION DEVICES

A. Limitations on Use of Personal Electronic Communication Devices

1. Personal electronic communication devices may not be used in any manner that causes or results in disruption of the educational environment or school-

sponsored extracurricular activities or events or impairs or interferes with school district operations.

2. Devices, including but not limited to personal electronic communication devices, with audio, video, or photo-taking capabilities shall not be used at any time in locker rooms, bathrooms, or other locations where the presence of such devices poses an unreasonable risk to the safety, welfare, or privacy of others. Confiscation and search of such devices will occur if found in these areas.

3. Students may not use a device to record, transmit, or post audio, videos, or photos of a person or persons on school grounds or on a school bus without the express permission of school staff in addition to the express consent of the individual or individuals that are the subjects of the recording.

4. Personal electronic communication devices may not be used to engage in bullying, cyberbullying, harassment, discrimination, or other activity prohibited under federal or state law or under school district policy.

5. Personal electronic communication devices shall not be used during a lockdown drill, a fire drill, or a similar safety drill.

B. Storage of Personal Electronic Communication Devices

Students shall keep their personal electronic communication devices in a secure place, such as the student's locker, a closed backpack, a storage device provided by the school, or an area designated by the classroom teacher at all times when personal electronic communication device use is prohibited.

VII. EXCEPTIONS

A. Nothing in this policy prohibits a student from using a personal electronic communication device for a purpose documented in the student's individualized education program, a plan developed under section 504 of the Rehabilitation Act of 1973, or a health care plan in force regarding the student.

B. A student may use a personal electronic communication device to monitor or address a health concern or medical condition upon permission granted by school administration.

C. Students may use a personal electronic communication device when the use is necessary to respond to or report an emergency. For purposes of this policy, "emergency" means an actual or imminent threat to the health or safety of students and/or school personnel, which may result in death, bodily injury, or substantial property damage.

D. A student may use a personal electronic communication device during a time at which use would otherwise be prohibited when the student has been granted permission from a staff member to use the device. If the school district implements a curriculum that uses technology, students may be allowed to use their own personal electronic communication devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices for curriculum.

E. A personal electronic communication device may be stored in student vehicles parked on school district property provided that the device is not removed from the vehicle

while on school district property.

F. Students who need to make a call may request permission to use a telephone in the building office.

VIII. STUDENT DISCIPLINE

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

A. Give the student a verbal warning and require the student to store the student's personal electronic communication device in accordance with this policy.

B. Securely store the student's personal electronic communication device in a teacher- or administrator-controlled locker, bin, or drawer for the duration of the class or period.

C. Place the student's personal electronic communication device in the school's central office for the remainder of the school day.

D. Place the student's personal device in the school's central office to be picked up by the student's parent or guardian.

E. Schedule a conference with the student's parent or guardian to discuss the student's personal device use.

F. ~~Apply discipline as provided under school district policies and as appropriate.~~ The district may apply additional disciplinary action as appropriate.

VIX. STAFF DISCIPLINE

Staff members who fail to adhere to the student cell phone policy shall face disciplinary actions to ensure consistent enforcement of district regulations. Consequences may include but not be limited to verbal or written warnings, formal verbal or written reprimands, mandatory retraining on policy compliance, performance improvement plans, or, in cases of repeated or severe violations, suspension or termination, as determined by the superintendent in accordance with district procedures. These measures aim to maintain a focused educational environment and uphold the integrity of the cell phone policy.

X. SCHOOL DISTRICT RESPONSIBILITY

A. The school district is not responsible for, nor is it required to investigate, any lost, stolen, or damaged personal electronic communication devices brought onto school grounds or the bus or school-sponsored activities or events.

B. The school board directs the superintendent and school district administration to establish additional rules and procedures regarding student possession and use of personal electronic communication devices in schools as the superintendent and school district administration find appropriate. These rules shall be consistent with this policy and other applicable school district policies. These rules and procedures should seek to minimize the impact of personal electronic communication devices on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or pursuant to similar criteria.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act
Minn. Stat. § 13.32 (Educational Data)

Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.73 (School Cell Phone Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
29 U.S.C. § 794 (Nondiscrimination under Federal Grants and Programs)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 524 (Internet, Technology, and Cell Phone Acceptable Use and Safety Policy)
Away for the Day (www.awayfortheday.org)
MASSP/MESPA, *The Cell Phone Toolkit* (July 2024)

Adopted: 7-28-2025

Little Arrows Preschool

Parent Handbook

2025-2026 School Year

Dawn Samuelson – 507-562-6300 or
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email jenny.amundson@pas.k12.mn.us

Angela Claar – 507-562-6269 or
angela.claar@pas.k12.mn.us

JUST PLAYING

When I am building in the block room,
Please don't say, "I'm just playing." For,
you see, I'm learning as I play About
balance and shapes.

When I'm getting all dressed up, Setting
the table, caring for the babies.
Don't get the idea I'm "just playing."
I may be a mother or father someday.

When you see me up to my elbows in paint,
Or standing at an easel, or modeling and shaping clay,
Please don't let me you say, ""He's just playing." For,
you see, I am learning as I play.
I'm expressing myself and being creative.
I may be an artist or an inventor someday.

When you see me sitting in a chair
"Reading to an imaginary audience,
Please don't laugh and think I'm "just playing."
For, you see, I'm learning as I play.
I maybe a teacher someday.

When you see me combining the bushes of bugs,
Or packing my pockets with choice things I find.
Don't pass it off as "just playing."
For, you see, I'm learning as I play I
may be a scientist someday.

When you see me engaged in a puzzle.
Or "play anything" at my school.
Please don't feel the time is wasted in "play" For,
you see, I'm learning as I play.
I'm learning to solve a problem and concentrate
I may be in business someday.

When you see me cooking or tasting foods,
Please don't think that because I enjoy it, it is just "play."
For, you see, I'm learning as I play
I'm learning how my body works
I may be a doctor, nurse, or athlete someday.

When you ask me what I've done at school today,
And I say, "I played!"
Please don't misunderstand me.
For, you see, I'm learning as I play.
I'm learning to be successful in work.
I'm preparing for tomorrow.
Today, I'm a child and my work is play.

OUR PHILOSOPHY

It is the goal of Little Arrows Preschool to provide high-quality care and education in a safe, nurturing environment to the families and children we serve. Children's school readiness is affected by the early care and learning experiences they receive. With current brain research from children birth to 5 it has shown these influences can help the child's ability to learn and succeed in school. Children will enter kindergarten with the skills necessary for school success!

OUR CURRICULUM

Benchmark Advance is a comprehensive literacy program that helps preschoolers build early reading, writing, and language skills. Through fun stories, songs, and engaging activities, children learn important concepts like letters, sounds, vocabulary, and comprehension. The program is designed to meet young learners where they are and help them grow step by step, preparing them for future reading success in kindergarten and beyond.

In addition to reading and writing, Benchmark Advance also brings in other important areas of learning. Many lessons connect to science, social studies, and social-emotional skills, helping children build curiosity, problem-solving abilities, and confidence in expressing their ideas. It gives preschoolers a well-rounded foundation for school and life success.

~~We use Creative Curriculum.~~ With the curriculum, each child can explore and discover as a way of learning. The curriculum enables children to develop confidence, creativity, and lifelong critical thinking skills. There are 10 areas of development and learning within this curriculum. The areas are social-emotional, physical, language, cognitive, literacy, science and technology, social studies, mathematics, the arts, and English language acquisition. With our curriculum, we use an assessment called TS GOLD. This is completed twice a year for each child that attends.

CLASS SCHEDULE

3-4 year olds attend Monday/Thursday or Tuesday/Friday either AM or PM
4-5 year olds attend Monday thru Friday either AM or PM

AM Session 8:15-11:15
PM Session 12:15-3:15

TYPICAL DAILY SCHEDULE

During the school day, we follow a daily schedule. Within this daily schedule are circle time, center time, snack time, free choice play time, and outside time (weather permitting). Children will be able to work alone and in groups. Teachers will take observations during the day to identify the children's needs and interests.

SCHOOL CLOSINGS/LATE STARTS

If PAS has a 2 hour late start, there will be NO morning preschool. We will run afternoon preschool the normal time, which is 12:15 p.m. to 3:15 p.m.

If there are any early dismissals the afternoon session will not meet. School announcements can be seen on the local weather channel, or heard on the radio, or you can sign up for the school app through the App Store – Pipestone Area MS/HS.

TRANSPORTATION

We have several different options for you to pick from when it comes to transporting your child to and from school. Parents can pick up and drop off their children. Use the parent pick-up and drop-off line in front of the elementary school. Parents can call the Pipestone Transit at 507-825-1180. Parents are responsible for buying tokens/passes and communicating with the transit about where to pick up and drop off their children. If older

siblings ride on the bus to or from school; the preschool child can also ride with them. We are also now offering busing from Ludolph Bus Service at 11:15 and 12:15 times. To set up that service call Ludolph Bus Service at 507-825-2303.

DROP OFF AND PICK UP TIME

If you are dropping off your child for either AM or PM session, please do not bring them prior to **7:50** for the morning session and **11:55** for the afternoon session unless you have made arrangements with the classroom teacher. Teachers are planning lessons and attending school meetings.

EARLY DISMISSAL DAYS/Early Childhood Screenings

Your teacher will send a calendar home monthly. On this calendar will be days of **NO SCHOOL**. When there is an early dismissal. Follow the early out schedule provided by your classroom teacher. We do Early Childhood Screenings three times a year at the preschool. When we do those, there will also be **NO** preschool that day.

******New schedule due to the early out schedule on most Wednesdays******

On those, Wednesday's the morning session classes will be held on the 1st & 3rd Wednesday of the month and for the afternoon session classes will be held on the 2nd & 4th Wednesday of the month in the morning.

OPEN HOUSE

We will have an open house before school starts so your child can become familiar with the classroom and the staff that will be there.

SNACKS

We do have a snack every class day. A snack calendar will be sent home every month of who brings the snack on which days. Some examples of snacks include: crackers, cheese sticks, yogurt, pretzels, chex mix, pudding, applesauce, granola bars, or fruit cups.

BREAKFAST/LUNCH

If your child attends the AM session they will be offered breakfast that is provided by the school. If your child attends the PM session they will be offered lunch that is provided by the school.

TUITION

There is no cost to families for preschool.

~~We have a set fee for the Little Arrows preschool program. Each family will fill out a Free/Reduced Meal form and that is how your tuition is based. The 2025-2026 school year Pathway II scholarship applications will be completed by all families. Scholarship funding will be determined if the families meet income guidelines.~~

~~3-4 year olds - $75/month, 2 days a week, Reduced qualification - $37.50/month, and Free qualification - $25/month.~~

~~4-5 year olds - $125/month, 5 days a week, Reduced qualification - $75/month, and Free qualification - $25/month.~~

~~Tuition will NOT be reimbursed due to any E-Learning days implemented. Please make checks payable to PAS Learning Readiness.~~ ~~**There will be a $5 late fee for every month your bill is not paid by the end of the month.**~~

TOILETING

Your child does not need to be toilet trained to attend preschool. If your child wears diapers or other toileting products, send a supply to be left at school. Diapers or pull-ups and wipes. If you are in the process of toilet training let us know what strategies you are using at home so we can be consistent at school.

If your child is in the process of toileting and using underwear. In their bag, send dry underwear and pants just in case of accidents.

ILLNESS

If you as a parent feel that your child is not feeling well it is best for them and the rest of the class if they stay home. If your child becomes sick or ill during the school day parents will be notified. For illness purposes please keep us informed on new phone numbers. Below are common illnesses and a guide for you to follow.

*A fresh **cold** – nasal discharge, cough, watery eyes which have developed within 24 to 48 hours and are contagious keep your child home.

*Must be **fever** free for 24 hours before returning to school.

*If your child has **vomited** or had **diarrhea** keep home for 24 hours after symptoms have resolved and the child can keep food and fluids down.

***Strep throa**t you must wait 24 hours after antibiotics have begun.

*If your child has **pink eye** they need to have used prescribed eye ointment and should not return to school for 24 hours.

IMMUNIZATIONS

Every child has to have a record of their immunizations in their file. The school nurse will notify you if there is more information needed.

MEDICATIONS

If your child needs to take any medications, they need to come to school in the pharmacy bottle and notes. The medicine can be given to the school nurse.

ABSENCE

If your child is going to be absent for the day let the teacher know. You can either call the office at (507) 562-6204 or email the teacher.

CLOTHING

Please have your child wear comfortable clothing to school. We do some messy activities so do not send clothes that you don't want to get stained. We do art projects, we have playdough in the classroom as well as a sand/water table. Extra clothes can be sent in the backpack or we can store them at school in a Ziploc bag.

DISCIPLINE POLICY

Discipline is a vital component of the learning process of a child. Gentle discipline is a means of teaching, guiding, and training. When boundaries and expectations are clearly defined, children feel secure. By setting rules and clearly communicating expectations, misbehaviors can be avoided and children can develop self-discipline and self-control. Children will be reminded of the rules, redirected, separated from the problem situation, or sometimes given a brief time-out. Time-out is the removal of a child, for a short period of time, from a situation in which the child is misbehaving and has not responded to other discipline techniques. The space is usually a chair and is located away from the classroom activity but within the teacher's sight. During the time-out, the child has a chance to think about the misbehavior which led to their removal from the group. After a brief interval, the teacher discusses the incident and appropriate behavior with the child.

PIPESTONE AREA ELEMENTARY

STUDENT/PARENT HANDBOOK SIGNATURE PAGE

After reading the Student/Parent Handbook, please sign the appropriate lines below and return the form to your child's classroom teacher.

We, the parent (s)/guardians of, agree to follow the policies outlined in the student handbook for the current school year. We recognize the right and responsibility to discuss the rules and policies with our child and recognize it is the right and responsibility of the staff and teachers to make the rules and reinforce them.

Student name _____

Signature of Parent/Guardian_____

Date_____

Signature of Parent/Guardian_____

Date_____

I have read the handbook and understand the policies including the updated tuition section. _____ (initial)

Please sign and return this page to the office.

Pipestone Area Schools

2025 - 2026

Elementary Student & Parent Rights and Responsibilities Handbook

Handbook

Pipestone Elementary School

Pre-K—5

1401 7th St SW

Pipestone, MN 56164

Dear Pipestone Area Students and Families,

Welcome to Pipestone Elementary School - Home of the Arrows! As we are about to start the 2024-2025 school year, I hope you have had a restful, yet adventurous summer and are ready to embark on our an exciting year of teaching, learning and growing.

It is my great pleasure and honor to lead the Pipestone Elementary team and serve you as the elementary principal. I look forward to working collaboratively as a family to ensure our students are provided with the best, most engaging and rigorous educational experience possible.

As we begin our journey together, it is my mission to make this school year the best one ever. I view education as a life-long process and believe students are at the center of all school-related decisions. Most importantly, I place great value on building relationships to cultivate a positive school culture and climate where every individual feels safe, valued, loved, respected, and has a sense of belonging.

The pages of this handbook are filled with important information regarding school policy and procedures. Parents/Guardians and students should review the content together. Open and clear communication between school and home is important to the success of our students and our education program. I look forward to our school year ahead as our team creates rich academic experiences and while fostering each child's social, emotional, and physical well-being.

I have an open-door policy and value every stakeholder's opinion. I wholeheartedly welcome your conversation and positive input throughout this school year. I am eager and excited to dedicate my time to serving the Pipestone Elementary family. Together we will make a long-lasting positive impact on our students. Here's to an amazing school year!

With Leadership Pride,

Jennifer Moravetz

Mrs. Jennifer Moravetz
Elementary Principal

Welcome to Pipestone Elementary School — Home of the Arrows!

Dear Pipestone Area Students and Families,

As we prepare to begin the 2025–2026 school year, I hope you've had a summer full of rest, adventure, and special memories with family and friends. We get to come together again, refreshed and ready to embark on an exciting new year of teaching, learning, and growing.

It is my great pleasure and honor to lead the Pipestone Elementary team and serve you as your principal. I am filled with enthusiasm for the year ahead and look forward to working alongside our dedicated staff, incredible students, and supportive families to provide every child with the best educational experience possible. At Pipestone Elementary, we believe that *every child* deserves a school where they are personally known, valued, love, supported, and challenged to reach their fullest potential.

As we begin this journey together, it is my mission to make this school year the best one yet. Education is a lifelong process, and I firmly believe that students must always remain at the heart of every decision we make. Most importantly, I value relationships. When we work together as a team — families, school staff, and community — we can create a safe, warm, and welcoming learning environment where every individual feels respected, supported, and connected. We strive to cultivate a school culture rooted in kindness, high expectations, and a true sense of belonging for all.

This handbook is filled with important information regarding school policies, procedures, and routines. I encourage parents, guardians, and students to review it together as a family. Understanding these expectations helps us maintain a consistent, caring, and successful learning environment for everyone. Open, honest communication between home and school is one of the most important ingredients to student success. We are here to partner with you, and we welcome your input and collaboration.

As we head into the 2025–2026 school year, we remain committed not only to academic excellence but also to nurturing each child's social, emotional, and physical well-being. We will continue to provide engaging lessons, meaningful learning experiences, and opportunities for students to grow as learners and as people. Whether in the classroom, on the playground, or at school events, we want our students to feel confident, supported, and proud of who they are becoming.

Please know that I have an open-door policy. I genuinely value your feedback, thoughts, and ideas. I encourage you to reach out at any time — together, we can ensure that Pipestone Elementary continues to be a place of growth, joy, and success for all students.

Thank you for your partnership, your trust, and your commitment to your child's education. I am excited and honored to serve the Pipestone Elementary family, and I cannot wait to see all that we accomplish together.

Here's to an incredible year ahead!

With Arrow Pride,

Jennifer Moravetz

Mrs. Jennifer Moravetz
Elementary Principal

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The Pipestone Area School Board and school administration has reviewed the discipline policy as part of the process of adopting this handbook.

Board of Education

Brad Carson, ~~Lance Oye~~, Chrissy DeBates, Katie Wiese, Daphne Likness, Mark Hiniker and Tyler Fruechte, Tami Taubert

Administration

Dr. Klint Willert	Superintendent
Sonja Ortman	Secondary Principal
Jennifer Moravetz	Elementary Principal
Lisa Pease	Coordinator of Curriculum, Teaching and Learning
Jacqueline Kennedy	Business Manager
Leonard Burzynski	Maintenance Supervisor
Kim Tuin	Food Nutrition Service
	Taher Food Service

Pipestone Area School District #2689

Pipestone Area Middle/High School

(grades 6 - 12)
1401 7th St SW - Pipestone, MN 56164
Phone: (507) 825-5861 Fax: (507) 825-6729

Pipestone Elementary

(PreK - 5)
1401 7th St SW - Pipestone, MN 56164
Phone: (507) 562-6200 Fax: (507) 562-4820

Heartland School

(grades K - 8)
2171 100th Avenue - Lake Benton, MN 56149
Phone: (507) 368-3250 Fax: (507) 368-3250

Pipestone Area Schools website
http://www.pas.k12.mn.us

General Information

Arrival & Dismissal Times and School hours

Students may enter the building starting at 7:30am to eat breakfast or go to recess.

First Bell rings	8:05 a.m.
Classes begin	8:15 a.m.
Dismissal	3:15 p.m.

Elementary Office hours are from 7:00 a.m. to 4:00 p.m. Monday through Friday. If you should need to contact the office for any reason during this time, the telephone numbers are:

- Pipestone Elementary 507 - 562 - 6200
- Pipestone Area Middle/High School 507 - 825 - 5861

Voice mail is available in the main offices and classrooms in the event that no one is available to answer your call. Summer office hours are subject to change and will be posted on the school website as well as on the school doors.

After School Plans

The school maintains a file with student's registration sheets, which includes after school plans. If at any time during the year, those plans change, please notify your student's teacher as well as the main office.

Bicycles

If your child rides their bike to school, all bicycles must be parked in the bicycle racks provided. The school district does not assume responsibility for damaged or stolen bicycles. For your child's safety, your child should walk their bike across the street and NOT ride their bike at crosswalks.

Bus Transportation

ISD #2689 contracts with Ludolph Bus Service. The bus service phone number is 507-825-2303.

According to Minnesota Law, riding the bus is a privilege. It is important to maintain a safe environment for all bus riders. If the rules are not followed, the privilege to ride the bus may be withdrawn. Serious violations or continued misbehavior may require permanent removal from the bus. See pg. 29 under student conduct for bus rules.

Communication

At Pipestone Elementary, we believe that strong communication between home and school helps students succeed. We use SeeSaw and email as our main ways to share information with families.

Please be sure the school has your current email address and that you are connected to your child's SeeSaw account. If your contact information changes during the year, contact the school office to update it.

Dress Code

Students need to dress appropriately for the school day, weather, and activities in school. Good grooming and proper dress ensure safety and sets the atmosphere; therefore each student in attendance is to be dressed in good taste and properly groomed. Students will not wear clothing which includes, but not limited to "short shorts", skimpy tank tops, tops that expose the midriff, offensive, promotes alcohol, drugs or tobacco products while in the building or at school sponsored activities or events. See school board policy #504 for more information. Students wearing such apparel will be required to call home for a change of clothing, be asked to turn the article inside out, or will be provided clothing at school to change into. Parents/guardians may be asked to provide an extra set of clothing for your child to keep at school. Shorts should not be worn during the winter months or when the temperature is below 60 degrees fahrenheit.

Elastic Clause

The student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student, school, and community will be considered. Each situation is different and will be handled on an individual basis. All school board policies and procedures must be followed.

Emergency Plans & Drills

The school district has ~~school board members have~~ a written plan regarding tornado or emergency evacuations of the buildings. School personnel have a specific written plan regarding the complete procedure for each and is reviewed each year by the Site Council.

All staff and students will participate in emergency evacuation drills, ALICE drills, as well as fire and tornado drills throughout the school year for the protection of all persons in the building.

Emergency Phone Numbers

We must have on file the name, address and phone number of a relative or friend in case we cannot reach you in an emergency. ***It is important that this record be kept current.*** Please notify the office if there are changes or additions during the school year.

Gifts

Gifts such as flowers and balloons delivered to the school are discouraged. If such gifts are delivered, they will be kept in the office and will be given to the student at the end of the school day at 3:15pm.

Gym

Students have PE each day. If a student must miss PE for injury or illness, a note must be written and signed by the parents stating the injury, PE restrictions, and the timeframe for the restrictions. A doctor's note is preferred.

Library

Students check out library books once a week. The replacement cost of the book is owed in the event that the student loses or damages a library book. It is school policy that students having an overdue or lost library book(s) at the end of the school year will NOT be issued final report cards until the items are returned or paid for. Should the student not return the library book or pay for the cost of damages, the school reserves the right to consider alternative consequences.

Lost & Found

Each year we have a large collection of clothing which has not been claimed. Remind your child to check the lost and found area located outside the main office when something disappears at school. Pictures of lost items will be sent out via SeeSaw as well. Lost articles that are not claimed by the end of the school year will be given to charity. We are not responsible for lost items.

The following considerations should be taken to help eliminate lost items:

- Clearly label your child's coats, sweaters, caps, mittens, gym shoes and boots with full name.
- When an article is lost, have your child report the loss as soon as possible.
- Use caution in allowing articles of sentimental or monetary value to be brought to school.

Money

Students are discouraged from bringing cash to school. Paying by check eliminates the problem of money being lost on the way to school. Please make checks payable to: Independent School District #2689 or Pipestone Area schools.

Multi-Tiered System of Supports (MTSS)

At Pipestone Elementary, we are committed to helping every student grow academically, socially, and emotionally. We use a framework called MTSS (Multi-Tiered System of Supports) to make sure all students receive the support they need to be successful.

MTSS is a system that provides different levels of support based on each student's individual needs:

- Tier 1: All students receive high-quality classroom instruction in both academics and social-emotional learning (SEL). SEL lessons help students learn important skills like managing emotions, making good choices, and working well with others.

- Tier 2: Some students may need extra help in certain areas. Small group instruction or special lessons may be provided to support specific academic or social-emotional needs.

- Tier 3: A smaller number of students may need more intensive, individualized support. This could include one-on-one instruction, specialized programs, or support from school specialists.

MTSS allows us to monitor progress, provide help early, and adjust support as needed to help all students succeed both in the classroom and in building positive relationships.

We believe in working together with families to support each child's growth and learning.

Party Invitations

Party invitations are not to be handed out at school. This helps to prevent hurt feelings among students who may not receive an invitation.

Pets and Animals

Pipestone Elementary School recognizes that animals can enrich the educational experience and bring joy to students. However, to maintain a safe and healthy environment for all students, staff, and visitors, the following guidelines apply to any animals brought onto school property:

1. Prior Approval Required

- Any animal brought to school must have prior approval from the building principal or designated administrator.
- Approval requests should include:
    - Purpose of the visit (curriculum connection, reward, special event, etc.)
    - Type of animal and breed (if applicable)
    - Owner/handler name and contact information
    - Date, time, and location of the visit
- Approval is not guaranteed and will depend on the activity's educational value, student needs, and safety considerations.

2. Purpose of Animal Visits

Animals may be permitted in school for:

- Educational presentations or demonstrations
- Curriculum-related activities
- Social-emotional learning activities
- Class pets, if approved by administration and managed properly
- Service animals for students or staff as protected under the Americans with Disabilities Act (ADA)

3. Health and Safety Requirements

- All animals must be healthy, clean, and current on vaccinations. Owners may be asked to provide vaccination records.
- Animals must be properly leashed, kenneled, or contained at all times, with direct adult supervision.
- Animals showing aggressive behavior, excessive barking, or unpredictable tendencies will be required to leave school grounds immediately.
- Handlers are responsible for cleaning up any waste produced by the animal during the visit.

4. Allergy and Medical Considerations

- Teachers must notify the principal and school nurse in advance of any planned animal visits to address student medical needs.
- Families will be informed of upcoming animal visits through classroom newsletters, email, or other communication tools.
- If a student has a known allergy, asthma condition, or fear of animals, alternative activities or seating arrangements will be provided.

5. Personal Pets

- Personal pets are not allowed at arrival, dismissal, or other times unless part of an approved event or educational activity.
- "Show-and-tell" visits involving pets must be arranged in advance and follow all outlined safety guidelines.

6. Therapy and Service Animals

- Therapy animals used for emotional support or educational enrichment must come with a certified handler from an approved therapy animal organization.
- Service animals that assist individuals with disabilities are permitted in accordance with federal and state laws and school policy. Documentation may be requested where appropriate under law.

7. Prohibited Animals

For the safety of students, the following are **not permitted** on school grounds under any circumstances:

- Exotic animals (e.g., snakes, lizards, spiders, wild animals)
- Farm animals (unless part of an approved educational event)
- Animals with a known history of aggression or biting

8. Responsibility and Liability

- The animal owner/handler is solely responsible for the behavior and well-being of the animal while on school grounds.
- The school reserves the right to deny or revoke permission for any animal visit at any time based on health, safety, or disruption concerns.

Photo & Video Use

Photos of students are taken throughout the school year and are frequently published on social media or on other platforms through the school district. During our Back to School Open House, a consent form will be included in your child's informational packet. Fill out this form to approve or deny permission to have your child's photo taken and placed on social media. Contact the school office if you did not receive this form.

Pledge of Allegiance

Pipestone Elementary Schools will recite the Pledge of Allegiance daily during the school year. Any student who wishes **NOT** to participate in the reciting of the pledge may do so and other students shall respect that right.

Security

To provide a safer environment for all students and staff, the following safety practices will be followed each school day:

ALL doors will be locked after 8:15am to the elementary school. Any entry into the building must be through the front doors and follow security procedures provided.

All visitors/guests are expected to enter through the main doors (via the intercom) and report to the main office to follow the current registration practice. Upon arrival, guests must state their purpose for their visit, check-in, and then check-out when leaving the building. All visitors must check in through the rapport system located in the main elementary office with their driver's license. All visitors must wear a visitor badge at all times while in the building. For safety and security, visitors are required to remain in the area they indicated upon check-in and may not visit other parts of the building without prior approval from administration.

Security cameras have been installed throughout the elementary to office personnel to monitor activities inside

and outside of the school building which will help to provide a safer environment for all students and staff.

Smoke/Tobacco-Free Environment:

Smoking and use of tobacco products is prohibited by students and adults within all owned and leased school buildings and school vehicles of Independent School District #2689.

Telephone Calls

Students may not be interrupted during the school hours by outside calls and messages ***except in case of an emergency***. If it is necessary to reach your child at school, the office manager will relay the message to your child's classroom teacher. In most cases, teachers will not answer calls to their classroom when they are instructing students. Any contact should be made before or after school. You may also make contact with the teacher via email or voicemail.

Visiting the School

~~Parents/guardians, community members, and guests are always welcome to visit our school building. All visitors must comply with safety protocols, state their reason for visiting, stay in the designated area of their visit and may not disrupt the student learning process or employee working environment. If you wish to visit the elementary, please contact the main office ahead of time. In order to provide a safe and secure environment for our students, the district policy requires that ALL guests who come into the building must register in the main office and go through the rapport system. You will be given a name tag to indicate you have been in the office. Your cooperation each and every time when you visit our schools is greatly appreciated. The building principal reserves the right to revoke permission and access to the elementary school if safety protocols are not followed or if the visit is not in the best interest of students, employees or the school district. See school board policy #903 for more information.~~

Parents/guardians, community members, and guests are always welcome and encouraged to visit our school. We value strong partnerships with families and the community, and we believe these connections support student success. To maintain a safe, respectful, and focused learning environment, the following visitor expectations and procedures are in place:

- **Advance Notice:** If you plan to visit the elementary school during school hours, please contact the main office in advance. This helps us prepare for your visit and minimize disruption to the school day.

- **Check-In Procedures:** All visitors must enter through the main entrance and report directly to the main office. As part of our district's safety procedures, every visitor must register using the Raptor system. This system performs a quick background check and allows us to monitor who is in the building.

- **Visitor Badges:** After check-in, visitors will receive a name badge that must be worn and visible at all times while in the building. This badge indicates you have checked in appropriately and are authorized to be in the school.

- **Purpose and Location of Visit:** Visitors must state the purpose of their visit and are expected to remain only in the designated area related to that purpose. Visits to classrooms or instructional spaces must be pre-approved by both the classroom teacher and a school administrator.

- **Respect for the Learning Environment:** To protect instructional time, visitors are not permitted to disrupt the teaching and learning process. Visitors should not engage with students or staff in ways that interrupt instruction, classroom routines, or the professional responsibilities of employees.

- **Supervised Interactions:** Visitors may not interact one-on-one with students unless it is part of a scheduled event or volunteer activity that has been approved and supervised by school staff.

- **Volunteer Opportunities:** We welcome and appreciate parent/guardian volunteers in a variety of roles throughout the school. Volunteer opportunities must be coordinated through the main office and your child's teacher.

- **Principal Discretion:** The building principal has the authority to limit or revoke visitation privileges if safety protocols are not followed or if the visit is deemed not in the best interest of students, staff, or the school district.

Thank you for partnering with us to create a safe, respectful, and supportive school environment. For more details, please refer to School Board Policy #903.

Weather Guidelines

Exercise, fresh air and play are important components in the daily routines of our students. As the weather changes to cooler temperatures, it is important that students come to school with appropriate clothing. Students will spend time outside in the morning and for noon recess every day except for rainy or extremely cold conditions. In general, students will stay indoors if the Fahrenheit temperature or wind chill value is BELOW zero or at the discretion of the principal and/or playground supervisor. Pipestone Schools uses the

AccuWeather.com or FirstAlert Weather website for their weather information. Playground supervisors may cancel outside recess if weather conditions deteriorate and students are already on the playground.

The school requires that students wear snow pants and boots when snow/slush is present on the playground. Also, please prepare your child with caps, gloves, and a coat. If parents/guardians need assistance in obtaining winter clothing, contact your student's teacher. Students who do not wear snowpants and boots will be required to stay on designated areas (cemented areas). When staff feels the playground is safe and temperatures start going above 65 degrees, students ***may*** no longer be required to wear these winter items. Please make sure there is an extra set of clothes for your student in case they accidentally get wet or muddy.

Weather/Emergency Dismissal

Official announcements regarding the operations of School District #2689 will be broadcasted on the following stations:

- KLOH - 1050 AM
- KISD - 98.7 FM
- KELOLAND Closeline
- Dakota News Now
- School Messenger

Listen and watch for these announcements, **PLEASE DO NOT CALL THE SCHOOL.**

All bussed families **must** list a residence their child(ren) can stay at in case school is in session and the busses do not travel due to inclement weather. Bussed students will be instructed to remain at their designated storm homes. This information is included in the student information sheet handed out at the beginning of the school year.

Attendance

The attendance expectation for students of Pipestone Elementary is to attend school every day possible. The PAS Elementary goal for all students is to achieve 96% attendance for the year, which would be no more than 7 excused or unexcused absences for the year.

Severe/Chronic—less than 91% (15 or more absences)
Chronic—92-93% (11-14 absences)
At Risk—94-94% (7-10 absences)
Satisfactory—96-99% (1-6 absences)
Exemplary—100% (0 absences)

Consistent school attendance leads to consistent academic progress. Minnesota State Statute requires that children attend school. For students under the age of 12, it is presumed that it is a parental responsibility to ensure the child's attendance. The principals and staff of the Pipestone Area School District will take the responsibility to promote consistent school attendance through an early intervention plan. Parents must notify the school on the day their student is absent or tardy. Please notify the school NO LATER than 9:00 8:30 am. The school office manager will attempt to call the parent/guardian before 11:00 am to verify all student absences if no notification is received. Keep the school updated on changes to telephone and e-mail contact information.

Below there is a list of excused and unexcused absences and some of the factors used to make that determination. This is not a complete list. The school remains the final decision maker as to whether or not an absence is considered excused. If a student is absent without lawful excuse on three or more days or any part of the school day, they are considered as truant. Truancy is a violation of Minnesota State Law (see Truancy on page 12). The law also mandates that parents compel their children to attend school. There are potential criminal penalties if a parent fails to do so. This can include fines and potentially jail time.
Research data tells us that students who become truant do not perform as well in school as those who attend school each and every day. Truancy could also lead to a student dropping out of school and sabotaging their opportunity for future employment success. The community, schools, parents and the student share in the responsibility to promote regular attendance.
Periodically, requests are received from parents to have their child excused from school for reasons other than illness or family emergency. If a parent decides to keep a child out of school for a special vacation, please inform the teacher and the school office prior to the absence. A plan for completion of student work will be created by the teacher and family.

*Students returning to school following an absence will be expected to complete appropriate assignments within a reasonable period of time set forth by the teacher.

*Leaving school grounds without permission of school personnel shall be subject to disciplinary action.

Excused Absences/Tardies

Included, but not limited to…

- **Appointment** (Medical, dental, mental health)
- **Family Emergency**
- **Funeral**
- **Religious holiday**
- **Late bus**
- **Weather**
- **Illness/hospitalization**
    - Doctor's note required if absent 3 days or longer OR if within chronic absence range
- **Out of town/Vacation**
    - Prior notice and making up work ahead of time required * No more than 5 days for a school year, without approval from principal

Unexcused Absences/Tardies

Included, but not limited to…

- **Need for sleep/rest**
- **Missing the bus**
- **Employment/child care issue**
- **Illness/hospitalization**
    - without a doctor's note if gone more than 3 days or within chronic absence range
- **Out of town/vacation**
    - without prior notice and making up work ahead of time *if more than 5 vacation days for the year without principal approval

Tardiness

One of the most valuable life skills a student can learn is the responsibility of arriving at school every day on time. **Any student who is NOT in his/her classroom by 8:15 a.m. will be considered tardy.** Students must report to the office to get an admittance slip if they enter the building after the 8:15am bell. It is the responsibility of the parents to get their children to school on time.

Students arriving after 10:00 am will be marked absent for a half day. Tardiness is included on our student attendance records and without an excused reason for the tardy, the half day absence will be considered unexcused. When a student accumulates five unexcused tardies, the tardies will be considered one unexcused absence. Each five unexcused tardies accumulated thereafter will result in an additional unexcused absence.

Truancy Policy

Pipestone County Truancy Project 2007-2008
Adopted by Pipestone Area & Edgerton Public School Districts, 4/21/08

Code sections in **bold** updated for PAS Elementaries 4/10/16

What is the definition of truancy?

There are two classifications of truancy according to Minnesota law.

1. A **continuing truant** is a student, under the age of 18, who is absent from attendance at school without lawful excuse for:

** 3 or more days in one school year in elementary school; or
** 3 or more class periods or 3 or more days in one school year in middle, junior and senior high school. **(Minnesota Statutes 260A.02, subd. 3)**

2. A **habitual truant** is a student, under 18, who is absent without a valid excuse for:

**7 or more days in elementary school; or
**1 or more class periods on seven school days or seven or more days in middle, junior and senior high school.
(Minnesota Statutes 260C.007, subd. 19)

District/School Responsibility

The school is the arbitrator of whether or not a student's absences are excused or unexcused. Examples of excused absences could be parent/doctor verified illness, family emergencies and medical/dental appointments. Examples of unexcused absences could be overslept, babysitting, missed the bus and no call/note from the parent. Family vacations may be considered unexcused if prior arrangements have not been made with the school.

The district, under the umbrella of the mission of public education, shall provide instruction to every child between the ages of 7 and 18 (Minnesota Statute 120A.22, subd. 5). This means according to Minnesota Statute 260A.03, a child who has **one to three unexcused absences, the parent/guardian must be notified** immediately. The school is legally responsible to begin the intervention (see Truancy Intervention Levels) which includes parent/guardian notification. It also includes the school setting up a meeting with a parent and child (and Family Services after 3-6 absences) and/or detention for the child. **A school is required to report the student in violation of the law at seven unexcused absences** according to Minnesota Statute **260C.143**.

Parent/guardian Responsibility. Parents hold primary responsibility for their child's attendance at school (MN Statute 120A.22, subd. 1). Failure for parents to compel their children to attend school could result in criminal penalties. (**Minnesota statute 120A.34)**

Any student between the ages of 17 and 18 may withdraw from school if the student's parents or guardians do the following:

**Attend a meeting with school personnel to discuss the educational opportunities available to the student including alternative education opportunities; and
**Sign a written election to withdraw.

Pipestone County's Responsibility

Upon receipt of the Truancy Offense Report and Referral form from the school:

**Review the information to ensure that the Truancy Offense Report and Referral form is complete.
**Participate in a team meeting with the child/family/school.
**Provide intervention and services as needed to assist the child to return to school and stay in school.
**Involve the court only when necessary.

Levels of Intervention

Level I School/Parent Intervention

1-2 Unexcused Absences

- Letter to parent(s) with the School Truancy Policy included as well as the student's attendance record
- Explanation of attendance laws
- Communication with parent(s)/guardian
- Transportation alternatives
- Provide incentives for good attendance or behavior

Level II Chronic Truant

School/Parent/Community/Social Services Intervention

3-6 Unexcused Absences

- Monitor attendance
- Meet with parent(s), student, Social Services and relevant community referrals
- Individual and/or family counseling referrals
- Tutor, mentor or peer helper services
- Provide incentives for good attendance or behavior
- Individual behavior/academic contract with student

Level III Habitually Truant

School/Parent/Community/Social Services and Court Intervention

7 or more Unexcused Absences

- Mandated Educational Neglect report to Social Services
- Provide incentives for good attendance or behavior
- Individual behavior/academic contract with student
- Referral for County Attorney for court involvement which may include:
    1. Community work service or Sentence to Serve Crew
    2. Psychological and/or chemical dependency evaluation and counseling
    1. House arrest
    2. Out-of-Home placement
    3. Revocation of driver's license until the age of 18

Truancy Meeting

1. School identifies students that would be deemed "chronic truant" (5 unexcused absences) or chronically absent (attendance rate less than 94%, 11 or more absences for the year).
2. School sets up a meeting with student's parents, giving the parents at least a week's notice.
3. Have the meeting. School will present updated attendance, grades, and missing assignments at the meeting.
4. If attendance doesn't improve:
    A. Social worker will set up another meeting.
    B. The school may have to file educational neglect report.
5. Through the process, follow-up letters and calls will be made to families by the school social worker.

Academics

Communication/Conferences

Parent-teacher Conferences will occur during the Back to School Open House in August prior to the first day of school and in November. If you would like to schedule a conference at any point during the year, please contact your student's teacher during school hours. Student-led conferences will take place in February. Teachers will be communicating on-going with families throughout the school year.

E-Learning Days

In the event of a school closure due to inclement weather, learning expectations for all students may continue through "e-learning" activities, which will serve as student contact days. Thank you for partnering with us as we strive to provide meaningful, Minnesota State Standards-aligned, learning activities for our students.

At the Elementary Level, learning activities may be a combination of, but not limited to: Seesaw, google assignments, paper/pencil activities, or a choice board. E-learning assignments, developed by your child's teacher, provide academic progress and knowledge for students, continue classroom instruction and provide an accountable means for students to show learning. Students will be required to turn in their e-learning assignments and teachers will be required to grade materials. Teachers will communicate when assignments are due and in most cases will be due no later than 2 days after an e-learning day occurs.

Teachers will communicate with parents/guardians regarding how students can get help (or ask questions) about their e-Learning Day assignments. Teachers will be available to students during regular school hours by email or online processes (seesaw, email, etc.). If a teacher is absent during an e-learning day, that teacher's class will **NOT** have an e-learning day and attendance will not be impacted.

Attendance will be taken the following school day and will be dependent upon if e-learning work is complete and/or turned in.

E-learning days will be announced via the school website, facebook, PAS app, and the School Messenger alert system.

Students whose family chooses to not participate in the e-learning day are reported as absent. It is up to the school whether to consider this an excused absence, according to Minnesota Statutes, section 120A.22 subdivision 12.

Minnesota Department of Education (MDE) e-Learning Days (MN statutes, section 120A.414)

The Minnesota Department of Education (MDE) e-Learning Days statute outlines how Minnesota school districts implement these instructional days. According to the statute:

- Definition: "E-learning day" means a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather.
- Each students' teacher must be accessible both online and by telephone during normal school hours on an e-learning day to assist students and parents.
- Notify parents and students at least two hours prior to the normal school start time that students need to follow the e0learning day plan for that day.
- Notify parents and students of the e-Learning day plan at the beginning of the school year. (Notification for the 2019-2020 school year occurred during conferences.)
- Accommodations for students without sufficient access to the internet, hardware or software in their homes. (School administration, teachers and other staff continually work with families to ensure equitable access to online resources or the assignment of alternative resources or assignments.)

Report Cards

Report cards for grades Pre-K-5 are issued at the end of each quarter. Students are evaluated in all subject areas as well as in study habits and social-emotional growth areas.

Testing

MCA tests are given in April and May to students in grades 3rd, 4th and 5th. This is the high stakes State test which compares and ranks all elementary schools in Minnesota. The tests are done for the subjects of reading and math. Testing dates are found on the school website under Curriculum/Teaching & Learning.

Students in kindergarten through 5th grade take the NWEA MAP assessments in reading and math three times a year—fall, winter, and spring. These tests adjust in difficulty based on how your child answers each question, providing a personalized measure of their skills.

The results help teachers understand each student's strengths and areas for growth, allowing them to tailor instruction to meet individual learning needs throughout the year. Families will receive updates on their child's progress after each testing window.

Students in kindergarten through 3rd grade take the DIBELS assessment three times a year to measure key reading skills. These quick checks help teachers identify students who may need extra support in learning to read.

DIBELS results guide classroom instruction and help ensure all students build strong reading foundations. Families will receive updates on their child's progress after each assessment.

Special Programs & Supports

In order for a student to be placed in a specialized program, the child must be referred to the ~~Child Study Team~~ Student Assistance Team (SAT~~)~~. Teachers usually begin this process by referring to the student and stating concerns. A parent may also make a referral. Members of the ~~Child Study Team~~ Student Assistance Team include the principal, school psychologist, school nurse, special education teachers, speech therapists, and the referring teacher.

Assessment

The ~~Child Study Team~~ Student Assistance Team will determine if an assessment is necessary and who will administer the assessments. The assessment and staffing must be completed within 30 school days and reviewed with appropriate school personnel and the parents.

Program Planning

If a child qualifies for one of the programs, an individualized education plan (IEP) is developed and the child is placed in the program with parent permission. The IEP identifies the student's needs, goals, and objectives and also lists the school personnel responsible for providing a specified service. Each student's IEP is reviewed annually to assess progress and to determine if any modifications need to be made to the student's program.

Special Education

Pipestone Area Schools makes every effort to locate, evaluate, and educate all special needs children under provisions of the Individuals with Disabilities Education Act of 1997, Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Programs and services are provided for eligible students in the areas of autism spectrum disorders, deaf and hard of hearing, deaf/blind, developmental delay for students under the age of 7, developmental cognitive disability, emotional or behavior disorder, other health disabilities, physically impaired, severely multiply impaired, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment.

If a parent is concerned about their child's progress in school, they should bring their concern to the attention of their child's teacher or principal, so that staff are aware of the concerns and can implement instructional support strategies and interventions as needed. If attempts have been made to address the concerns and the child continues to experience difficulties, a referral for special education evaluation can be made. These evaluations are made in order to determine

whether the child's lack of progress is related to a specific educational disability. Parents will be asked for their written consent for the evaluation.

Food Services

In accordance with the State Health Department recommendations, school district policy prohibits food prepared at home to be brought to school for class parties, treats and snacks. This policy DOES NOT include school lunches. **We recommend that NO pop or candy be given to students for their lunchtime meals.**

Breakfast & Lunch– Provision & Payment

Our district offers breakfast and lunch at school. All first servings of school breakfast and school lunch will be provided at no cost to families. Any grade level student may purchase an additional breakfast item, juice or milk for an additional cost. Any 4th or 5th grade student may purchase an additional lunch entree or milk for an additional cost.

To participate in the school's lunch program, **all accounts must be paid in advance** at all times. Family balances are available on Schoolview. Families are expected to have a positive balance in their students' accounts.

Backpack Program

Our public school provides free breakfast and lunch meals to families. The Pipestone Backpack program provides elementary students who qualify for Free or Reduced meals a pack filled with nutritious, easy-to-prepare foods for students until access to the school meal program resumes. The program will provide 2 pieces of fruit, 2 breakfast items, 2 lunches, and 2 snacks. If there is an extended weekend, one additional day will be packed. We will never pack for more than three days because of the size of the bag needs to be manageable for children. The food will be placed in bags and then put into your student's backpack as discreetly as possible. Please contact Jennifer Dunn in our HR department for questions or to sign up.

For more information about Food Service programs, please visit: https://bit.ly/2JBjDwr **Food Service Director can be reached at 507-562-6018.**

Free & Reduced

Independent School District #2689 participates in the National School Lunch Program. This allows children from households that meet certain household sizes and monthly income criteria to receive either a free or reduced price meal. You may apply for these benefits at any time during the year by notifying the school office and requesting the appropriate forms or you can find them online under Food Services. Your application is strictly confidential and will be used only to determine eligibility and verification of data. Even though all meals are free, filling out this form will provide the school district with more resources to educate our students.

Food Allergies & Other Meal Accommodation Requests

If your student has food allergies or may require any other special meal accommodations for any reason, please complete the appropriate paperwork through the Food Services personnel.

Health Services

School nurses will provide health services for students at Pipestone Elementary and Middle School/High School. Please alert the school nurse if your child has a health concern that could affect his/her learning.

Vision and hearing screenings will be held regularly. Parents/guardians will be notified if results are not within normal limits. Routine screenings are not intended to replace medical check-ups by your doctor.

Accident Policy

All accidents must be reported to the nurse's office as soon as possible. A written report will be completed by the school personnel involved with the accident and given to the building principal. Parent's will also be notified of the occurrence.

Health/Medical Policy

The 1987 Legislature passed a statute dealing with giving medication in school. The statute is as follows:

"A licensed school nurse or, in the absence of the nurse, a principal, teacher or secretary may administer medication prescribed for a pupil under the conditions set forth in this section. Administration of medications by school personnel must only be done according to the written order of a licensed physician and written authorization of a parent.

Medication to be administered must be brought to school in a container appropriately labeled by the pharmacy or physician. Medications that are not taken orally or that have the potential of dangerous side effects may be administered by a licensed school nurse/public health nurse."

Illness

When a child develops a fever or other symptoms of illness, the parent/guardian or other person listed on the emergency form will be notified. A child may return to school once they have been fever free for 24 hours. **It is the parent/guardian's responsibility to provide transportation home for the child.** This should be done as soon as possible.

Upon returning to school, the student should have a written note or telephone call from the parent/guardian stating a reason for the absence. If a child is absent for three or more consecutive days, the family may be contacted by the school health personnel, and should have a doctor's note upon their return. A child who has been absent from school for several days because of an infection or contagious disease, is required to present a statement from a doctor upon returning to school. Contagious diseases such as pink eye and impetigo must be treated for 24 hours prior to your child returning to school.

****Please note**: If your student is found to have live head lice, fleas or scabies, you will be notified and your student will be sent home. It is the expectation of the school that you and your student(s) will seek the appropriate medical attention immediately. Appropriate steps need to be performed to your home IN ADDITION to those being done on your student and family. Your student(s) may then return to school after the appropriate treatment(s) have been performed.

Immunization Policy

Parents/guardians will be asked to show the school nurse that immunizations have been given or have been started. If there is a medical reason why the child cannot be vaccinated, or if a parent/guardian objects to the immunization, this must also be documented and notarized.

Immunizations are required by law according to the Minnesota School Immunization Law (Minnesota Statutes 1988 Section 123.70). These are required in order to stay in school, for the safety of the other students and in order for graduation.

Medication/Prescription Policy

Students may take medication during school hours according to the following procedures:

1. **Non-Prescription**: Medications available without a prescription (over-the-counter) should be brought to the school in their original containers and left with the school nurse. **This includes cough drops.** A permission form will need to be completed by the parent.
2. **Prescription**: There will be forms at the doctor's office that can be filled out when a prescription is written, thus parents will immediately have the written order of the physician and the prescription bottle. Please consider adjusting medication schedules so it may be given at home.
3. **Medication**: Students who require daily prescription medication **MAY NOT** carry it on their person or keep it in their desk or locker. Medication ***must*** be in the original container and left with the nurse. A permission form must be completed by the parent. Students with asthma or allergies may carry their own prescribed inhaler if a doctor's order for the same is on file in the health office.

Student Conduct & Discipline

The staff at Pipestone Elementary Schools recognize the rights of all students and staff and understand their right to be respected. We have three behavior expectations of Pipestone Elementary students. We expect them to conduct themselves in a safe manner, be respectful, and act responsibly. Many things fall under these three categories.

Time will be spent throughout the year teaching students what behaviors are expected. Positive behavior is encouraged with rewards and recognition. When a child does not meet the behavioral expectations, we will attempt to understand the behavior and help the child to determine if the chosen behavior got the response the child was seeking. At the Pre-K to grade 5 developmental level, children are learning about how to handle situations that come up in their lives. Hopefully, with our guidance, our students will learn to explore options and choose the best actions. If inappropriate behavior continues, the teacher will notify the parent/guardian and/or the Dean of Students and principal. Other consequences might include removal from the situation, loss of privileges, or be given detention. Instances of severe, prolonged or frequent misbehavior may be referred to the office. See school board policy #506 for more information.

Although the student expectations listed above are written in a broad manner, they will be made more specific by each classroom teacher through instruction throughout the school year. The teacher's purpose in providing instruction will not only be to produce a given behavior, but to help each child see himself/herself as the kind of person who is responsible, respectful, safe and caring.

Bullying Prohibition

Bullying Policy #413 & #514

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment.

"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or 2
2. Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.

The term, "bullying," specifically includes cyberbullying as

defined in the policy. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound or data, including a post on a social network Internet website, or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

1. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district’s policies and procedures, including the school district’s discipline policy.

For additional bullying information, go to the school website, district tab and click on “Safe and Supportive Schools”

This link gives the full district policy, the law it is based upon, as well as resources parents and educators can use when addressing bullying with their students.

Cell Phones/Gizmo Watches

Cell phones or gizmo watches are NOT to be used during school hours. Please leave them at home. All electronics brought to school from home must follow school technology policies while in the building. Devices MUST be turned off during school hours unless otherwise approved by the classroom teacher and left in your child’s locker/backpack. Violations of this policy may lead to the cell phone/gizmo watch being confiscated by the teacher and building principal and will need to be picked up in the main office by a parent/guardian. The school is not responsible for lost, damaged, or stolen items brought to school by students. See school board policy #524 for more information.

Policy Against Religious, Racial, and Sexual Harassment and Violence

Everyone at District 2689 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.

A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender.

A. Name calling, jokes or rumors.
B. Pulling on clothing.
C. Graffiti.
D. Notes or cartoons.
E. Unwelcome touching of a person or clothing.
F. Offensive or graphic posters or book covers.
G. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, para-professional, counselor, the principal or the Human Rights Officer.

You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights officer. Your privacy will be respected as much as possible. We will take seriously all reports of religious, racial or sexual harassment or violence and will take all the appropriate actions based on your report.

The school district will also take action if anyone tries to intimidate you or take action to harm you because you have made a report.

This is a summary of the school district policy against religious, racial and sexual harassment and violence. Complete policies are available in the Superintendent’s Office upon request. See school board policy #413 for more information.

Religious, Racial and Sexual Harassment and Violence Are Against The Law.
Discrimination is against the law.

CONTACT:
Dr. Klint Willert
Human Rights Officer
Pipestone Area Schools
1401 7th St SW
Pipestone, MN 56164
Phone: (507) 562-6068

Technology & Internet Use

The Pipestone Area School Technology and Internet Use policies and practices are laid out in school board policy #524. The technology & internet use information will be distributed to all families to sign during Back to School Open House at the beginning of the year.

Vandalism

If any school property is damaged due to inappropriate acts or behavior by a student, the principal shall assess the cost against the student and/or parent/guardian and will determine any other disciplinary action for the student.

Weapons Policy

A dangerous weapon may be many things. It includes guns, switchblades, brass knuckles, nunchucks, certain liquids & pellet guns. It does not matter whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon or through its use, is capable of injury. Bringing a dangerous weapon, a replica weapon or a BB gun onto school property is a violation of Minnesota law and the Federal Gun-Free Schools Act. It is a serious violation and is called a **felony**. Law enforcement officials will be notified when this policy is violated. **You may NOT possess a dangerous weapon at any time on school property** producing great bodily harm or death.

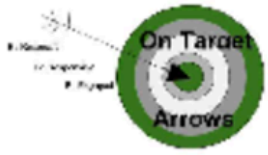
A replica firearm is defined as a device or object that is not defined as a dangerous weapon, and that is a facsimile or toy version of, and reasonably appears to be a pistol, revolver, shotgun, sawed-off shotgun, rifle, machine gun rocket launcher or any other firearm.

Possession on school property includes on a school bus, on any property leased or owned by the school and whether the school is public or private. Violation of this policy will result in penalties including expulsion from school in addition to statutory penalties, which include significant fines and prison.

See school district policy #501.

On Target Arrows

The following pages are examples of tools the elementary schools will be using to create consistent behavior expectations and consistent intervention and discipline protocols.



Behavior Exp

Noise Levels	Classroom/Flex Area	Lunchroom	Hallway/Stairs
	*Use inside voice 0, 1, 2, 3	*Use inside voice 1, 2, 3	*Use inside voic 0 or 1
On-Target Arrows are respectful	*Hands and feet to self *Follow staff directions *Listen, be caring and polite *Keep learning space and locker area clean	*Use good manners * Listen to directions *Hands and feet to self	*Go straight to destination witho distracting othe *Walk quietly *Hands and feet to *Follow staff directions
On-Target Arrows are responsible.	*Use furniture and materials appropriately *Keep classroom clean *Follow classroom expectations *Be ready to learn	*Two hands on tray *Put silverware in tub *Dispose of food and stack tray appropriately *Keep your space clean	*Hands and feet to *Keep hallway a stairway clean *Keep to the right of hallway and st

Behavior Expectations

On-Target Arrows are engaged.	*Whole body listening *Follow staff directions *Try your best *Participate in activity/lesson	*Enjoy your meal *Remain seated *Raise your hand for help	*Whole body listening	*Go to bathroom *Flush *Wash your hands	*Listen for the bell or whistle to line up promptly *Use equipment appropriately	*Be aware of the "Danger Zone" *Remain seated	* Be on the intended tab/website/app *Participate in activity/lesson
Adult Role *Use specific praise in every area	*Post, teach, and reinforce behavior matrix	*Use active supervision (move, scan, and interact)	*Be present during passing transitions in the hallways and stairs	*Actively listen to ensure appropriate behavior *Ensure students wash their hands and put garbage in the receptacles	*Use active supervision (move, scan, and interact)	*Ensure students are safely getting to and on the bus and acting appropriately	*Teach and monitor online safety and appropriate usage

Pipestone Area Elementary strives to create a community of "On Target Arrows" who are responsible, respectful, and engaged.

Classroom Managed-vs-Office Managed Behaviors

Classroom Managed (Minor) **Most behaviors will be classroom managed**	Office Managed (Major)

• Profanity or Obscene Gestures
• Disrespecting Personal Boundaries
• Disrespect
  ○ Low-intensity, socially rude or dismissive messages to adults or students
• Disruption
  ○ Low-intensity but inappropriate disruption
• Defiance
  ○ Brief or low-intensity failure to follow directions or talks back
  ○ Example: Refusal to do work
• Technology Violation
  ○ Off-Task Usage
• Lying/Cheating
  ○ First Offense
• Picking on others
 	
***Students with an IEP/Behavior plan **MUST** be followed and may render different circumstances and consequences.
 	
*****MOST BEHAVIORS WILL BE CLASSROOM MANAGED!!!**
	• Physical Aggression/Fighting
	• Bringing Weapons to School***
	• Technology Violation
	  ○ Sexual Material, Bullying, and Threatening Behavior
	• Lying/Cheating
	  ○ Second Offense
	• Stealing
	• Vandalism
	• Elopement
	  ○ Leaving the classroom without the teacher's permission
	• Bullying
	  ○ Bullying includes any **repeated** written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or perceived as causing distress to one or more students
	• Harassment
	  ○ Related to gender, ethnicity, sex, race, religion, disability, phsyical features, or other protected class[1]
	• Continual Minor Behavior
	
	***Students with an IEP/Behavior plan **MUST** be followed and may render different circumstances and consequences.

3 referrals = conference with principal, teacher, call home to parents
6 referrals = Conference with parents/guardians in-person
9 referrals = missed quarter party

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[1]***Check with the case manager for students with an I.E.P.**
***If other behaviors arise it is up to the teacher's and principal's discretion**

Pipestone Area Schools

2025

July

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

August

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

November

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

2026

January

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

New Teacher Orient
First Day of School
In-Service/No School
No School
Early Dismissal

August	0-S	4-T	3-P
September	21-S	21-T	21-P
October	21-S	21-T	21-P
November	18-S	18-T	18-P
December	15-S	15-T	15-P

Snow Make Up Days
1/19, 3/6, 4/2, 6/3, 6/4, 6/5, 6/8

January	19-S	20-T	20-P
February	19-S	19-T	19-P
March	21-S	22-T	21-P
April	19-S	19-T	19-P
May	20-S	20-T	20-P
June		2-T	1-P
TOTAL	173-S	181-T	178-P

2025-2026 District Calendar

AUGUST	
13	Para In-Service
20	New Teacher Orientation
25, 27	Para In-Service
25-26,28	Teacher In-Service
27	Open House
SEPTEMBER	
1	Labor Day - No School
2	First Day of School
3,10,17,24	Early Dismissal - 2:00
OCTOBER	
1,8,15,22,29	Early Dismissal - 2:00
16-17	MEA/No School
31	End of 1st Quarter (42)
NOVEMBER	
4	No Mtgs/Act 6-8 PM
5,12,19	Early Dismissal - 2:00
11	No Meetings
13	PT Conf 1-7:30/Early Dismissal 12:00
26	Early Dismissal - 12:00
27-28	Thanksgiving Break
DECEMBER	
3,10,17	Early Dismissal - 2:00
22-Jan 2	No School - Winter Break
JANUARY	
1,2	No School - Winter Break
5	School Resumes
7,14,21,28	Early Dismissal - 2:00
16	End of 1st Semester (43)
19	In-Service/No Meetings No School or Snow Make-Up Day
FEBRUARY	
3	No Mtgs/Act after 6:00 p.m.
4,11,18,25	Early Dismissal - 2:00
16	Presidents Day/No School/No Mtgs.
MARCH	
4,11,18,25	Early Dismissal - 2:00
5	Elem Stud Led Conf 11-7/No School Elem
6	In-Service/No School or Snow Make-Up
10	No Mtgs/Activities 6-8 PM
20	End of 3rd Quarter (42)
APRIL	
1,8,15,22,29	Early Dismissal - 2:00
2	No School or Snow Make-Up
3,6	Spring Break - No School
MAY	
6,13,20,27	Early Dismissal - 2:00
24	Graduation - 2:00
25	Memorial Day - No School
29	Last Student Day (46) 1:00 Dismiss
JUNE	
1,2	Teacher In-Service (June 1 - Para Day)
3,4,5,8	Snow Make-Up
19	No Meetings

PIPESTONE AREA SCHOOLS District No. 2689

Dr. Klint W. Willert, Superintendent
Sonja Ortman, MS/HS Principal
Jennifer Moravetz, Elementary Principal
Len Burzynski, Maintenance Director
Jacque Kennedy, Business Manager
Rick Zollner, Activities Director
Josh Stukel, Technology Director
Kim Tuin, Food Service Director
Lisa Pease, Coordinator of Curriculum, Teaching & Learning, and Continuous Improvement

Notice of Non-Discrimination

The Pipestone Area Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies.

Pipestone Elementary Schools with Disabilities Act/Section 504

Coordinator
Kaysee Slaba
1401 7th St SW
Pipestone, MN 56164
507-562-6111
kaysee.slaba@pas.k12.mn.us
Office Location: Pipestone MS/HS

Student Sex Non-Discrimination

A complete copy of the Student Sex Non-Discrimination Policy #522 is on file in the Principal's Office, District Office, and District Website.

The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

PIPESTONE AREA ELEMENTARY

STUDENT/PARENT HANDBOOK SIGNATURE PAGE

After reading the Student/Parent Handbook, please sign the appropriate lines below and return the form to your child's classroom teacher.

We, the parent (s)/guardians of, agree to follow the policies outlined in the student handbook for the current school year. We recognize the right and responsibility to discuss the rules and policies with our child and recognize it is the right and responsibility of the staff and teachers to make the rules and reinforce them.

Student name _____

Signature of Parent/Guardian_____

Date_____

Signature of Parent/Guardian_____

Date_____

Please sign and return this page to the office.

2025-2026 ACTIVITIES HANDBOOK

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ADMINISTRATION OF INTERSCHOLASTIC ACTIVITIES

Statement of Philosophy

It is the intention of Pipestone Area High School to provide for all students interested to participate in athletic and/or activities for which they have the physical and mental qualifications to be able to compete on an interscholastic basis, to promote standards of sportsmanship and encourage growth of responsible citizenship among students with our school and schools with which we compete, to encourage athletes to attain a higher degree of scholarship within the classroom.

Objectives of Participation

To develop physical skills, mental skills, good citizenship, good health habits, responsibility, leadership, discipline, and loyalty.

CODE OF ETHICS

Minnesota State High School Coaches Association

AS A PROFESSIONAL EDUCATOR I WILL:

1. Strive to develop in each participant the qualities of leadership, initiative, and good judgment.
2. Respect the integrity and personality of the individual participant.
3. Encourage the highest standards of conduct and scholastic achievement among all participants.
4. Seek to inculcate good health habits including the establishment of sound training rules.
5. Fulfill responsibilities to provide health services and an environment free of safety hazards.
6. Exemplify the highest moral character, behavior, and leadership.
7. Promote ethical relationships among coaches.
8. Encourage a respect for all athletics and/or activities and their values.
9. Abide by the rules of the game in letter and spirit.
10. Respect the integrity and judgment of officials.
11. Display modesty in victory and graciousness in defeat.
12. Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement.

I WILL NOT:

1. I will not approve commercialism, solicitation, subsidizing, or professionalism entering into high school athletics and/or activities.

ADMINISTRATION ORGANIZATION

School District 2689 Board of Education is the policy making body. They select the administration who are responsible for carrying out its policies.

- The High School Principal, along with the activity's director, will recommend to the Board of Education the coaching assignments. The superintendent or the activities director will represent the school or delegate this responsibility at all Subsection/Section 3A and other Minnesota State High School League meetings. The superintendent has the right to question and change any internal decisions made by the principals, activities director, or coaches.

- The activities director reports to the High School Principal. Primary responsibility of the activity's director is to supervise the interscholastic athletic and fine arts activities programs. All home athletic contests are under the direction of the activity's director and the administration regardless if they are conference, non-conference, district, regional, or state related events. There are times that the activities director, with administrative approval, will delegate someone as site manager at a home contest or appoint someone to be the official school representative at away contests. These people will carry out the duties and responsibilities that are required of the position.

- The head coach is responsible for all matters pertaining to the organization and administration of coaching the team under his/her direction and shall enforce all rules of the Minnesota State High School League as they pertain to the respective activity. He/she will make decisions relative to the successful operation of the activity that are consistent with established policies and procedures. The head coach is to be responsive to the instructions of the activities director and building administrators.

- The assistant coach supports the head coach in conducting the athletic/activities program of that particular sport/activity and the total athletic/activities program of the Pipestone Area School system in general. In the absence of the head coach, he/she shall assume all the responsibilities herein designated as those of the head coach.

AFFILIATIONS

Minnesota State High School League

A. Membership is extended to each Minnesota High School as approved by its governing board, high schools associated with state supported universities or colleges, and state supported institutional high schools. Schools must be doing a minimum of (3) years of senior high school work or (4) years of grades 9-12 accredited by the State Department of Education. To be eligible for membership in the Minnesota State High School League, the governing board of each such school must pass a resolution applying for membership for each of its high schools in which it agrees to abide by and enforce the Articles of Incorporation, Constitution, By-Laws, and Rules and Regulations of the League.

B. The annual membership dues shall be established by the board of Directors and shall be payable by October 1 of each year. Schools failing to pay dues for any year are not eligible to participate in league activities for that year.

C. Being a member school of the high school league, Pipestone Area is placed in Section 3A and Sub Section 10 of league related events.

STAFF RESPONSIBILITIES

Activities Director

1. **Actively participate** and maintain membership in the Minnesota Interscholastic Athletic Administrators Association and its affiliate organizers.
2. **Exert** a positive influence in the processes of employment, selection, and assignments of coaching personnel.
3. **Schedule** all competitive sports/activities.
4. **Evaluate** both programs and personnel.
5. **Represent** Pipestone Area High School at Subsection, Sectional District, Region Conference, and higher-level meetings.
6. **Supervision** of all coaches: **A**.) Unify systems and coaching staff according to the needs and desires of the head coach. **B**.) Establish with administration a site manager for home events. **C**.) Make arrangements with custodial staff for home contests, be responsible for tickets and money boxes, and turn in all worker vouchers.
7. **Make arrangements** for athletic/fine arts banquets.
8. **Supervise** award system.
9. **Interview** new applicants and help assign all coaches in the system.
10. **Supervise and authorize** purchase of athletic/activities equipment.
11. **Arrange** for all transportation.
12. **Arrange** for all necessary meals.
13. **Prepare** annual reports, policies, and booklets.
14. **Work** with all service clubs.
15. **Responsible** for building projects.
16. **Hire** officials for all home contests.
17. **Arrange** for concessions at athletic events.
18. **Work** with the principals and counselors.
19. **Assist** in money-raising projects for athletic and activity programs.
20. **Work** closely with the MSHSL in all matters pertaining to rules and regulations of the association.
21. **Work** with the Booster Club.
22. **Handle** reservations for any overnight trip.
23. **Arrange** for publicity to local newspapers when necessary.
24. **Coordinate** the use of athletic facilities.

Head Coaches

1. **Be familiar** with the objectives, organization, policies, and procedures of the Pipestone Area School, Conference, Subsection, Section, and State relative to the athletic/activities program.
2. **Conduct** training and game experiences in such a manner that the welfare of each participant is always of paramount consideration.
3. **Maintain** technical competence by participating in clinics, rules meetings, etc.
4. **Directly supervise** all matters relative to the sport/activity: **A.)** Instruct subordinates in a preplanned, reasonable and purposeful manner. **B.)** Keep school officials, particularly the Activities Director, advised of situations pertinent to the conduct of your sport/activity. **C.)** Make decisions relative to the successful operation of the sport/activity that are consistent with established athletic/activity policies and procedures. **D.)** Act as a positive spokesperson for the athletic/activities policies and procedures to participant personnel. **E.)** Establish rules for participant conduct as deemed necessary. Clearly define the expectations of team members. **F.)** Plan and conduct all practice sessions.
5. **Be responsible** for preparing public information releases regarding his/her particular activity. Telephone or personal interviews, when requested by news agencies, are not considered a press release. In interviews, coaches and others connected with the athletic/activities program should bear in mind that their statements are published and read by people who are for and against the school's program. Consequently, these statements should be carefully weighed and considered before they are given to the mass media personnel.
6. **Submit** an alphabetized list of the students who will participate inter scholastically to the activity's director within the 1st week of the start of each athletic season. This is mandatory for all levels.
7. **On the MSHSL website** see that your roster and schedule is posted and keep it up to date. The MSHSL and Section 3A look at this site. Rosters for games & programs will be taken from the website. If your team/individuals make it to state, all info will be taken from the website. Also, keep your scores up to date.
8. **Conduct** all staff meetings and be in charge of all tryouts, practices, team meetings, and contests for your sport/activity.
9. **Report injuries** by filling out an injury report of participant/s to the proper school officials, and inform the principal and/or Activities Director. Coaches are cautioned to exercise great care in dealing with all injuries and particularly those that are of serious nature. In all cases, when a participant seeks advice from a medical professional for an injury or health related issue, they must get a release from that medical professional (signed and in writing) to return to participation in that activity.
10. **Support** and conform to decisions and policies that have been established.
11. **Support** student managers as necessary.
12. **Report** the scores and results of all home contests to the media.
13. **Lettering:** Submit to the Activities Director a written copy of your criteria at the beginning of your sport/activity season and convey to the participant the criteria that you will use.
14. **Determine** if an ineligible participant will travel out of town with the team.

Assistant/Junior High Coaches

1. **Communicate** with the head coach and the team.
2. **Attend** staff meetings when called by the head coach.
3. **Assist** with scouting of varsity games, if applicable.
4. **Assume** any duties assigned to him/her by the head coach.
5. **Be at all practices**. There may be times when you will be asked to attend or help at varsity practices.

Additional Information on Coaches

1. **Coaches** outside the school system must be approved by the Activities Director and Administration. This person needs to complete a background check prior to coaching.
2. **Volunteer Coaches:** Any person helping out as a volunteer coach must be approved by the Activities Director and the Administration. This person must have a background check prior to volunteering.

STUDENT PHYSICALS AND CONCUSSION TEST

1. Students are required to have a physical every 3 years to participate in athletics, cheerleading and marching band (includes flags) it is recommended that participants get a physical done the start of their 7th grade year and 10th grade year. Students are required to have a medical physical before they participate in any activity in accordance with Minnesota High School state policy.
2. Students in athletics and cheerleading are required to have impact testing prior to participation. Impact testing is every three (3) years. If an athlete/cheerleader started competition in 7th grade they would have it done prior to participation and then again in 10th grade. Impact testing gives the Doctors a baseline to check with a person who might have a concussion in the field of play.

ATTENDANCE OF COACHING CLINICS

Upon prior approval from the Activities Director, the school will pay for a head coach and for an assistant coach to attend one coaching clinic per year. To be reimbursed, receipts must be turned in to the activity's director. School vehicles can be used if they are available.

TRANSPORTATION

For out-of-town contests the school shall provide the transportation and all coaches shall remain in charge of their squad until the students are returned safely to Pipestone. In the event that a parent wishes to take their child from a contest, the parent must fill out a Travel Release Form which can be found on the school's web-site or they may obtain one in the activity's office at the high school. The form needs to be filled out completely, dated and signed, and then returned to the activities office either physically or emailed directly to the activity's director no later than 12:00pm the day of the contest. The activities director will then inform the coach that the student has been cleared to leave with his/her parents.

EARLY DISMISSAL

A list of the participants to be excused should be emailed to staff as soon as reasonably possible, preferably at least a day before departure.

SCRIMMAGES

Scrimmages can be arranged by coaches but must be approved by the Activities Director. The MN State High School League defines an inter-school scrimmage as a practice and training period or session and said practice or training sessions not to approximate or equal actual game conditions. An inter-school scrimmage or practice session must be designated as a game, and count as one of the maximum permitted, if any one of the following conditions pertain to said event:

- If game rules, time limits, etc., are observed.
- If game officials are used.
- If a game is advertised, and/or admissions are charged.
- Athletes who are ineligible may compete in scrimmage.

ISSUING OF ATHLETIC EQUIPMENT

The Head Coach of that sport will be responsible for the issuing of equipment to the athletes. The coaches will maintain a complete record of all the equipment issued. Before any student may be engaged in any sport sponsored by Pipestone Area High School he/she must complete and pass a physical examination by a qualified physician, and have a clearance slip from the office.

The clearance slip requires:

- Eligibility slip signed by the parent/guardian showing that the rules have been read;
- Up to date Impact (concussion) test;
- Any/all lost equipment fines paid;
- Physical on file.

CARE OF EQUIPMENT

All coaches are expected to instruct the athletes in the care of equipment issued to them. An appreciation of the cost of quality equipment should lead to a more careful handling and storage. Equipment issued to athletes and coaches is to be used or worn only for official practices, games, or meets.

LOCKER ROOM RESPONSIBILITIES

Each coach is responsible for the actions of the members of his/her squad from the time they report to the locker room for practice until they leave the building after practice. It is the coach's responsibility to be present at the time that the athletes are to report for practice, games, or meets, home or away, and stay until the last athlete has left to ensure that lights and showers are turned-off, the doors are locked, and equipment is locked up, and the room left as neat as possible.

SCHOOL ATTENDANCE

To participate or practice in any extracurricular activity, students must be in school at the start of 1st hour, and be present in the classroom the remainder of the day. The principal or activities director may approve a waiver of this rule for medical, dental, or other emergency situations.

SCHEDULING CONFLICTS

Any scheduling conflicts between activities shall be solved by the Activities Director, building administrator, coach, and activity advisor involved, and prior to informing the students.

STATE TOURNAMENTS

1. If Pipestone Area High School has any participants involved in the State Tournament the school will pay transportation, meals, and room expenses for the head coach, assistant, and state participant(s). Meal allowance for state participants will be $50 per day.
2. If only one participant qualifies for the State Tournament, he/she may take one teammate along for company. Preferably this person is to be a senior, who has been out for the same activity.
3. Cheerleaders:

- If any sports team qualifies for state tournament all varsity cheerleaders can go with all expenses paid. In any sport where there is individual advancement as well as team, no cheerleaders will go to individual advancement. Cheerleading advisors will work with the Activities Director to arrange transportation to the event. We will try to arrange a fan bus first for transportation of the cheerleaders, though they may be placed on the players bus if needed.
- If Pipestone Area participants are not involved in state tournament play, the head coach and varsity assistant coach(es) will be allowed to attend the state tournament for two (2) days. Approval must be secured in advance from the high school principal. The school will pay transportation, meals, and room expenses. When the receipt for tickets is submitted to the activity's administrator, the coach will be reimbursed for the cost of the tickets.

PARENTS NIGHT

Each activity is allowed a parent's night for the varsity players if they choose to have one. It will be up to each head coach to arrange and plan for parent's night. The Arrow Booster Club may help.

BAND

The band will play only at those athletic contests that they chose to. Usually they will play no more than twice a week.

AWARDS

1. Lettering –Participants may receive one letter for sports/activity throughout their career. Anyone lettering in another sport/activity or the same sport/activity the following year will receive a certificate and pin. The major letter is mainly for participants in grades 10-11-12.
2. Numeral - Receive upon lettering for the first time.
3. Pins - For those who earn their 1st varsity letter and thereafter - only given out for varsity awards.
4. Certificate - Anyone who earns a letter.
5. 7th -8th - No specific award given, unless they earn a varsity award.
6. Ineligibility clarification:

- Participants who are ineligible when the athletic/fine arts banquet is held will not receive public recognition at the banquet but will receive their awards due to them. The participant may pick up his/her award from the head coach of the sport/activity at a different time. **(Not the night of the banquet).** If the participant is ineligible during a period of time in a sport season, but eligible at the time of the banquet and has earned an award for that season, he/she will be recognized at the banquet and receive the award due them. Cheerleaders will follow the same rules.

CHURCH NIGHT

Wednesday night is Church Night in Pipestone; therefore, all students will be out of the building by 7:00 pm or earlier.

WINTER TRAVEL

In the event of possible bad weather conditions (cold temps or blizzard type weather), it shall be the responsibility of the coaches to enforce the following: gloves/mittens, some form of headgear and warm foot wear. Participants do not need to wear them, but must have them in their possession (Duffle bag)

OFFICIAL SQUAD (TEAM)

The official squad can be no more than what MSHSL allows for. The official squad may include less, but not more than what the MSHSL authorizes. This includes a number of athletes, managers, and coaches.

STUDENT ACCELERATION TO HIGHER-LEVEL ATHLETIC-ACTIVITIES POLICY

I. PURPOSE

The purpose of this policy is to provide guidelines for the promotion of middle school athletes to compete at a high school level.

II. GENERAL STATEMENT OF POLICY

As a general rule, Pipestone Area School District does not promote the acceleration of middle school students (grades 7–8) into high school (grades 9–12) athletic programs. Participation in athletic teams representing Pipestone Area High School is typically reserved for students who are regularly enrolled in high school classes. These teams are considered an essential component of the high school educational experience and are primarily intended to meet the developmental and competitive needs of high school students.

This policy serves as a foundational guideline for athletic participation within our district. However, in rare circumstances, a middle school student may demonstrate exceptional physical ability that warrants consideration for participation at the high school level. In such cases, a careful and deliberate evaluation must be conducted, taking into account the following factors:

1. The needs of the student-athlete, with particular attention to their physical, mental, and emotional well-being.
2. The impact on the student-athlete's current middle school team.
3. The potential displacement of current high school athletes as a result of the proposed acceleration.

At the middle school level, the emphasis is placed on participation and skill development. This differs from the high school level, where the philosophy shifts toward increased competitiveness and a stronger focus on performance and playing to win.

III. DEFINITIONS

- Grades 9-12 shall be considered as the high school program.
- Grades 7-8 shall be considered the middle school program considered for acceleration.

IV. EXCEPTION

In certain situations, 9th grade or junior varsity teams may experience a shortage of participants. When this occurs, middle school athletes may be temporarily accelerated to participate at the high school level on an as-needed basis to ensure a team can be fielded.

To initiate this process, the varsity coach must submit a written request to the Activities Director or High School Principal. In the absence of both, the request should be directed to the Superintendent. This request must outline the specific need for temporarily accelerating middle school participants (e.g., due to injury, illness, or insufficient roster numbers).

It is important to note that any middle school students approved for temporary acceleration will continue to participate with their middle school teams. The purpose of this exception is to address short-term roster gaps, not to permanently move athletes to the high school program.

Final approval rests with the designated administrator, who will determine whether temporary acceleration is warranted. Additionally, a parent or guardian permission form must be completed and submitted to the Activities Director before the athlete participates in any high school-level practices or competitions.

It is the coach's responsibility to ensure this form is completed and submitted before participation occurs.

V. PROCEDURE

1. The head coach must submit a formal, written request to the Activities Director to initiate the acceleration process.
2. A meeting will be held among the head coach, Activities Director, and Principal to discuss all relevant factors, including academic performance, social/emotional readiness, eligibility status, and physical ability. A consensus decision will be made.
3. A meeting will then be scheduled with both parents/guardians (if available) to review the decision:

a. If the decision is not to accelerate the athlete, the rationale for the decision will be explained to the parents.

b. If the decision is to accelerate the athlete, the advantages and potential drawbacks of acceleration will be reviewed with the parents.

4. The coach is responsible for obtaining signatures from both custodial parents/guardians on all required documentation. These signatures confirm that the meeting occurred and the parents agreed to the student-athlete's acceleration.
5. The documentation shall be held by the Activities Director for six (6) years or upon graduation of the student athlete, whichever comes first.

VI. REFERENCES

MSHSL Bylaws – 105, 302, 109, 303.4 and 105.00 Interpretations

ACCELERATION OVREVIEW

Advantages of Acceleration:

1. Need to challenge the athletes by placing with and against better competition.
2. Opportunity to participate in increased number of contests.
3. The athlete may experience frustrations due to the disparity in skill level if they continue to play at present level.
4. More opportunities will exist for the athletes from the team the player left. A non-starter now may become a starter.
5. The competition for positions on the team they are moved to may be increased, which may improve intensity and skill development for everyone.
6. Athletes will be given an opportunity to advance their skill level in a team sport just as they can in an individual sport.

Disadvantages of Acceleration:

1. The parents and athletes of members of the team the athlete is moving to will feel they or their child is being displaced.
2. The athletes/parents from the team they are leaving and the team they are going to could disagree with the promotion causing socialization issues in school and the community for the accelerated athlete.
3. Athletes will sometimes feel they are not connected to any team.
4. The team the athlete is moving from loses a role model and an extra peer teacher to help that team develop better skills.
5. Expectations for the accelerated athlete may be greater by the coaches, parents, and fans. These expectations may not be realized and thus a sense of failure may emerge.
6. An increased time commitment, longer season, split shifts at practice, transportation issues, etc., may negatively impact school work and home responsibilities.
7. The continuity of the grade level team and the team accelerated to could by high disrupted.
8. Acceleration may open the athlete up to scrutiny by parents, classmates, and community members.
9. The injury and risk factor is increased due to participation against bigger, faster, and stronger athletes.
10. Once the athlete is accelerated the move is permanent and they are ineligible to return to their previous level.

At the time your son/daughter has excellent skills and potential. We believe they have the social and mental capabilities to be accelerated. However, this in no way guarantees them a starting position on a team later in their career. Physical growth, maturity, determination, work ethic, team chemistry and other player development can impact future opportunities.

STUDENT CODE OF RESPONSIBILITIES

Participating in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in league sponsored activities, I understand and accept the following responsibilities:

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.

2. I will be fully responsible for my own actions and the consequences of my actions.

3. I will respect the property of others.

4. I will respect and obey the rules of my school and the laws of my community, state and country.

5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

A student who is under penalty, whose character or conduct violates the Student Code of Responsibilities, and is not in good standing, shall be ineligible for a period of time as determined by the Principal.

SOCIAL MEDIA STANDARDS

1. Pipestone Area Schools has social media guidelines to help our students understand that the words they choose to communicate to others through social media can be powerful, have great potential to do both good and bad and can have a negative impact on a school, its programs , or the school district regardless of the student's intent.

2. All Pipestone Area students are representatives of the school district, the school that they attend, and the activity or sport in which they participate. The Pipestone Area Activities department and the school district expect students to use common sense, temperance, civility and empathy when posting on social media. We ask that students use public forums for the purpose of affirmation and information, and we will hold students accountable for posts that do not hold up to the spirit and intent of our guidelines.

Posts should show good sportsmanship, speak positively about individuals, teams, schools, programs, opponents, and current public trends. Students who post mean vulgar opinions which bring controversy or any negative impact to Pipestone Area Schools or its programs may receive consequences that affect their participation as this would be a violation of our district's bullying and cyberbullying policies and standards laid out in the PAS Policy # 514 and MSHSL Code of Conduct

MOOD ALTERING CHEMICALS

1. Reference Bylaw 205

Twelve (12) months of the year, a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia, (4) use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product, (5) use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal law.

- The bylaw applies continuously from the first signing of the student Eligibility Brochure.
- It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

PENALTY:

1. **First Violation:** After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

2. **Second Violation:** After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant for three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

3. **Third and Subsequent Violations**: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

4. Penalties are progressive and consecutive.

5. **Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.**

551 ACTIVITY ACADEMIC INELIGIBILITY AND PROBATION POLICY

I. PURPOSE

The purpose of this policy is to define the method for determining whether a student is academically eligible to participate in school activities. The activities include but are not limited to the following:

Baseball	Basketball	Cross Country	Tennis
Track and Field	Cheerleading	Golf	Softball
Volleyball	Plays/Musicals	FFA	Football
Gymnastics	Wrestling	Marching Band	Robotics
Pep Band	Music Ensembles	Knowledge Bowl	Speech
E-Sports	Clay Target		

II.GENERAL STATEMENT OF POLICY

A. It is the intention of this policy to stress the value of a sound academic record and graduate on time from Pipestone Area Schools. The Activities Director will inform the high/middle school staff, coaches, and the building principal of students that are ineligible.

B. The Minnesota State High School League policy states that to be eligible for participation in MSHSL activities, one must be making satisfactory progress towards graduation. Our goal is to develop the total student in all of our programs. This requirement will emphasize to students the alignment with Policy 510 – School Activities, and our beliefs in the value of co-curricular activities.

III. STANDARDS

A. Standards of academic eligibility to participate in extracurricular activities will be measured by:

- Students (Grades 7-12) must have no incomplete grades or F's in any class.
- Four grading periods- most current grading period is used to determine eligibility.
  -1st quarter -2nd quarter -3rd quarter -4th quarter
- Fourth quarter grades will roll over for the following school year.

IV. CONSEQUENCES

A. Athletics **(Category I Activities)**

- Students that fail to meet these standards will miss two weeks or two contests (whichever is longer).
- If after two weeks/two contests, the student is meeting expectations (completed progress form signed by all teachers) he/she will regain their eligibility.

B. Activities/Fine Arts **(Category II Activities)**

- Students shall miss the next one event/contest he/she participates in.
- If after the event/contest, the student is meeting expectations completed progress form signed by all teachers) he/she will regain their eligibility.

***** If at any time a student makes up work for the previous quarter's failed class(es) the student becomes immediately eligible once the grade change has been recorded and corrected.

C. Any player deemed ineligible to participate, regardless of reason, whether academic, chemical violation, coach's decision, etc. cannot dress for the contest/s they are ineligible for. Furthermore, the coach determines whether or not the ineligible player can go to away contests.

D. ICU List – Students on the ICU list are subject to missing practice and/or contests until their assignments are completed. Coaches will use discretion when mandating students complete their ICU assignments. Multiple supports are available to students including study sessions before, during and after school.

E. Administration has discretion over unique or extenuating circumstances.

V. APPEAL POLICY

A. Students have the right to appeal their academic ineligibility. Any student who chooses to appeal their Academic Ineligibility should do so within 3 days after grades have been posted. Appeals should be made to the Activities Director in writing.

- A committee consisting of an administrator, teacher, and counselor will review the appeal.
- The committee will decide within two (2) days after hearing the appeal.

Student Disability Nondiscrimination Policy #521

Section 504 of the Rehabilitation Act of 1973 (34 C.R.R. Part 104) is a federal civil rights statute that assumes individuals will not be discriminated against based on their disability. All school districts that receive federal funding are responsible for the implementation of this law. This law protects a student with an impairment that substantially limits one or more major life activities, whether the student receives special education services or not. Section 504 is designed to provide equal access and fairness in general education to students with disabilities. A student is entitled to a 504 Accommodation Plan if they have been identified as having a disability and the evaluation shows that the individual has a mental or physical impairment that substantially limits one or more major life activities. If a parent is concerned about a child's progress in school because of a disability, they should bring their concern to the attention of the school social worker, counselor and/or teacher.

Notice of Non-Discrimination

Pipestone Area Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies.

Pipestone Area School District Americans with Disabilities Act

Section 504 Coordinator (Gr 6-12)
Kaysee Slaba
kaysee.slaba@pas.k12.mn.us
Phone: 507-562-6111
Office Location: MS/HS Office
1401 7th St SW Pipestone, MN 56164

Section 504 Coordinator (Gr. K-5)
Josie Loll
josie.loll@pas.k12.mn.us
Phone: 507-562-6207
Office Location: Elementary
1401 7th St SW Pipestone, MN 56164

Section 504 Coord. Alternate
Tanya Schroyer
tanya.schroyer@pas.k12.mn.us
Phone: 507-562-6090
Office Location: MS/HS Counseling Area
1401 7th St SW, Pipestone MN 56164

Student Sex Nondiscrimination

A complete copy of the Student Sex Nondiscrimination policy #522 is on file in the Principal's Office, District Office and District website.

The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

Title IX Coordinator
Rick Zollner
rick.zollner@pas.k12.mn.us
Phone: 507-562-6084
Office Location: MS/HS Room 1103
1401 7th St SW Pipestone, MN 56164

Title IX Alternate
Sonja Ortman
sonja.ortman@pas.k12.mn.us
Phone: 507-562-6099
Office Location: HS office
1401 7th St SW Pipestone, MN 56164

BOARD OF EDUCATION
Daphne Likness, Mark Hiniker, Tami Taubert, Chrissy DeBates,
Brad Carson, Katie Wiese, Tyler Fruechte

ADMINISTRATION

Dr. Klint W. Willert, Superintendent
Sonja Ortman, MS/HS Principal
Mr. Rick Zollner, Activities Director

COACHES

FOOTBALL

Head Coach: Scott Boomgaarden
Assistant Coaches: Shane Reinhard and Trevor Tiefenthaler
B Team Coaches: Cole Maly and Sean Kallevig
Jr. High Coaches: Ryan Wielenberg, Mitchel Carson, Michael Slaba, Paul Young

CROSS COUNTRY (BOYS & GIRLS)

Head Coach: Mark Moeller
Assistant Coach: Todd Texley

GIRLS TENNIS

Head Coach: James Skyberg
Assistant Coach: Tanya Schroyer
JH Coach: Skylar Mendro

VOLLEYBALL

Head Coach: Shelly Hennager
Assistant: Morgan Taubert
B Coach: Larissa Pemberton
9th Grade: Morgyn Carson
8th Grade Coach: Erin Brockberg
7th Grade Coach: Dave Dulas

BOYS BASKETBALL

Head Coach: Michael Slaba
Assistant Coach: Tim Stotz
9th Grade Coach: Cody Heidebrink
8th Grade Coach: Robert Petersen
7th Grade Coach: Mitchel Carson

WRESTLING

Head Coach: Paul Young
Assistant Coach: Gary Haupert
Junior High Coach: Scott Sterud, Sean Kallevig

GIRLS BASKETBALL

Head Coach: Grant Everson
Assistant Coach: James Skyberg
9th Grade Coach:
8th Grade Coach:
7th Grade Coach: Ashley Maly

GIRLS GYMNASTICS

Head Coach: Stacie Wallace
Assistant Coach: Cristin Winter
Jr. High Coach: Jennings Wallace

BASEBALL

Head Coach: Rick Zollner
Assistant Coach: Cody Heidebrink
B-squad: Sean Kallevig
8th grade: Jennings Wallace
7th grade: Ryan Wielenberg

GOLF

Boys Head Coach:
Girls Head Coach: Grant Everson
Jr. High: Cristin Winter

BOYS TENNIS

Head Coach: James Skyberg
Jr High: Skylar Mendro

BOYS & GIRLS TRACK

Head Coach: Mark Moeller
Assistant Coach: Todd Texley, Todd Tinklenberg, Cole Maly
Jr. High Coaches: Ashley Maly, Larissa Pemberton

SOFTBALL

Head Coach: Robert Petersen
Assistant Coach: Shelby Baatz
B-squad: Shane Reinhard
Jr. High Coach: Morgyn Carson/Carmen Skyberg **??**

CHEERLEADING

Mariah Swanson

ONE-ACT

Head: Sylvia Newell

SPEECH

Head: Samantha Davis
Assistant: Emily Williamson
Jr. High: Monica Sullivan

ROBOTICS

Head: Travis Dethlefs

FFA

Head: Natalie Resch
Jr. High: Maggie Wertish

KNOWLEDGE BOWL

Head: Dave Dulas

BAND

Head: Zach Ploeger
Assistant: Peter Hansen

E-SPORTS

Neil Ramsbey

CLAY TARGET

Kyle Viland
Gavin Viland
Bob Faber

NATIONAL HONOR SOCIETY

Nancy Stiles
Marie LaRock

LEASE AGREEMENT

This lease is entered into this 28th day of July, 2025, by and between Independent School District No. 2689 (hereinafter referred to as "District"), with offices located at 1401 7th Street SW, Pipestone, MN 56164 and the Heartland Colony (hereinafter referred to as "Colony"), with offices located at Heartland Colony, 2171-100th Avenue, Lake Benton, MN 56149.

District is a public-school municipal corporation under the laws of the State of Minnesota. Colony is a not for profit corporation organized under Chapter 317A of the laws of the State of Minnesota.

Colony hereby leases to District a portion of its Heartland School located at 2171-100th Avenue, Lake Benton, MN 56149, under the following circumstances and subject to the following terms.

I. Leased Premises.

A. The Leased Premises shall consist of approximately 3,388 square feet of space located on the bottom floor of the Heartland Church Building.

B. District students, faculty and visitors shall, additionally, have access to and use of stairwells, lavatories and hallways of the building in which the Leased Premises are located, as well as its parking lot and yard.

II. Use of Leased Premises.

A. The Leased Premises are to be used by the District for purposes of conducting a public elementary school, consisting of a single multi-age class for grades K-12 (hereinafter "School").

B. Students enrolled in the School will be taught by a licensed teacher(s) (which may include a teacher(s) with a provisional license, or a teacher(s) teaching under a wavier granted by the Department of Children, Families and Learning). The teacher will be employed by the District and the District has the sole discretion to determine which teacher(s) to assign to the School.

C. Instruction in the School will conform to the curriculum required by the District in its other public elementary schools, and the District retains sole discretion to determine the curriculum and the classroom materials used in the School and the services offered to the students of the School, subject to the exemption described in Article II.D, as authorized by Minn. Stat. §126.699(1996).

D. To the extent authorized by law, the School will not use cable television as part of its curriculum due to pre-existing parental requests for such an exemption from the projected students of the School. The District will, however, provide a TV monitor for VCR usage. If students enroll in the School who do not request exemptions from the curriculum, the District retains the sole discretion to determine whether and in what manner such students will be provided with access to cable television, without infringing on the rights of the students who have requested the aforementioned curriculum exemption.

E. The District will not provide transportation or lunch to the School because the students currently projected to enroll in the school intend to provide their own lunch and do not require transportation. If additional students enroll in the School, the District will make arrangements for the provision of transportation and lunch as determined by the District to be appropriate and necessary under the law.

F. The School will follow all applicable District policies and procedures, including, but not limited to, policies regarding student and employee discipline and the operation of a smoke and drug-free environment.

G. District will provide special education to eligible students enrolled in the School as determined by the District to be necessary under the law. District maintains the sole discretion to provide special education at an alternative site.

H. District will operate the School on the Leased Premises so long as at least 15 full-time students are enrolled in the School. The School has a minimum capacity of 15 students. Enrollment in the School shall be open to all elementary school students residing in the District and assignment to the School shall be made according to parent request. In the event that enrollment in the School drops below 15 full-time students, the District may terminate the lease and reassign the remaining students to other schools in the District.

I. District shall have the sole discretion to establish the School calendar pursuant to Minn. Stat. §120A.40 and hours during which the Leased Premises will be used for school purposes.

J. Colony will have access to and use of the Leased Premises at all times other than during regular school hours and such other times as the Parties agree upon.

K. Colony will ensure that no religious symbols and/or artifacts are displayed in the Leased Premises and will not attempt to provide religious instruction to students of the School during school hours.

III. Maintenance, Care and Structure of Leased Premises.

A. The Colony is solely responsible for the maintenance and repair of the Leased Premises. Colony will maintain the Premises up to the standards of the other elementary school buildings in the District and all maintenance and repair will be performed in a timely manner. All repair and maintenance costs associated with the Leased Premises shall be paid in a timely manner by Colony.

Maintenance of the Leased Premises expressly includes maintenance of the grounds of the Leased Premises, including the parking lot and the yard of the Leased Premises. The Colony is solely responsible for the removal of snow and ice from the sidewalk, steps and sidewalk of the Leased Premises and shall conduct such snow and ice removal in timely manner and up to the standards of the other elementary school buildings in the District. The Colony is solely responsible for mowing all grass and trimming all shrubs, bushes and/or trees on the grounds of the Leased Premises and will perform such maintenance regularly and as necessary to maintain the Premises up to the standards of the other elementary school buildings in the District.

B. Colony shall make adequate provision and fully and promptly pay for all electricity, gas, oil, water, sewer, telephone services or other public utilities of every kind requested by the District and furnished to the Leased Premises throughout the term hereof.

C. The Colony will have the Leased Premises inspected by the State Fire Marshal, or his delegate, prior to the opening of the School. The Fire Marshal must verify that the Leased Premises meets all requirements for use as a public elementary school.

D. The Colony is solely responsible to ensure that the Leased Premises meets all buildings code requirements for public elementary schools as well as all other local, state and federal laws, ordinances, codes or rules regarding the structural requirements applicable to public elementary schools. In the event that any maintenance, repairs, improvements and/or alterations are required to bring the leased Premises into compliance with any applicable law, code, ordinance or rule, Colony will be solely responsible for performing such maintenance, repairs, improvements and/or alterations at its own expense.

E. Colony will ensure that parking space near the Leased Premises is available for the District's use and that the parking lot conforms will all be applicable to laws, rules, ordinances and codes for school parking lots.

F. The District agrees to use the Leased Premises in a manner, which keeps the Leased Premises in a reasonably clean and sanitary condition. District shall make no permanent alterations, additions, or changes in the Leased Premises, including the installation of fixtures, without the advance written consent of the Colony. Such consent shall not be unreasonably withheld. All alterations, additions, and improvements which may be made or installed by District upon the Leased Premises and which are permanently attached to the floors, walls or ceilings shall remain upon and be surrendered with the Leased Premises as a part thereof, without damage or injury beyond normal wear and tear. Furniture and instructional or decorative equipment and materials, which are not attached to the floor, walls or ceilings of the Leased Premises, remain the property of the District.

G. District agrees to observe reasonable precautions to prevent waste of heat, electricity, water, air conditioning and any other utility or service provided to the Leased Premises.

H. Colony shall be solely responsible for the security of the Leased Premises.

IV. Term of Lease.

A. This Lease Agreement shall have an initial term commencing on September 2, 2025, to May 29, 2026, unless extended as provided below.

B. The Parties agree that the Lease Agreement may be extended for additional, consecutive one-year terms, if the Parties mutually agree, in writing, by August 1 prior to the commencement of the renewal term.

V. Termination and Renewal of Lease.

A. The Lease Agreement will automatically terminate upon the expiration of the lease term unless both parties agree to a renewal pursuant to the terms required in Article IV.B.

B. Either the District or the Colony may unilaterally terminate the Lease for any reason during the period of the initial lease term, or during any annual renewal period, by giving thirty (30) days written notice of the intent to terminate the lease.

C. District may automatically terminate the Lease Agreement and close the School without providing thirty (30) days written notice if the enrollment of the School drops to below 15 students. Notice of such a termination must be in writing, but need not adhere to the thirty (30)-day notice period.

D. If at any time during the lease term it is determined that the Leased Premises are untenable or unfit for occupancy as a school building, in whole or in part, due to fire, casualty, or

structural defects, this Lease may be immediately terminated by either party by providing notice in writing to the other party. Notice of such a termination must be in writing, but need not adhere to the thirty (30)-day notice period.

VI. Rent.

For the initial term of this Lease, and during any renewals thereof, the Colony will lease the Leased Premises to the District of the sum of one dollar ($1.00) per year.

VII. Furnishings and Instructional Equipment.

A. District is responsible for providing, at its sole expense, all furniture and instructional equipment necessary for its use of the Leased Premises for the purposes described in Article II, above.

B. Any furniture or instructional equipment placed in the Leased Premises by District shall remain the property of District.

VIII. Hold Harmless and Indemnification.

A. Colony expressly agrees to release the District, its servants, agents, or employees, from all liability for any demands, injuries, damages, attorney fees, court costs and disbursements, actions or causes of action, or claims of whatever nature, including subrogation claims, arising from injury to person or property or any other claim arising out of or in connection with District's use and occupancy of the Leased Premises, whether or not covered by insurance. This clause expressly includes claims arising out of the negligence of the District, their servants, agents or employees, but for purposes of personal or property injury claims, it does not include claims arising out of the intentional, willful or wanton misconduct of the District, their servants, agents or employees.

B. Colony agrees to indemnify, defend, protect, and hold harmless District, its servants, agents or employees, from and against any and all liabilities, damages, costs, expenses (including all attorney fees and expenses), causes of action, suits, claims, demands or judgments of any nature, including subrogation claims arising out of or in connection with District's use and occupancy of the Leased Premises. This clause expressly includes claims arising out of the negligence of the District, its servants, agents or employees, but for purposes of personal and property injury claims, it does not include claims arising out of the intentional, willful or wanton misconduct of the District, its servants, agents or employees.

IX. Insurance.

Colony must, at Colony's sole cost and expense, provide and maintain during the term of this Agreement a blanket or general liability insurance policy against claims for personal injury, death, property damage or violation of constitutional or statuary rights occurring in connection with the use and occupancy of the Leased Premises by the District. Said policy must have limits of not less than $1,000,000 combined single limit. The District must be named in said insurance policy as an additional insured. The insurance carrier shall be notified by the Colony of the terms of this Agreement.

Insurance policies (or riders) required by this Agreement, (i) must be taken out by Colony and maintained with solvent and responsible insurance companies organized under the laws of one of the states of the United States and licensed to do business in the State of Minnesota, (ii) must contain a provision that the insurer may not cancel or revise coverage thereunder without giving

written notice to the insured party and to the District as an additional insured at least thirty (30) days before cancellation or revision becomes effective, (iii) must name Colony as an insured party and District as an additional insured, and (iv) must be evidenced by a Certificate of Insurance listing District as an additional insured which must be filed with the District prior to commencement of the term of this Agreement.

X. Assignment.

Neither District nor Colony shall assign or transfer any rights or obligations under this Agreement without prior written approval of the other Party.

XI. Title.

Colony represents that it has full right, power and authority to enter into a lease of the Leased Premises in question and for the term herein granted and that the Leased Premises may be used by the District for the entire term, unless earlier terminated, as provided for herein.

XII. Taxes.

Colony shall be responsible for the payment of any and all real estate taxes with respect to the Leased Premises and shall made payment of any such taxes promptly when due.

XIII. Notices.

All notices required to be given by one party to another party under this Agreement shall be in writing and sent by mail to the individuals designated below:

Pipestone Area Schools	Heartland Colony
Superintendent Dr. Klint W.Willert	Mr. Jerry Wipf
1401 7th Street SW	2171-100th Avenue
Pipestone, MN 56164	Lake Benton, MN 56149

All notices required to be provided on a specific day or date shall be considered as timely if postmarked on or before the date due.

XIV. Construction of Agreement.

It is agreed that this Lease Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Minnesota.

XV. Amendments.

No amendments shall be made to this Lease Agreement except in writing and signed by the designees of the parties.

XVI. Savings Clause.

Should any provision or provisions of this Lease Agreement be found unlawful, the other provisions of this Lease Agreement shall remain in force and effect if by doing so the purposes of this Lease Agreement, taken as a whole, can be made operative. Should any provision or provisions be found unlawful, the parties shall meet and attempt to agree upon an amendment to this Lease

Agreement to replace the unlawful part or parts. This section shall not be interpreted to alter Article V, Termination and Renewal of Lease.

XVII. Integration.

This Lease Agreement sets forth the entire Agreement and understanding of the Parties with respect to the transaction contemplated hereby and supersedes all prior Agreements, arrangements and understandings relating to the subject matter hereof. No representation, promise, inducement or statement of intention has been made which is not embodied in this Lease Agreement or in the documents referred to herein, and neither Party shall be bound by or liable for any alleged representation, promise, inducement or statement of intention not so set forth.

IN WITNESS WHEREOF, the undersigned Parties have caused this Agreement to be signed on their behalf intending to be bond thereby, and intending to bind their heirs, successors, executors, administrators and assigns.

INDEPENDENT SCHOOL DISTRICT NO. 2689, PIPESTONE AREA SCHOOLS

BY:_____
(Brad Carson)

TITLE: Chair

DATE:_____

HEARTLAND COLONY

BY:_____
(Jerry Wipf)

TITLE: President

DATE:_____

BY:_____
(Christina DeBates)

TITLE: Clerk

DATE:_____

Heartland Colony Lease:
July 28, 2025
For
2025-2026 School Year

1. A written excuse is required by the student/parent if a student is absent.

2. The students will be allowed to go to the library once a month.

3. The students will be allowed four educational trips each school year.

4. The Colony will supply the school with a helper for Kindergarten.

5. The students will be allowed to attend educational speakers/groups that are offered to elementary students at Pipestone Elementary.

6. The students will be allowed to attend all school lyceums that the students in Pipestone Elementary.

7. The Colony must supply each student with the needed school supplies that are required of students at Pipestone Elementary.

8. The Colony must supply each student with the needed supplies for Art projects if requested by the teacher at the Colony. I.E. Christmas & Mother's Day.

Date:

Jerry Wipf, CEO/Hutterite Colony School

Date:

Superintendent of Schools

Date:

Chair of the School Board

Date:

Clerk of the School Board

MEULEBROECK, TAUBERT & CO., PLLP
CERTIFIED PUBLIC ACCOUNTANTS

PO Box 685
109 S Freeman Avenue
Luverne, Minnesota 56156
507 283-4055 Fax 507 283-4076
contactl@mtcocpa.com

PO Box 707
216 East Main
Pipestone, Minnesota 56164
507 825-4288 Fax 507 825-4280
contactp@mtcocpa.com

Tyler, Minnesota 56178
507 247-3939
Lake Wilson, Minnesota 56151
507 879-3538
Marshall, Minnesota 56258
507 337-0501

PARTNERS
Matthew A. Taubert, CPA
David W. Friedrichsen, CPA
Daryl J. Kanthak, CPA
Blake R. Klinsing, CPA
Amy L. Mollberg, CPA

WITH THE FIRM
Kirk W. Morgan, CPA

May 27, 2025

School Board and Administration
Independent School District No. 2689
1401 7th Street SW
Highway 30 West
Pipestone, Minnesota 56164

Dear School Board and Administration:

We are pleased to confirm our understanding of the services we are to provide Independent School District No. 2689, Pipestone, Minnesota for the year ended June 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund and the remaining fund information including the related notes to the financial statements which collectively comprise the basic financial statements of Independent School District No. 2689, Pipestone, Minnesota as of and for the year ended June 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Independent School District No. 2689, Pipestone, Minnesota's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Independent School District No. 2689, Pipestone, Minnesota's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express

an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of District's Proportionate share of Net Pension Liability Defined Contribution Plans
3. Schedule of District Contributions Defined Benefit Pension Plans
4. Schedule of Changes in the District's Net OPEB Liability and Related Ratios
5. Notes to Required Supplementary Information other than MD&A

We have also been engaged to report on supplementary information other than RSI that accompanies Independent School District No. 2689, Pipestone, Minnesota's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report in financial statements. 452

1. Combining and Individual Fund Financial Statements and Schedules

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards.*

Auditor's Responsibilities for the Audit of the Financial Statements
We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the Independent School District No. 2689, Pipestone, Minnesota, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

1. Lack of Segregation of Duties in the Accounting and Reporting functions.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers. Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures-Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses.

Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards.*

Audit Procedures-Compliance
As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Independent School District No. 2689, Pipestone, Minnesota compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards.*

Responsibilities of Management for the Financial Statements
Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations and ensuring that management and financial information is reliable and properly recorded. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles for the preparation and fair presentation of the financial statements, and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationship and transactions, and other matters; (2) additional information that we may request fort he purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards.*

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. .456

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statements and related notes of Independent School District No. 2689, Pipestone, Minnesota in conformity with U.S. generally accepted accounting principles based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

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You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the School; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Meulebroeck, Taubert & Co., PLLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Auditor's Office, State of Minnesota or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Meulebroeck, Taubert, & Co., PLLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State Auditor's Office, State of Minnesota. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation. 458

We expect to begin our audit on approximately September 15th and to issue our reports no later than December of the year following the year under audit. Matt Taubert is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed $20,400.00 for the year ending June 30, 2025. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue written reports upon completion of our Audit. Our reports will be addressed to the School Board and Administration of the Independent School District No. 2689, Pipestone, Minnesota. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance.

The report will also state that the report is not suitable for any other purpose. If during our audit we be become aware that the Independent School District No. 2689, Pipestone, Minnesota, is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

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We appreciate the opportunity to be of service to Independent School District No. 2689 and believe this letter accurately summarizes the significant terms to our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Meulebroeck, Taubert & Co., PLLP
Certified Public Accountants
Pipestone, Minnesota

Response:

This letter correctly sets forth the understanding of the Independent School District No. 2689, Pipestone, Minnesota.

By: _____ By: _____
DR. KEVIN W. WILLERT

Title: SUPT. OF SCHOOLS Title: _____

Date: 7-7-25 Date: _____

OlsenThielen & Co., Ltd.
CPAS AND ADVISORS

Report on the Firm's System of Quality Control

December 1, 2022

To the Partners of Meulebroeck, Taubert & Co., PLLP and the Peer Review Committee of the Minnesota Society of Certified Public Accountants.

We have reviewed the system of quality control for the accounting and auditing practice of Meulebroeck, Taubert & Co., PLLP (the firm) in effect for the year ended June 30, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards,* including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Meulebroeck, Taubert & Co., PLLP in effect for the year ended June 30, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass, pass with deficiency(ies)* or *fail.* Meulebroeck, Taubert & Co., PLLP has received a peer review rating of *pass.*

Olsen Thielen & Co., LTd.

Olsen Thielen & Co., Ltd.

2675 Long Lake Road | Roseville, Minnesota | 55113-1117 | 651-483-4521 | 651-483-2467 FAX | otcpas.com
300 Prairie Center Drive, Suite 300 | Eden Prairie, Minnesota | 55344-7908 | 952-941-9242 | 952-941-0577 FAX

Independent School District 2689, Pipestone Area Schools
(updated 7-22-25 ~ tentative agreement)

ADDENDUM 1: Modification to Transportation Contract (AGREEMENT) dated June 27, 2023 between Independent School District 2689, Pipestone Area Schools (DISTRICT) and Ludolph Bus, Inc. (Contractor or Bus Operator).

Date of ADDENDUM 1: July 28, 2025

This ADDENDUM 1 shall be considered part of the DISTRICT'S AGREEMENT dated June 27, 2023, as revised herein. This ADDENDUM 1 represents the changes or modifications to the AGREEMENT between the DISTRICT and CONTRACTOR, also known as the "PARTIES". All terms and conditions of the AGREEMENT will remain the same except for applicable compensation adjustments described and agreed to herein in this ADDENDUM 1. Where the AGREEMENT and this ADDENDUM 1 are in conflict, this ADDENDUM 1 shall govern. The remaining items in the AGREEMENT, along with ADDENDUM 1, remain valid.

1. **SECTION 8, TERM OF THE AGREEMENT**

The PARTIES agree that the recent AGREEMENT has a Term commencing July 1, 2023 and ending June 30, 2027 subject to negotiations for 2025-2026 and 2026-2027. The PARTIES also agree that the present AGREEMENT will expire June 30, 2025 after the first two (2) Contract Years unless contract negotiations are completed and approved to extend the Term of this AGREEMENT for two years, ending July 31, 2027.

Pursuant to Minnesota Statute Section 123B.52, Subd 1 and 3, the DISTRICT posted a legal notice in its official newspaper (Pipestone County Star) May 15 and 22, 2025 seeking a contract extension with its present service provider or a new contract with a student transportation provider commencing with Contract Year ending July 1, 2025.

8.a. Extension of Term

Effective with Contract Year 2025-26, the PARTIES agree that SECTION 8.a. of the AGREEMENT is amended as follows:

i. The Term of this AGREEMENT is extended through Contract Year 2026-27 ending July 31, 2027.

2. **SECTION 4. c. Fuel Price Adjustment Provision**

The Contractor will be responsible for purchasing fuel required for this AGREEMENT. The Parties hereby agree that Section 4. c. is modified in this AGREEMENT as provided next in this Section:

~~"If the prices exceed two dollars ($2.00) per gallon, then for each cent ($0.01) per gallon, three dollars and thirty cents (3.80) will be added to each of the monthly per route rates.~~

Diesel Fuel: The District and Contractor agree that an Index Price is established for diesel fuel is $4.00 per gallon, excluding the federal fuel excise tax ($0.243 per gallon) and the Parties will share equally (50/50) the cost of fuel above the Index Price.

Unleaded Fuel: The District and Contractor agree that an Index Price is established for unleaded fuel is $3.50 per gallon, excluding the federal fuel excise tax ($0.183 per gallon) and the Parties will share equally (50/50) the cost of fuel above the Index Price.

Propane Fuel: The District and Contractor agree that for SECTION 6.5.1 the Index Price for propane fuel is $2.00 per gallon, excluding the federal fuel excise tax ($0.183) and the Parties will share equally (50/50) the cost of fuel above the Index Price.

The Parties understand that the price adjustment only applies to a cost sharing adjustment above the Index Price.

3. **SECTION 4**

The Parties have completed contract negotiations for Contract Year 2025-26 as follows:

i. 2025-26 and the 2026-27 Contract Years Regular Transportation: $740,267 for 11 routes (or $389.00 per day times 173 school days times 11 regular routes). This sum of $740,267 will be paid in twelve (12) monthly installments of $61,688.92 each month.

4. **SECTION 4. e.**

The calendar for school year for 2025-26 is 173 school days and remains 173 school days ~~if the AGREEMENT is extended~~ for school year 2026-27 as provided in Section 8.a.ii.

5. **SECTION 4. f.**

Extra-curricular and special trips shall be in addition to the above amount and paid according to the rates stated: ~~Bus Operator's proposal~~:

	23-24	24-25	25-26	26-27
Extra-Curricular Rates:	$1.81/mile $23.00/hour	$1.81/mile $23.00/hour	$2.12/mile $23.00/hour	$2.12/mile $23.00/hour
In-Town Field Trips:	$36.75 per trip	$38 per trip	$38 per trip	$38 per trip
Coach Bus Rate:	$4.75/mile $800 minimum	$4.90/mile $825 minimum	$4.90/mile $825 minimum	$4.90/mile $825 minimum
Van Rate:	$1.51/mile	$1.56/mile	$1.69/mile	$1.69/mile
In-Town Preschool:	$33.60 per trip	$34.60 per trip	$34.60 per trip	$34.60 per trip
Rural Preschool:	$1.61/mile	$1.66/mile	$1.92/mile	$1.92/mile
In Town Routes:	$5,531 per month	$5,697 per month	$5,697 per month	$5,697 per month

~~Subd. 1 – Fuel clause for per mile rates to be negotiated each year in December:~~

- ~~Bus = 26 cents per mile~~
- ~~Van = 13 cents per mile~~
- ~~No fuel clause for Coach transportation~~

6. SECTION 10.

~~The Superintendent shall approve any and all school bus routes, bus stops, drivers, and alternative drivers.~~ The School District reserves the right to change or alter the schedules and routes of travel by giving at least two weeks' notice to the Bus Operator, but any additional costs shall be verified in writing by the Bus Operator and additional compensation shall be mutually agreed upon by the parties in writing.

7. **ENTIRE AGREEMENT**

This AGREEMENT, along with ADDENDUM 1, sets forth the entire agreement between District and Contractor concerning the subject matter hereof. There are no representations, either oral or written, between DISTRICT and CONTRACTOR other than those contained in this AGREEMENT and ADDENDUM 1.

IN WITNESS WHEREOF, the PARTIES hereto have executed this ADDENDUM 1 to the AGREEMENT this 28th of July 2025, subject to approval by the DISTRICT ISD 2689.

Pipestone Area Schools ISD 2689

By: _____
Board Chair

By: _____
Board Clerk

Ludolph Bus, Inc.

By: _____
President

ADDENDUM 1: Modification to Transportation Contract (AGREEMENT) dated June 27, 2023 between Independent School District 2689, Pipestone Area Schools (DISTRICT) and Ludolph Bus, Inc. (Contractor or Bus Operator).

Date of ADDENDUM 1: July 28, 2025

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($0.183) and the Parties will share equally (50/50) the cost of fuel above the Index Price.

The Parties understand that the price adjustment only applies to a cost sharing adjustment above the Index Price.

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Van Rate:	$1.51/mile	$1.56/mile	$1.69/mile	$1.69/mile
In-Town Preschool:	$33.60 per trip	$34.60 per trip	$34.60 per trip	$34.60 per trip
Rural Preschool:	$1.61/mile	$1.66/mile	$1.92/mile	$1.92/mile
In Town Routes:	$5,531 per month	$5,697 per month	$5,697 per month	$5,697 per month

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The School District reserves the right to change or alter the schedules and routes of travel by giving at least two weeks' notice to the Bus Operator, but any additional costs shall be verified in writing by the Bus Operator and additional compensation shall be mutually agreed upon by the parties in writing.

7. ENTIRE AGREEMENT

This AGREEMENT, along with ADDENDUM 1, sets forth the entire agreement between District and Contractor concerning the subject matter hereof. There are no representations, either oral or written, between DISTRICT and CONTRACTOR other than those contained in this AGREEMENT and ADDENDUM 1.

IN WITNESS WHEREOF, the PARTIES hereto have executed this ADDENDUM 1 to the AGREEMENT this 28th of July 2025, subject to approval by the DISTRICT ISD 2689.

Pipestone Area Schools ISD 2689	**Ludolph Bus, Inc.**
By: _____	By: _____
Board Chair	President
By: _____	
Board Clerk	