

Regular Meeting
Monday, July 10, 2023 6:30 PM

Teaching & Learning Center, Becker High
School
12000 Hancock Street
Becker, MN 55308

Agenda

1. PROCEDURAL ITEMS
 - 1.A. Call to Order
 - 1.B. Pledge of Allegiance
 - 1.C. Agenda
 - 1.D. Recognition of Visitors and Public Forum
 - 1.E. Presentations
2. REPORTS
 - 2.A. Superintendent's Report
 - 2.B. Committee Reports
3. SUMMARY OF CLOSED SESSION FROM JUNE 5, 2023 REGULAR SCHOOL BOARD MEETING
4. CONSENT AGENDA
 - 4.A. Minutes
 - 4.B. Disbursements
 - 4.C. Personnel
 - 4.D. Student Handbooks
 - 4.E. Annual Wellness Report
 - 4.F. 2023-24 Fees
 - 4.G. Vonco Sponsorship Agreement
 - 4.H. Award Milk Bid to Prairie Farms
5. GIFTS
6. SCHOOL RESOURCE OFFICER SERVICES AGREEMENT
7. POLICY REVIEW
8. SECOND READING FOR POLICY 722
9. ADJOURN

COMMITTEE MEETINGS 2023

January

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
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2 Organizational Board Meeting 6:30pm
23 ECFE 6:00 pm
23 Activities 7:00 am

July

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10 Board Meeting 6:30 pm
19 Policy 5:30 pm

February

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1 Finance 7:00 am
1 Facilities 4:30 pm
6 Board Meeting 6:30 pm
22 Policy 5:30 pm
23 Community Ed 3:30 pm
27 Activities 7:00 am

August

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2 Finance 7:00 am
2 Facilities 4:30 pm
7 Board Meeting 6:30 pm
16 Policy 5:30 pm
21 Community Education 3:30 pm
30 Finance 7:00 am
30 Facilities 4:30 pm

March

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1 Finance 7:00 am
1 Facilities 4:30 pm
6 Board Meeting 6:30 pm
15 Policy 5:30 pm
20 Community Ed 3:30 pm
20 ECFE 6:00 pm
~~21 TRAK 5:30 pm Canceled~~
27 Activities 7:00 am
29 Finance 7:00 am
29 Facilities 4:30 pm

September

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6 Policy 5:30 pm
11 Curriculum 5:30 pm
11 Board Meeting 6:30 pm
18 ECFE 6:00 pm
27 Finance 7:00 am
27 Facilities 4:30 pm

April

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30						

3 Board Meeting 6:30 pm
12 Meet & Confer 4:00 pm
12 Policy 5:00 pm
24 Activities 7:00 am
26 Finance 7:00 am
26 Facilities 4:30 pm

October

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29	30	31				

2 Board Meeting 6:30 pm
18 Policy 5:30 pm
23 Community Education 3:30 pm

May

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28	29	30	31			

1 Curriculum 5:00 pm
1 Board Meeting 6:30 pm
9 TRAK 5:30 pm
~~10 Policy 5:30 pm~~
15 Activities 7:00 am
22 Community Ed 3:30 pm
31 Finance 7:00 am
31 Facilities 4:30 pm

November

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26	27	28	29	30		

1 Finance 7:00 am
1 Facilities 4:30 pm
6 Board Meeting 6:30 pm
13 ECFE 6:00 pm
22 Policy 5:30 pm
29 Finance 7:00 am
29 Facilities 4:30 pm

June

S	M	T	W	T	F	S
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5 Curriculum 5:30 pm
5 Board Meeting 6:30 pm
13 Policy 5:30 pm
28 Finance 7:00 am
28 Facilities 4:30 pm

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Curriculum 5:30 pm
4 Board Meeting 6:30 pm
Policy 5:30 pm
18 Community Education 3:30 pm

Activities: HS Conference Room (contact Dave Niemi @ dniemi@isd726.org)
Community Education: District Office Great Room (contact Michelle Peacock at mpeacock@isd726.org)
Curriculum Advisory: TLC (contact Carla Nolan at cnolan@isd726.org)
ECFE: PS Room 107n /Parent Ed Room (contact Sue Hiltner at shiltner@isd726.org)
Facilities: District Office Conference Room (contact Jeremy Schmidt @ jschmidt@isd726.org)
Finance: District Office Conference Room (contact Kevin Januszewski at kjanuszewski@isd726.org)
Policy: TLC (contact Pete Weismann @ pweismann@isd726.org)
TRAK: TLC (contact Brian Baloun @ bbaloun@isd726.org)
Wellness: Virtual (contact Felicia Kittok at fkittok@isd726.org)



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ISD #726 – BECKER AREA PUBLIC SCHOOLS REFERENDUM PROJECTS

Progress Update
June 29th, 2023

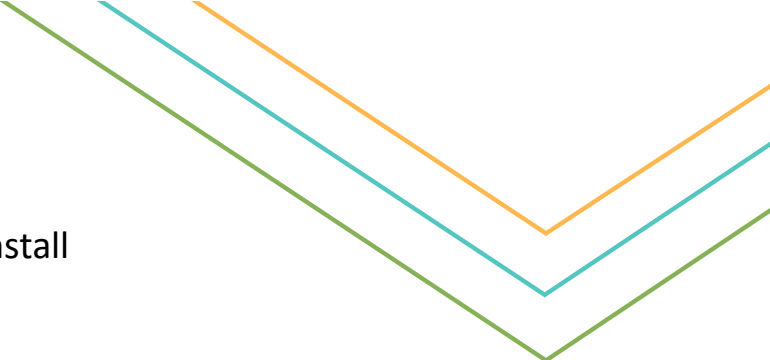
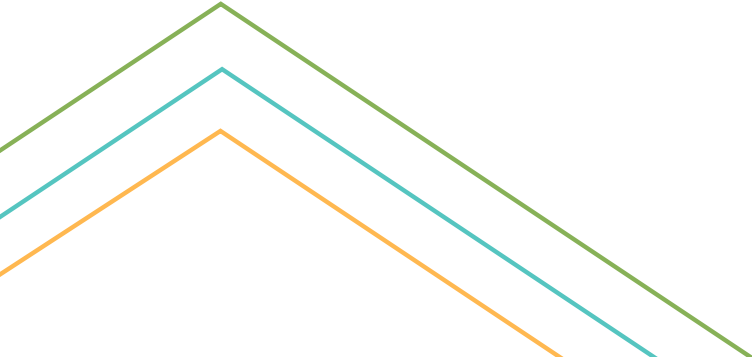
Agenda:

Progress Update

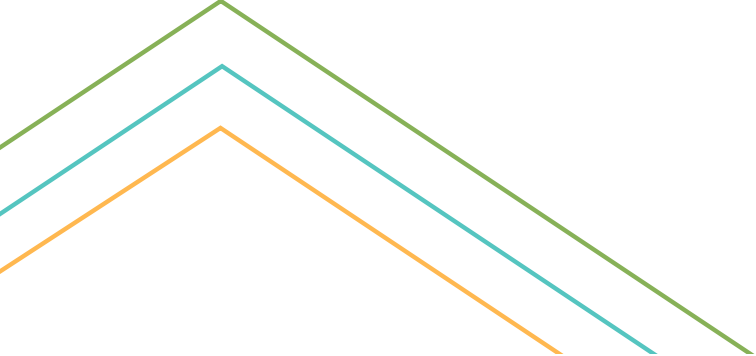
Q&A

Transportation Building Project Update

- Electrical and Sprinkler components arriving for install
- Final cleaning
- Handicap parking poured
- Equipment & accessory testing and training getting scheduled
- Occupancy tentatively planned for 7/17



Transportation Building Project Update



Transportation Building Project Update



Middle School & High School Project Update



Middle School Project Update

- South addition slab poured
- South addition framing complete
- South addition wall and overhead rough-ins ongoing
- North addition exterior framing and sheeting is ongoing
- North addition exterior brick and precast panels done
- North addition sheet rocked
- Band Room demo complete, framing done, ramp poured
- Ala Carte framing to begin

High School Project Update

- Demolition in all spaces continuing and finishing up
- Mechanical and Electrical Rough-ins going
- Dust collector pads being poured, equipment on site
- FACS Lab in floor demo in rough-ins complete

Middle School & High School Project Update

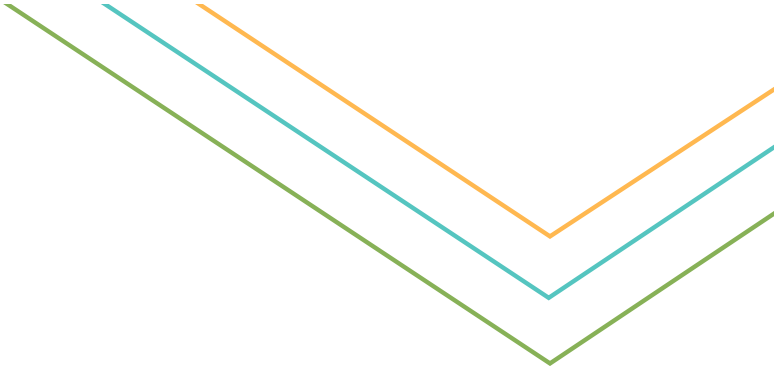
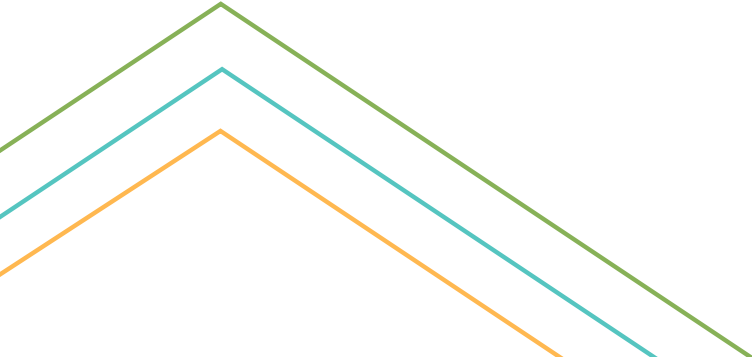


Middle School & High School Project Update

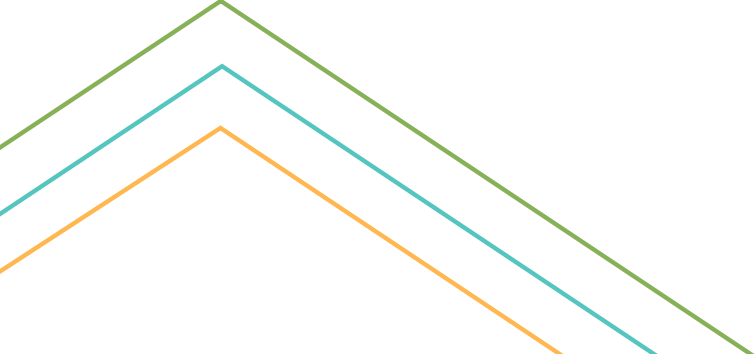
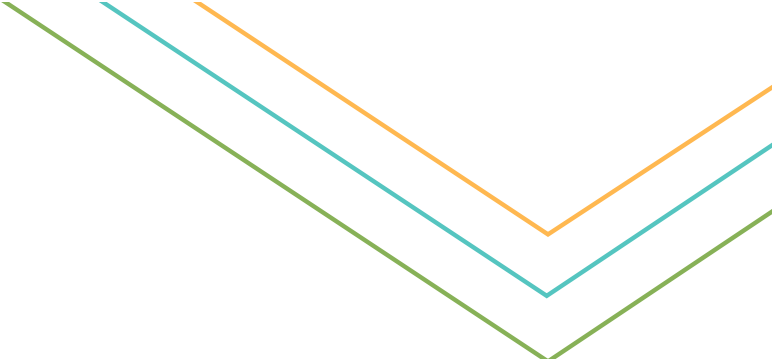


Multi-Purpose Field Project Update

- Subbase work complete
- Goal posts installed
- Scoreboard foundation prepped
- Turf installation upcoming
- Bleacher installation up coming



Multi-Purpose Field Project Update

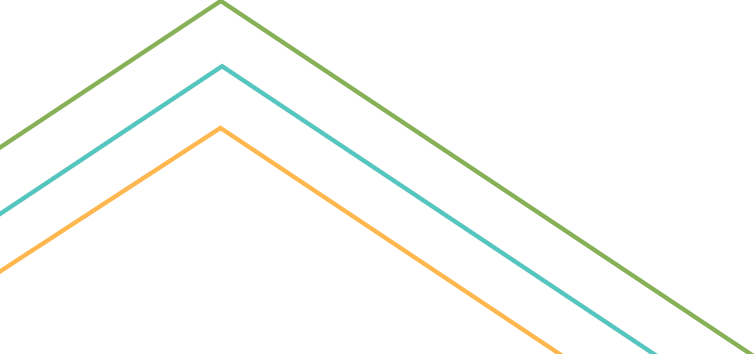
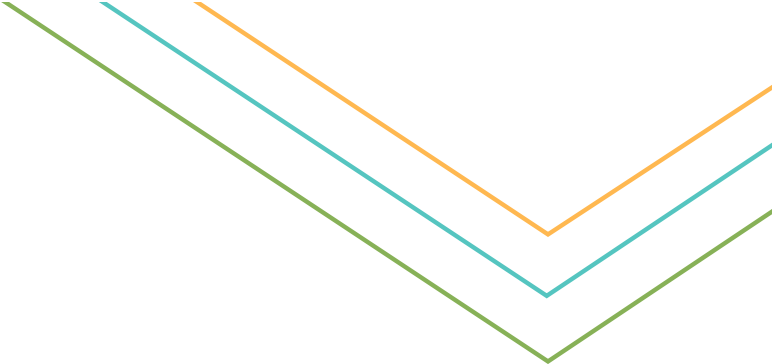


Intermediate Renovations Project



Intermediate Renovations Project

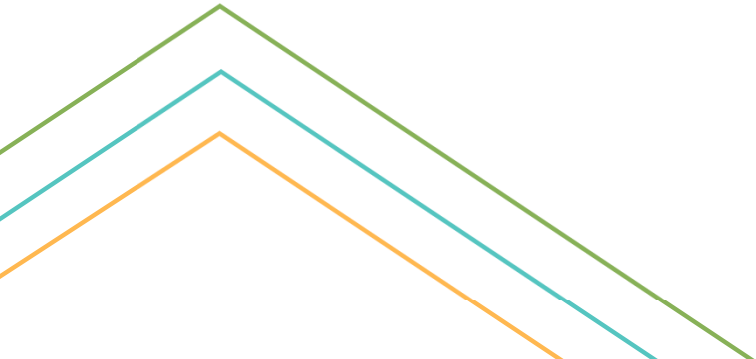
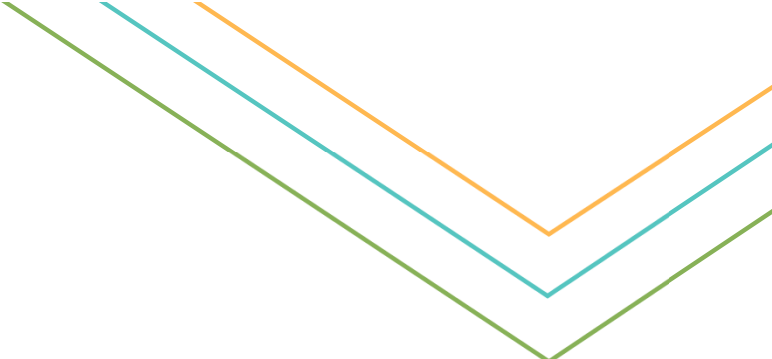
- Ceiling demolition complete
- Footings and Foundations for addition complete
- Electrical and Mechanical demolition to finish up
- Electrical and Mechanical Rough-ins Ongoing
- Boilers and RTU's on site
- First Ceiling grid wire to be hung first week in July



Intermediate Renovations Project

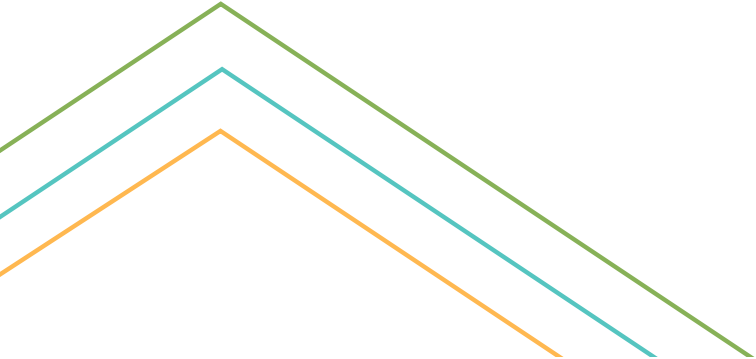
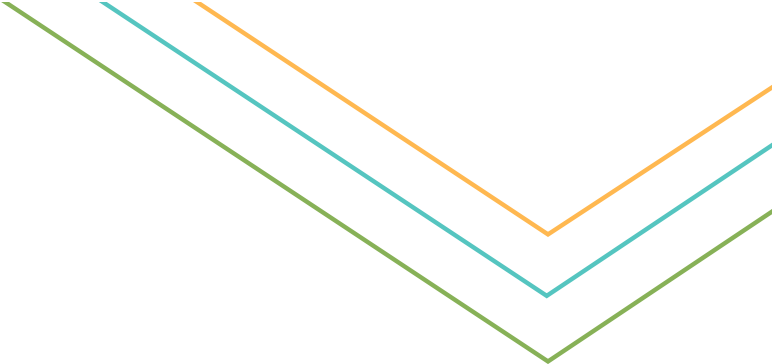


Primary/ECFE Additions & Renovations Project

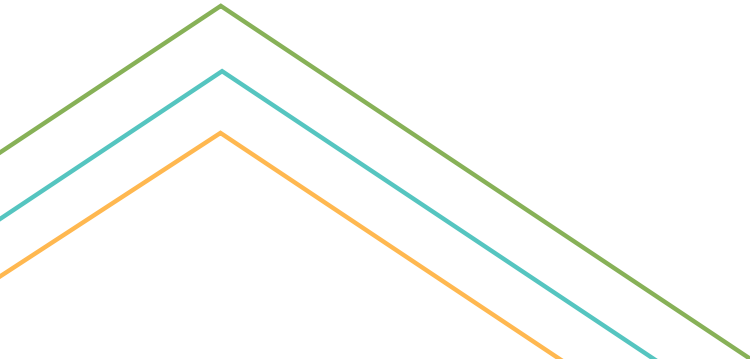
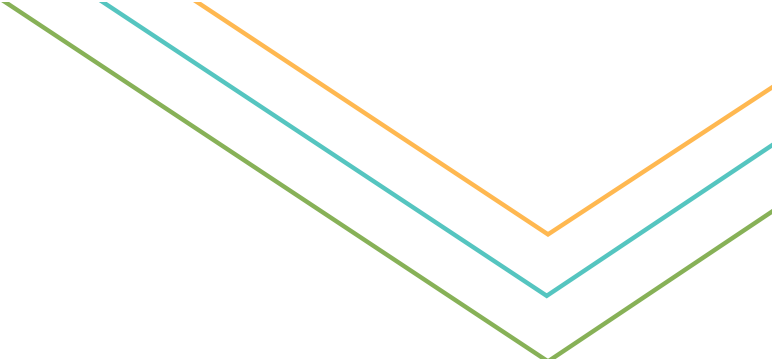


Primary/ECFE Additions & Renovations Project

- Electrical Demo Ongoing
- Demo is ongoing
- Building excavation continues
- Footings and foundations at EC addition progressing
- Underground plumbing work and pads poured ongoing
- Masonry infills and walls begin



Primary/ECFE Additions & Renovations Project



Primary/ECFE Additions & Renovations Project





Q&A



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July 7th, 2023

Middle School

Week Ending July 7th, 2023

- North Addition paint priming
- North Addition Bathroom tile
- South Addition Sheet Rocking begins
- Band Room work continues.

Upcoming Activities

- North Addition painting
- Ala Carte wall framing
- Ceiling Grid
- Aluminum framing and Windows

High School

Week Ending July 7th, 2023

- Main Office Entry Framing starts
- FACS Lab framing
- Mechanical and Electrical Rough-ins
- Dust collectors pads poured

Upcoming Activities

- Plumbing and Electrical Rough-ins ongoing
- Painting in Office and FACS
- Dust Collector Installation begins



HS FACS Lab Framing



ISD #726
Becker Public Schools

CS
Weekly Update

July 7th, 2023



North Addition Progress



Ala Carte Framing



ISD #726
Becker Public Schools

CS
Weekly Update

July 7th, 2023



MS South Addition Sheet Rock



MS South Addition Electrical Panels



Intermediate

Week Ending July 7th, 2023

- Masonry In-fills
- Mechanical Layout and Piping/Ductwork installation continues
- Electrical Demo/installation ongoing
- Bay window Demolition
- Concrete cutting
- Safety Lunch and Learn

Upcoming Activities

- Interior Demo on-going
- CMU walls built on Addition
- Mechanical and Electrical rough-ins on-going
- Ceiling Grid starting
- Steel Delivery and Erection
- Ceiling Grid starts



Safety Lunch and Learn



ISD #726
Becker Public Schools

CS
Weekly Update

July 7th, 2023



Rooftop Electrical Runs



Bay Window Demolition



Primary

Week Ending July 7th, 2023

- Backfill and grading around footings and foundations
- Continued footings and foundations.
- Continued storefront demolition.

Upcoming Activities

- Complete footings and foundations.
- Begin masonry walls
- Begin installation of structural steel.

Early Education

Week Ending July 7th, 2023

- Continued concrete & masonry demolition.
- Continued mechanical and electrical rough-ins.
- Continued exterior removals.
- Completed insulation at Maintenance Building
- Continued pouring footings and foundation for addition.
- Continued excavations for footings and foundations
- Continued underground plumbing
- Continued lighting and electrical for maintenance building
- Continued masonry walls infills
- Continued pouring concrete slabs at infill locations

Upcoming Activities

- Continue pouring of footings and foundations.
- Complete mass demolition.
- Continue underground plumbing.
- Complete excavations for footings and foundations.
- Complete electrical work in maintenance building.
- Continue concrete flatwork
- Continue masonry walls
- Begin steel erection



ISD #726
Becker Public Schools

CS
Weekly Update

July 7th, 2023



Masonry Walls around Early Childhood addition



ISD #726
Becker Public Schools

CS
Weekly Update

July 7th, 2023



Concrete removal and underground plumbing ongoing throughout Early Childhood



Multi-Purpose Field

Week Ending July 7th, 2023

- Continued fencing installation
- Installed fencing fabric
- Grading completed in green space

Upcoming Activities

- Complete fencing
- Begin pavement for parking lot and walking path
- Install scoreboard and timeclocks
- Begin turf installation
- Install visitors bleachers



ISD #726
Becker Public Schools

CS
Weekly Update

June 7th, 2023



Fencing installed, scoreboard and timeclock posts installed

Chair Jurek called the special meeting of the School Board of District #726 to order on the 18th day of May, 2023 at 6:00 p.m. in the Teaching & Learning Center.

Roll Call.

Members present: Ryan Hubbard, Aaron Jurek, Connie Robinson, Corey Stanger, Pete Weismann

Members absent: Troy Berning

Others present: Jeremy Schmidt, Superintendent

Motion by Corey Stanger, seconded by Ryan Hubbard, to *Approve a Sponsorship/Advertising Agreement with EMR*, as presented. Motion carried unanimously.

The meeting was *adjourned* at 6:05 p.m.

Aaron Jurek, Chair

Pete Weismann, Clerk

Recorder: Angela Oswald

Benda, Jill	Change in Assignment	5th Grade Teacher (was 2nd Grade)	IS	1 FTE	BEA	A. Beedy	8/28/23	Use Current
Bjornstad, Derek	Extracurricular Assignment	P.M. Summer Weight Room Supervisor	HS	1.5 Hours Per Day	BEA - Schedule C	N. Radunz	6/1/23 - 8/4/23	\$625.00
Blad, Stacy	Additional Assignment	Custodian	Bus Garage	1 Hour per Day	n/a	n/a	5/22/23	\$16.00 Per Hour
Camacho, Esperanza	Resignation	District Custodian	PS/IS	8 Hours Per Day	MultiUnit	n/a	4/28/23	n/a
Christopherson, Jon	New	AM/PM Bus Driver	Bus Garage	3.5 Hours Per Day	Transportation	J. Pishney	5/18/23	\$38.81 Per Route
Czarnetski, Kay	Resignation	Food Service Worker	IS	2.5 Hours Per Day	NonUnion	n/a	6/2/23	n/a
Dahlen, Janice	New	Health Assistant	HS	7 Hours Per Day	MultiUnit	M. Vekved	05/15/23	Step 4: \$19.56 Per Hour
Dawson, Courtney	Resignation	4th Grade Teacher	IS	1 FTE	BEA	n/a	6/5/23	n/a
Dehmer, Anika	Resignation	Camp Opportunity Assistant	Camp Opportunity	8 Hours Per Day	Community Education	n/a	12/29/22	n/a
DeWall, Caden	Extracurricular Assignment	A.M. Summer Weight Room Supervisor	HS	1.5 Hours Per Day	BEA - Schedule C	M. Enerson	6/1/23 - 8/4/23	\$625
Dumoncaux, Melissa	Change in Assignment	Kindergarten Teacher (was Early Childhood Teacher)	PS	1 FTE	BEA	n/a	8/28/23	BA Lane, Step 11: \$57,550 Annually
Fossan, Shannon	Resignation	Delivery/Groundkeeper	District-Wide	8 Hours Per Day	MultiUnit	n/a	6/30/23	n/a
Hanson, Logan	Re-Hire	EBD Teacher	IS	1 FTE	BEA	L. Hanson	8/28/23	Use Current
Hogenson, Cynthia	Resignation	Music Teacher	PS/IS	1 FTE	BEA	n/a	End of 22-23 School Year	n/a
House, Kelsey	New	Camp Opportunity Assistant	Camp Opportunity	40 Hours Per Week	Community Education	n/a	6/1/23	\$14.41 Per Hour

Kaiaue, Treyson	Resignation	District Custodian	PS/IS	8 Hours Per Day	MultiUnit	n/a	6/14/23	n/a
Kaiewe, Treyson	Re-Hire	Custodian	PS/IS	8 Hours Per Day	MultiUnit	T. Kaiewe	7/5/23	Use Current
Krick, Traci	Resignation	Camp Opportunity Lead	Camp Opportunity	6 Hours Per Week	Community Education	n/a	6/16/23	n/a
Kolbinger, Mark	Resignation	English Language Arts Teacher	MS	1 FTE	BEA	n/a	6/30/23	n/a
Kolbinger, Mark	Change in Assignment	Counselor (was English Teacher)	HS/MS	1 FTE	BEA	n/a	8/28/23	Use Current
Krogstad, Emily	New	Choir Director	MS	1 FTE	BEA	M. Kiminski	5/11/23	BA Lane, Step 3: \$45,555 Annually
Kuseske, Michelle	Extracurricular Assignment	Yearbook Advisor	HS	Annual	BEA - Schedule C	P. Shreeve	8/21/23	\$5,039 Annually
Lalli, Jacie	Resignation	4th Grade Teacher	IS	1 FTE	BEA	n/a	06/05/23	n/a
Lucken, Jennifer	New	Instructional Coach	PS	1 FTE	BEA	n/a	07/01/23	MA45 Lane, Step 13: \$76,122 Annually
Nuest, Cory	Extracurricular Assignment	Head Boys Basketball Coach	HS	Seasonal	BEA - Schedule C	J. Ihrke	6/1/23	\$5,408 Per Season
Pappenfuss, Brandon	New	Assistant Principal	PS/IS	1 FTE	Administrators	S. Edwards	7/1/23	\$115,044 Annually
Payne, Ryan	New	Grade 6 Science Teacher	MS	1 FTE	BEA	n/a	8/28/23	MA Lane, Step 13: \$69,661 Annually
Speer, Rick	Resignation	Paraprofessional	IS	3.5 Hours Per Day	MultiUnit	n/a	6/5/23	n/a
Stafford, Kayla	Resignation	2nd Grade Teacher	PS/IS	1 FTE	BEA	n/a	End of 22-23 School Year	n/a

COMMUNICATION PLAN, as presented

Motion by Corey Stanger, seconded by Pete Weismann, to *Accept the Following Gifts*:

DONOR	PROGRAM	GIFT DESCRIPTION
Becker Lions Club	Robotics	\$3,000.00
BECKER PTSA	Art Show	\$250.00
BYSA Basketball	Girls Basketball	\$5,345.00
Clear Lake Lions	Baseball	\$1,000.00
Clear Lake Lions	IS-calming Boxes	\$800.00
Edward Jones	Robotics	\$500.00
Evelyn & Thomas Clements	Robotics	\$50.00
Logan & James Steffen	Robotics	\$250.00
Mark & Tonja Hanson	GSA	\$40.00
MW Holdings LLC	Robotics	\$500.00
Northern Metal Recycling	Robotics	\$500.00
Renew Solar CS4 Fund LLC	Robotics	\$5,000.00
Santiago Lions Club	Baseball	\$500.00
Tom & Patricia Lietha	Robotics	\$2,500.00
Yolanda Denson-Byers	GSA	\$25.00

Motion carried unanimously.

The School Board had a discussion regarding a *School Resources Officer* and requested a bid from Sherburne County to compare to the bid from the City of Becker.

The School Board will hold a *Work Session on July 11* for 22-23 Goals Presentations.

Motion by Pete Weismann, seconded by Ryan Hubbard, to Approve the Following Policy Recommendations:

- 417 **Chemical Use and Abuse**
- 418 **Drug Free Workplace Drug Free Schools**

And to present the following policy for a second reading after review by the Policy Committee which will meet again on June 13:

- 722 **Public Data Access Requests**

Motion carried unanimously.

Motion by Troy Berning, seconded by Corey Stanger, to *Approve the Long-Term Facilities Maintenance 10-Year Expenditure Application*, as presented.

Motion carried unanimously.

The School Board *Entered into a Closed Session to Discuss Negotiations* at 8:04 p.m.

The meeting was *adjourned* at 9:18 p.m.

Aaron Jurek, Chair

Pete Weismann, Clerk

Recorder: Angela Oswald

Becker Schools ISD # 726
Voucher Listing by Batch and Voucher Number

Batch	Co	Voucher	Grp Code	Rcd	Vendor	Invoice #	St	Type	Invoice Date	Invoice Amount	Paid Amount	Discount	Balance
071023	0726	171420	1	17513	ALL NIGHT GRAD PARTY	REQ	P	Invoice	06/02/2023	1,610.00	1,610.00	0.00	0.00
071023	0726	171421	1	16390	BETHEL UNIVERSITY	REQ	P	Invoice	06/02/2023	1,000.00	1,000.00	0.00	0.00
071023	0726	171422	1	17423	DEL-TONE INC	5271	P	Invoice	06/02/2023	3,064.00	3,064.00	0.00	0.00
071023	0726	171423	1	18154	CARDA'S BLEACHER RENTAL	22058	P	Invoice	06/02/2023	4,000.00	4,000.00	0.00	0.00
071023	0726	171424	1	18157	GOEBEL, ERICKA	REQ	P	Invoice	06/02/2023	23.00	23.00	0.00	0.00
071023	0726	171425	1	18158	KLIMMEK, JOHANNA	REQ	P	Invoice	06/02/2023	30.91	30.91	0.00	0.00
071023	0726	171426	1	02889	R NASSP (FEIN #52-6006937)	ORDER #9001675732	P	Invoice	06/02/2023	385.00	385.00	0.00	0.00
071023	0726	171427	1	18159	WINKELMAN, JAYME	REQ	P	Invoice	06/02/2023	23.00	23.00	0.00	0.00
071023	0726	171428	1	18056	BROWN'S ICE CREAM CO.	72313217	P	Invoice	06/05/2023	207.90	207.90	0.00	0.00
071023	0726	171429	1	18056	BROWN'S ICE CREAM CO.	72313908	P	Invoice	06/05/2023	195.60	195.60	0.00	0.00
071023	0726	171430	1	17052	R PRAIRIE FARMS - WOODBURY, MN	9012610	P	Invoice	06/05/2023	505.67	505.67	0.00	0.00
071023	0726	171431	1	17052	R PRAIRIE FARMS - WOODBURY, MN	9016089	P	Invoice	06/05/2023	489.81	489.81	0.00	0.00
071023	0726	171432	1	17052	R PRAIRIE FARMS - WOODBURY, MN	9019468	P	Invoice	06/05/2023	490.51	490.51	0.00	0.00
071023	0726	171433	1	17052	R PRAIRIE FARMS - WOODBURY, MN	9022738	P	Invoice	06/05/2023	430.57	430.57	0.00	0.00
071023	0726	171434	1	17052	R PRAIRIE FARMS - WOODBURY, MN	9025896	P	Invoice	06/05/2023	297.62	297.62	0.00	0.00
071023	0726	171435	1	17052	R PRAIRIE FARMS - WOODBURY, MN	9014348	P	Invoice	06/05/2023	388.59	388.59	0.00	0.00
071023	0726	171436	1	17052	R PRAIRIE FARMS - WOODBURY, MN	9017967	P	Invoice	06/05/2023	462.31	462.31	0.00	0.00
071023	0726	171437	1	17052	R PRAIRIE FARMS - WOODBURY, MN	9021116	P	Invoice	06/05/2023	416.84	416.84	0.00	0.00
071023	0726	171438	1	17052	R PRAIRIE FARMS - WOODBURY, MN	9024670	P	Invoice	06/05/2023	327.95	327.95	0.00	0.00
071023	0726	171439	1	17052	R PRAIRIE FARMS - WOODBURY, MN	9012611	P	Invoice	06/05/2023	415.46	415.46	0.00	0.00
071023	0726	171440	1	17052	R PRAIRIE FARMS - WOODBURY, MN	9014349	P	Invoice	06/05/2023	361.69	361.69	0.00	0.00
071023	0726	171441	1	17052	R PRAIRIE FARMS - WOODBURY, MN	9016090	P	Invoice	06/05/2023	595.98	595.98	0.00	0.00
071023	0726	171442	1	17052	R PRAIRIE FARMS - WOODBURY, MN	9017968	P	Invoice	06/05/2023	325.20	325.20	0.00	0.00

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071023	0726	171443	1	17052	R	PRAIRIE FARMS - WOODBURY, MN		P	Invoice	06/05/2023	450.53	450.53	0.00	0.00
071023	0726	171444	1	17052	R	PRAIRIE FARMS - WOODBURY, MN		P	Invoice	06/05/2023	281.10	281.10	0.00	0.00
071023	0726	171445	1	17052	R	PRAIRIE FARMS - WOODBURY, MN		P	Invoice	06/05/2023	584.20	584.20	0.00	0.00
071023	0726	171446	1	17052	R	PRAIRIE FARMS - WOODBURY, MN		P	Invoice	06/05/2023	310.05	310.05	0.00	0.00
071023	0726	171447	1	17052	R	PRAIRIE FARMS - WOODBURY, MN		P	Invoice	06/05/2023	282.50	282.50	0.00	0.00
071023	0726	171448	1	17052	R	PRAIRIE FARMS - WOODBURY, MN		P	Invoice	06/05/2023	985.12	985.12	0.00	0.00
071023	0726	171449	1	17052	R	PRAIRIE FARMS - WOODBURY, MN		P	Invoice	06/05/2023	564.93	564.93	0.00	0.00
071023	0726	171450	1	17052	R	PRAIRIE FARMS - WOODBURY, MN		P	Invoice	06/05/2023	905.24	905.24	0.00	0.00
071023	0726	171451	1	17052	R	PRAIRIE FARMS - WOODBURY, MN		P	Invoice	06/05/2023	635.82	635.82	0.00	0.00
071023	0726	171452	1	17052	R	PRAIRIE FARMS - WOODBURY, MN		P	Invoice	06/05/2023	781.97	781.97	0.00	0.00
071023	0726	171453	1	17052	R	PRAIRIE FARMS - WOODBURY, MN		P	Invoice	06/05/2023	462.32	462.32	0.00	0.00
071023	0726	171454	1	17052	R	PRAIRIE FARMS - WOODBURY, MN		P	Invoice	06/05/2023	816.39	816.39	0.00	0.00
071023	0726	171455	1	17052	R	PRAIRIE FARMS - WOODBURY, MN		P	Invoice	06/05/2023	1,028.65	1,028.65	0.00	0.00
071023	0726	171456	1	02826	R	PAN-O-GOLD BAKING CO	10000423121013	P	Invoice	06/05/2023	22.48	22.48	0.00	0.00
071023	0726	171457	1	02826	R	PAN-O-GOLD BAKING CO	10000423121012	P	Invoice	06/05/2023	199.78	199.78	0.00	0.00
071023	0726	171458	1	02826	R	PAN-O-GOLD BAKING CO	10000423128014	P	Invoice	06/05/2023	33.72	33.72	0.00	0.00
071023	0726	171459	1	02826	R	PAN-O-GOLD BAKING CO	10000423128015	P	Invoice	06/05/2023	178.12	178.12	0.00	0.00
071023	0726	171460	1	02826	R	PAN-O-GOLD BAKING CO	10000423135007	P	Invoice	06/05/2023	(4.32)	(4.32)	0.00	0.00
071023	0726	171461	1	02826	R	PAN-O-GOLD BAKING CO	10000423135006	P	Invoice	06/05/2023	108.90	108.90	0.00	0.00
071023	0726	171462	1	02826	R	PAN-O-GOLD BAKING CO	10000423142010	P	Invoice	06/05/2023	52.62	52.62	0.00	0.00
071023	0726	171463	1	02826	R	PAN-O-GOLD BAKING CO	10000423150013	P	Invoice	06/05/2023	8.50	8.50	0.00	0.00

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071023	0726	171464	1	02826	R	PAN-O-GOLD BAKING CO		P	Invoice	06/05/2023	49.00	49.00	0.00	0.00
071023	0726	171465	1	02826	R	PAN-O-GOLD BAKING CO		P	Invoice	06/05/2023	101.90	101.90	0.00	0.00
071023	0726	171466	1	02826	R	PAN-O-GOLD BAKING CO		P	Invoice	06/05/2023	59.50	59.50	0.00	0.00
071023	0726	171467	1	02826	R	PAN-O-GOLD BAKING CO		P	Invoice	06/05/2023	70.00	70.00	0.00	0.00
071023	0726	171468	1	02826	R	PAN-O-GOLD BAKING CO		P	Invoice	06/05/2023	17.00	17.00	0.00	0.00
071023	0726	171469	1	02826	R	PAN-O-GOLD BAKING CO		P	Invoice	06/05/2023	78.25	78.25	0.00	0.00
071023	0726	171470	1	02826	R	PAN-O-GOLD BAKING CO		P	Invoice	06/05/2023	17.00	17.00	0.00	0.00
071023	0726	171471	1	02826	R	PAN-O-GOLD BAKING CO		P	Invoice	06/05/2023	106.96	106.96	0.00	0.00
071023	0726	171472	1	02826	R	PAN-O-GOLD BAKING CO		P	Invoice	06/05/2023	68.00	68.00	0.00	0.00
071023	0726	171473	1	02826	R	PAN-O-GOLD BAKING CO		P	Invoice	06/05/2023	77.00	77.00	0.00	0.00
071023	0726	171474	1	02826	R	PAN-O-GOLD BAKING CO		P	Invoice	06/05/2023	76.50	76.50	0.00	0.00
071023	0726	171475	1	02826	R	PAN-O-GOLD BAKING CO		P	Invoice	06/05/2023	66.00	66.00	0.00	0.00
071023	0726	171476	1	02826	R	PAN-O-GOLD BAKING CO		P	Invoice	06/05/2023	104.70	104.70	0.00	0.00
071023	0726	171477	1	02826	R	PAN-O-GOLD BAKING CO		P	Invoice	06/05/2023	68.00	68.00	0.00	0.00
071023	0726	171478	1	02826	R	PAN-O-GOLD BAKING CO		P	Invoice	06/05/2023	78.50	78.50	0.00	0.00
071023	0726	171479	1	02826	R	PAN-O-GOLD BAKING CO		P	Invoice	06/05/2023	25.50	25.50	0.00	0.00
071023	0726	171480	1	00013		SYSCO WESTERN MINNESOTA		P	Invoice	06/05/2023	260.90	260.90	0.00	0.00
071023	0726	171481	1	00013		SYSCO WESTERN MINNESOTA		P	Invoice	06/05/2023	3,721.38	3,721.38	0.00	0.00
071023	0726	171482	1	00013		SYSCO WESTERN MINNESOTA		P	Invoice	06/05/2023	7,466.61	7,466.61	0.00	0.00
071023	0726	171483	1	00013		SYSCO WESTERN MINNESOTA		P	Invoice	06/05/2023	(140.80)	(140.80)	0.00	0.00
071023	0726	171484	1	00013		SYSCO WESTERN MINNESOTA		P	Invoice	06/05/2023	4,040.86	4,040.86	0.00	0.00

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071023	0726	171485	1	00013	SYSCO WESTERN MINNESOTA	253391061	P	Invoice	06/05/2023	66.90	66.90	0.00	0.00
071023	0726	171486	1	00013	SYSCO WESTERN MINNESOTA	253394191	P	Invoice	06/05/2023	6,218.75	6,218.75	0.00	0.00
071023	0726	171487	1	00013	SYSCO WESTERN MINNESOTA	253394484	P	Invoice	06/05/2023	(41.28)	(41.28)	0.00	0.00
071023	0726	171488	1	00013	SYSCO WESTERN MINNESOTA	253395506	P	Invoice	06/05/2023	5,356.56	5,356.56	0.00	0.00
071023	0726	171489	1	00013	SYSCO WESTERN MINNESOTA	253395972	P	Invoice	06/05/2023	16.02	16.02	0.00	0.00
071023	0726	171490	1	00013	SYSCO WESTERN MINNESOTA	15321619P	P	Invoice	06/05/2023	(53.18)	(53.18)	0.00	0.00
071023	0726	171491	1	00013	SYSCO WESTERN MINNESOTA	253398987	P	Invoice	06/05/2023	7,555.66	7,555.66	0.00	0.00
071023	0726	171492	1	00013	SYSCO WESTERN MINNESOTA	253400299	P	Invoice	06/05/2023	3,901.19	3,901.19	0.00	0.00
071023	0726	171493	1	00013	SYSCO WESTERN MINNESOTA	253404809	P	Invoice	06/05/2023	2,309.55	2,309.55	0.00	0.00
071023	0726	171494	1	00013	SYSCO WESTERN MINNESOTA	253385823	P	Invoice	06/05/2023	468.00	468.00	0.00	0.00
071023	0726	171495	1	00013	SYSCO WESTERN MINNESOTA	253389305	P	Invoice	06/05/2023	302.10	302.10	0.00	0.00
071023	0726	171496	1	00013	SYSCO WESTERN MINNESOTA	253390684	P	Invoice	06/05/2023	186.30	186.30	0.00	0.00
071023	0726	171497	1	00013	SYSCO WESTERN MINNESOTA	253394190	P	Invoice	06/05/2023	600.66	600.66	0.00	0.00
071023	0726	171498	1	00013	SYSCO WESTERN MINNESOTA	253395505	P	Invoice	06/05/2023	157.26	157.26	0.00	0.00
071023	0726	171499	1	00013	SYSCO WESTERN MINNESOTA	253398986	P	Invoice	06/05/2023	503.82	503.82	0.00	0.00
071023	0726	171500	1	00013	SYSCO WESTERN MINNESOTA	253400298	P	Invoice	06/05/2023	319.67	319.67	0.00	0.00
071023	0726	171501	1	00013	SYSCO WESTERN MINNESOTA	253404808	P	Invoice	06/05/2023	121.10	121.10	0.00	0.00
071023	0726	171502	1	00013	SYSCO WESTERN MINNESOTA	253384481	P	Invoice	06/05/2023	(28.44)	(28.44)	0.00	0.00
071023	0726	171503	1	00013	SYSCO WESTERN MINNESOTA	253385827	P	Invoice	06/05/2023	56.48	56.48	0.00	0.00
071023	0726	171504	1	00013	SYSCO WESTERN MINNESOTA	253386293	P	Invoice	06/05/2023	(56.32)	(56.32)	0.00	0.00
071023	0726	171505	1	00013	SYSCO WESTERN MINNESOTA	253390687	P	Invoice	06/05/2023	2,235.44	2,235.44	0.00	0.00

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071023	0726	171506	1	00013	SYSCO WESTERN MINNESOTA	253391062	P	Invoice	06/05/2023	123.28	123.28	0.00	0.00
071023	0726	171507	1	00013	SYSCO WESTERN MINNESOTA	253395508	P	Invoice	06/05/2023	2,010.93	2,010.93	0.00	0.00
071023	0726	171508	1	00013	SYSCO WESTERN MINNESOTA	253398988	P	Invoice	06/05/2023	327.06	327.06	0.00	0.00
071023	0726	171509	1	00013	SYSCO WESTERN MINNESOTA	253400302	P	Invoice	06/05/2023	1,614.18	1,614.18	0.00	0.00
071023	0726	171510	1	00013	SYSCO WESTERN MINNESOTA	253385826	P	Invoice	06/05/2023	399.15	399.15	0.00	0.00
071023	0726	171511	1	00013	SYSCO WESTERN MINNESOTA	253390686	P	Invoice	06/05/2023	213.59	213.59	0.00	0.00
071023	0726	171512	1	00013	SYSCO WESTERN MINNESOTA	253395507	P	Invoice	06/05/2023	163.57	163.57	0.00	0.00
071023	0726	171513	1	00013	SYSCO WESTERN MINNESOTA	253400301	P	Invoice	06/05/2023	290.20	290.20	0.00	0.00
071023	0726	171514	1	00013	SYSCO WESTERN MINNESOTA	253400880	P	Invoice	06/05/2023	(15.39)	(15.39)	0.00	0.00
071023	0726	171515	1	00013	SYSCO WESTERN MINNESOTA	253385829	P	Invoice	06/05/2023	750.47	750.47	0.00	0.00
071023	0726	171516	1	00013	SYSCO WESTERN MINNESOTA	15321503P	P	Invoice	06/05/2023	(99.35)	(99.35)	0.00	0.00
071023	0726	171517	1	00013	SYSCO WESTERN MINNESOTA	15321504P	P	Invoice	06/05/2023	(19.87)	(19.87)	0.00	0.00
071023	0726	171518	1	00013	SYSCO WESTERN MINNESOTA	253389308	P	Invoice	06/05/2023	1,219.85	1,219.85	0.00	0.00
071023	0726	171519	1	00013	SYSCO WESTERN MINNESOTA	253390689	P	Invoice	06/05/2023	1,319.22	1,319.22	0.00	0.00
071023	0726	171520	1	00013	SYSCO WESTERN MINNESOTA	253391064	P	Invoice	06/05/2023	81.32	81.32	0.00	0.00
071023	0726	171521	1	00013	SYSCO WESTERN MINNESOTA	253394194	P	Invoice	06/05/2023	723.17	723.17	0.00	0.00
071023	0726	171522	1	00013	SYSCO WESTERN MINNESOTA	253395510	P	Invoice	06/05/2023	1,572.22	1,572.22	0.00	0.00
071023	0726	171523	1	00013	SYSCO WESTERN MINNESOTA	253398990	P	Invoice	06/05/2023	914.48	914.48	0.00	0.00
071023	0726	171524	1	00013	SYSCO WESTERN MINNESOTA	253400304	P	Invoice	06/05/2023	1,954.42	1,954.42	0.00	0.00
071023	0726	171525	1	00013	SYSCO WESTERN MINNESOTA	253385828	P	Invoice	06/05/2023	1,675.99	1,675.99	0.00	0.00
071023	0726	171526	1	00013	SYSCO WESTERN MINNESOTA	253389307	P	Invoice	06/05/2023	225.92	225.92	0.00	0.00

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071023	0726	171527	1	00013	SYSCO WESTERN MINNESOTA	253390688	P	Invoice	06/05/2023	2,595.81	2,595.81	0.00	0.00
071023	0726	171528	1	00013	SYSCO WESTERN MINNESOTA	253391063	P	Invoice	06/05/2023	200.16	200.16	0.00	0.00
071023	0726	171529	1	00013	SYSCO WESTERN MINNESOTA	253394192	P	Invoice	06/05/2023	225.92	225.92	0.00	0.00
071023	0726	171530	1	00013	SYSCO WESTERN MINNESOTA	253395509	P	Invoice	06/05/2023	1,645.45	1,645.45	0.00	0.00
071023	0726	171531	1	00013	SYSCO WESTERN MINNESOTA	253398989	P	Invoice	06/05/2023	225.92	225.92	0.00	0.00
071023	0726	171532	1	00013	SYSCO WESTERN MINNESOTA	253400303	P	Invoice	06/05/2023	1,212.57	1,212.57	0.00	0.00
071023	0726	171533	1	00013	SYSCO WESTERN MINNESOTA	253394193	P	Invoice	06/05/2023	385.86	385.86	0.00	0.00
071023	0726	171534	1	00013	SYSCO WESTERN MINNESOTA	253395941	P	Invoice	06/05/2023	159.48	159.48	0.00	0.00
071023	0726	171535	1	11774	TRIO SUPPLY COMPANY	840295	P	Invoice	06/05/2023	229.26	229.26	0.00	0.00
071023	0726	171536	1	11774	TRIO SUPPLY COMPANY	840297	P	Invoice	06/05/2023	90.53	90.53	0.00	0.00
071023	0726	171537	1	11774	TRIO SUPPLY COMPANY	840299	P	Invoice	06/05/2023	109.79	109.79	0.00	0.00
071023	0726	171538	1	11774	TRIO SUPPLY COMPANY	840302	P	Invoice	06/05/2023	189.01	189.01	0.00	0.00
071023	0726	171539	1	11774	TRIO SUPPLY COMPANY	840307	P	Invoice	06/05/2023	37.54	37.54	0.00	0.00
071023	0726	171540	1	16798	TYSON FOODS, INC.	31173576	P	Invoice	06/05/2023	1,349.85	1,349.85	0.00	0.00
071023	0726	171541	1	05725	BATTERIES PLUS	P62199201	P	Invoice	06/05/2023	149.99	149.99	0.00	0.00
071023	0726	171542	1	05725	BATTERIES PLUS	P62365251	P	Invoice	06/05/2023	149.99	149.99	0.00	0.00
071023	0726	171543	1	05725	BATTERIES PLUS	P62365272	P	Invoice	06/05/2023	179.99	179.99	0.00	0.00
071023	0726	171544	1	05725	BATTERIES PLUS	P62449083	P	Invoice	06/05/2023	79.99	79.99	0.00	0.00
071023	0726	171545	1	05725	BATTERIES PLUS	P62495218	P	Invoice	06/05/2023	134.99	134.99	0.00	0.00
071023	0726	171546	1	05725	BATTERIES PLUS	P62495265	P	Invoice	06/05/2023	179.99	179.99	0.00	0.00
071023	0726	171547	1	12202	BARTH, KIM	REQ	P	Invoice	06/05/2023	19.78	19.78	0.00	0.00
071023	0726	171548	1	13166	US BANK	6933865	P	Invoice	06/05/2023	1,975.00	1,975.00	0.00	0.00
071023	0726	171549	1	16816	FLUCK, LONNIE J.	REQ	P	Invoice	06/05/2023	40.00	40.00	0.00	0.00
071023	0726	171550	1	17592	AMAZON CAPITAL SERVICES, INC.	14FR-1Q7N-3GLC	P	Invoice	06/06/2023	64.83	64.83	0.00	0.00

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071023	0726	171551	1	17592	AMAZON CAPITAL SERVICES, INC.	14FM-F9RQ-6KJW	P	Invoice	06/06/2023	35.97	35.97	0.00	0.00
071023	0726	171552	1	17592	AMAZON CAPITAL SERVICES, INC.	16W3-L1TF-1XTH	P	Invoice	06/06/2023	933.17	933.17	0.00	0.00
071023	0726	171553	1	11622	CASH	REQ	P	Invoice	06/06/2023	210.67	210.67	0.00	0.00
071023	0726	171554	1	9568	R OXYGEN SERVICE COMPANY	0008633780	P	Invoice	06/06/2023	22.00	22.00	0.00	0.00
071023	0726	171555	1	18136	ROBAK, TRISTA	REQ	P	Invoice	06/06/2023	45.00	45.00	0.00	0.00
071023	0726	171556	1	15670	CITY OF NORTH MANKATO	REQ	P	Invoice	06/06/2023	150.00	150.00	0.00	0.00
071023	0726	171557	1	18041	RADEMACHER COMPANIES, INC.	DOCUMENT #002176	P	Invoice	06/06/2023	3,383.33	3,383.33	0.00	0.00
071023	0726	171595	1	01769	BECKER TRUE VALUE HDWE	B214189	P	Invoice	06/12/2023	30.99	30.99	0.00	0.00
071023	0726	171596	1	01769	BECKER TRUE VALUE HDWE	B214190	P	Invoice	06/12/2023	7.96	7.96	0.00	0.00
071023	0726	171597	1	01769	BECKER TRUE VALUE HDWE	A241943	P	Invoice	06/12/2023	33.32	33.32	0.00	0.00
071023	0726	171598	1	17808	MARTIN, AUTUMN	REQ	P	Invoice	06/12/2023	140.96	140.96	0.00	0.00
071023	0726	171599	1	16922	IMHOLTE, KRISTIN	REQ	P	Invoice	06/12/2023	152.39	152.39	0.00	0.00
071023	0726	171600	1	17859	BEUTZ, RYLAND	REQ	P	Invoice	06/12/2023	55.00	55.00	0.00	0.00
071023	0726	171601	1	04973	R ACT, INC.	24573	P	Invoice	06/19/2023	3,636.00	3,636.00	0.00	0.00
071023	0726	171602	1	06101	ALL STAR TROPHY & AWARDS INC	6177	P	Invoice	06/19/2023	525.00	525.00	0.00	0.00
071023	0726	171603	1	17592	AMAZON CAPITAL SERVICES, INC.	13PR-KQ36-3PL1	P	Invoice	06/19/2023	154.50	154.50	0.00	0.00
071023	0726	171604	1	17592	AMAZON CAPITAL SERVICES, INC.	1VYP-PJTK-3HLY	P	Invoice	06/19/2023	59.64	59.64	0.00	0.00
071023	0726	171605	1	04035	APPLE INC.	AL30056916	P	Invoice	06/19/2023	999.50	999.50	0.00	0.00
071023	0726	171606	1	16358	R ARVIG	REQ	P	Invoice	06/19/2023	207.17	207.17	0.00	0.00
071023	0726	171607	1	13347	BEAUDRY OIL COMPANY	2350720	P	Invoice	06/19/2023	3,510.99	3,510.99	0.00	0.00
071023	0726	171608	1	13922	R BSN SPORTS, LLC	921774192	P	Invoice	06/19/2023	5,572.49	5,572.49	0.00	0.00
071023	0726	171609	1	02860	BENTON TROPHY & AWARDS INC.	167136	P	Invoice	06/19/2023	109.96	109.96	0.00	0.00
071023	0726	171610	1	18029	BJORKLUND COMPENSATION CONSULTING LLC	00004517	P	Invoice	06/19/2023	500.00	500.00	0.00	0.00
071023	0726	171611	1	00067	R CITY OF BECKER	REQ	P	Invoice	06/19/2023	1,555.58	1,555.58	0.00	0.00

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Batch	Co	Voucher	Grp Code	Rcd	Vendor	Invoice #	St	Type	Invoice Date	Invoice Amount	Paid Amount	Discount	Balance	
071023	0726	171612	1	00067	R	CITY OF BECKER		P	Invoice	06/19/2023	367.14	367.14	0.00	0.00
071023	0726	171613	1	00067	R	CITY OF BECKER		P	Invoice	06/19/2023	1,201.66	1,201.66	0.00	0.00
071023	0726	171614	1	00067	R	CITY OF BECKER		P	Invoice	06/19/2023	1,756.30	1,756.30	0.00	0.00
071023	0726	171615	1	00067	R	CITY OF BECKER		P	Invoice	06/19/2023	822.47	822.47	0.00	0.00
071023	0726	171616	1	00067	R	CITY OF BECKER		P	Invoice	06/19/2023	52.97	52.97	0.00	0.00
071023	0726	171617	1	00067	R	CITY OF BECKER		P	Invoice	06/19/2023	213.11	213.11	0.00	0.00
071023	0726	171618	1	00067	R	CITY OF BECKER		P	Invoice	06/19/2023	6.43	6.43	0.00	0.00
071023	0726	171619	1	00058		CMERDC	191873	P	Invoice	06/19/2023	2,892.48	2,892.48	0.00	0.00
071023	0726	171620	1	17121		COLLEGE BOARD	A241159431	P	Invoice	06/19/2023	3,816.00	3,816.00	0.00	0.00
071023	0726	171621	1	10758		EDUCATORS BENEFIT CONSULTANTS, LLC	28375	P	Invoice	06/19/2023	400.36	400.36	0.00	0.00
071023	0726	171622	1	7188	R	EMERGENCY OUTFITTERS, INC.	2425	P	Invoice	06/19/2023	2,058.00	2,058.00	0.00	0.00
071023	0726	171623	1	14763	R	FOLLETT SCHOOL SOLUTIONS, INC.	1509851	P	Invoice	06/19/2023	130.00	130.00	0.00	0.00
071023	0726	171624	1	14763	r	FOLLETT SCHOOL SOLUTIONS, INC.	1509846	P	Invoice	06/19/2023	130.00	130.00	0.00	0.00
071023	0726	171625	1	17618		CHRISTENSEN, VICKI	REQ	P	Invoice	06/19/2023	1,084.68	1,084.68	0.00	0.00
071023	0726	171626	1	18167		HARVESTER SQUARE LLC	1019	P	Invoice	06/19/2023	5,500.00	5,500.00	0.00	0.00
071023	0726	171627	1	17831		HOTSY MINNESOTA	17266	P	Invoice	06/19/2023	6,371.70	6,371.70	0.00	0.00
071023	0726	171628	1	17831		HOTSY MINNESOTA	17265	P	Invoice	06/19/2023	10,770.14	10,770.14	0.00	0.00
071023	0726	171629	1	11081		KENNEDY & GRAVEN, CHARTERED	174764	P	Invoice	06/19/2023	456.00	456.00	0.00	0.00
071023	0726	171630	1	11081		KENNEDY & GRAVEN, CHARTERED	174765	P	Invoice	06/19/2023	1,269.00	1,269.00	0.00	0.00
071023	0726	171631	1	11081		KENNEDY & GRAVEN, CHARTERED	174766	P	Invoice	06/19/2023	2,185.50	2,185.50	0.00	0.00
071023	0726	171632	1	11081		KENNEDY & GRAVEN, CHARTERED	174767	P	Invoice	06/19/2023	752.00	752.00	0.00	0.00
071023	0726	171633	1	18168		KOTHRAD, KELLY	REQ	P	Invoice	06/19/2023	76.00	76.00	0.00	0.00
071023	0726	171634	1	13086		LOMMEL PHOTOGRAPHY INC.	13086-1	P	Invoice	06/19/2023	435.00	435.00	0.00	0.00
071023	0726	171635	1	13086		LOMMEL PHOTOGRAPHY INC.	13053-2	P	Invoice	06/19/2023	435.00	435.00	0.00	0.00
071023	0726	171636	1	00225	R	MARCO	34213541	P	Invoice	06/19/2023	1,620.04	1,620.04	0.00	0.00
071023	0726	171637	1	00805		MASSP	SLA104	P	Invoice	06/19/2023	120.00	120.00	0.00	0.00

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071023	0726	171638	1	17579	MIDCONTINENT COMMUNICATIONS	36817060113395	P	Invoice	06/19/2023	800.42	800.42	0.00	0.00
071023	0726	171639	1	16957	MIDWEST COMPLIANCE INC.	55283	P	Invoice	06/19/2023	72.00	72.00	0.00	0.00
071023	0726	171640	1	17124	MOELLER, DEAN	REQ	P	Invoice	06/19/2023	100.00	100.00	0.00	0.00
071023	0726	171641	1	16776	R MYSTERY SCIENCE	SP-12171	P	Invoice	06/19/2023	8,560.00	8,560.00	0.00	0.00
071023	0726	171642	1	17113	MUSSER ENVIRONMENTAL CONSULTING, INC.	01	P	Invoice	06/19/2023	23,861.00	23,861.00	0.00	0.00
071023	0726	171643	1	18050	NEW DOMINION SCHOOL	11617	P	Invoice	06/19/2023	7,018.41	7,018.41	0.00	0.00
071023	0726	171644	1	15367	O'NEILL, JESSE	REQ	P	Invoice	06/19/2023	14.01	14.01	0.00	0.00
071023	0726	171645	1	12914	PARTS CITY AUTO PARTS	62-590057	P	Invoice	06/19/2023	132.57	132.57	0.00	0.00
071023	0726	171646	1	12914	PARTS CITY AUTO PARTS	62-582720	P	Invoice	06/19/2023	13.22	13.22	0.00	0.00
071023	0726	171647	1	12914	PARTS CITY AUTO PARTS	62-582308	P	Invoice	06/19/2023	10.99	10.99	0.00	0.00
071023	0726	171648	1	12914	PARTS CITY AUTO PARTS	62-584981	P	Invoice	06/19/2023	24.27	24.27	0.00	0.00
071023	0726	171649	1	12914	PARTS CITY AUTO PARTS	62-590991	P	Invoice	06/19/2023	53.96	53.96	0.00	0.00
071023	0726	171650	1	12914	PARTS CITY AUTO PARTS	62-579892	P	Invoice	06/19/2023	(169.65)	(169.65)	0.00	0.00
071023	0726	171651	1	17131	PATRIOT NEWS MN	008846	P	Invoice	06/19/2023	124.80	124.80	0.00	0.00
071023	0726	171652	1	17131	PATRIOT NEWS MN	008883	P	Invoice	06/19/2023	2,007.00	2,007.00	0.00	0.00
071023	0726	171653	1	17131	PATRIOT NEWS MN	009074	P	Invoice	06/19/2023	99.60	99.60	0.00	0.00
071023	0726	171654	1	17748	PETERSON COMPANIES, INC.	52291	P	Invoice	06/19/2023	1,225.59	1,225.59	0.00	0.00
071023	0726	171655	1	10534	REALITY WORKS	47983	P	Invoice	06/19/2023	37.50	37.50	0.00	0.00
071023	0726	171656	1	18169	RED ROCK CENTRAL ISD 2884	0100	P	Invoice	06/19/2023	3,428.57	3,428.57	0.00	0.00
071023	0726	171657	1	14733	RPM ATHLETICS, LLC	4945	P	Invoice	06/19/2023	405.00	405.00	0.00	0.00
071023	0726	171658	1	00324	SCHOOL HEALTH CORPORATION	4201663-01	P	Invoice	06/19/2023	4,434.39	4,434.39	0.00	0.00
071023	0726	171659	1	17208	R SCHUTT SPORTS, LLC	2791228	P	Invoice	06/19/2023	376.85	376.85	0.00	0.00
071023	0726	171660	1	16758	SPINLER, ANGELA	REQ	P	Invoice	06/19/2023	59.03	59.03	0.00	0.00
071023	0726	171661	1	15729	SHRED-IT, C/O STERICYLCLC, INC.	8004037483	P	Invoice	06/19/2023	109.40	109.40	0.00	0.00

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071023	0726	171662	1	8489	TECH CHECK, LLC	51751	P	Invoice	06/19/2023	168.00	168.00	0.00	0.00
071023	0726	171663	1	16879	R TERRAFORM PHOENIX II ARCADIA HOLDINGS, LLC	200100198854	P	Invoice	06/19/2023	371.30	371.30	0.00	0.00
071023	0726	171664	1	18162	THE MODERN CLASSROOMS PROJECT, INC	1777	P	Invoice	06/19/2023	7,500.00	7,500.00	0.00	0.00
071023	0726	171665	1	15606	VIG SOLUTIONS	11836	P	Invoice	06/19/2023	429.00	429.00	0.00	0.00
071023	0726	171666	1	17914	A.J. MOORE ELECTRIC, INC.	7	P	Invoice	06/19/2023	15,196.16	15,196.16	0.00	0.00
071023	0726	171667	1	17988	A.M.E CONSTRUCTION CORP	23014-3	P	Invoice	06/19/2023	53,200.00	53,200.00	0.00	0.00
071023	0726	171668	1	17983	COMMERCIAL DRYWALL INC.	PAY APP #5	P	Invoice	06/19/2023	10,640.00	10,640.00	0.00	0.00
071023	0726	171669	1	17849	EBERT CONSTRUCTION INC.	7	P	Invoice	06/19/2023	48,862.79	48,862.79	0.00	0.00
071023	0726	171670	1	15482	R HUBBARD ELECTRIC, INC.	8	P	Invoice	06/19/2023	6,015.40	6,015.40	0.00	0.00
071023	0726	171671	1	13342	R ICS CONSULTING, LLC - 138006	9898-01	P	Invoice	06/19/2023	229,744.64	229,744.64	0.00	0.00
071023	0726	171672	1	17852	K JOHNSON CONSTRUCTION, INC.	9	P	Invoice	06/19/2023	27,437.90	27,437.90	0.00	0.00
071023	0726	171673	1	11767	R MCDOWALL COMPANY	2BEMSHS-2	P	Invoice	06/19/2023	158,946.99	158,946.99	0.00	0.00
071023	0726	171674	1	10181	MULTIPLE CONCEPTS INTERIORS	2	P	Invoice	06/19/2023	41,573.44	41,573.44	0.00	0.00
071023	0726	171675	1	17887	SENTRA-SOTA SHEET METAL, INC.	PROG BILL #9	P	Invoice	06/19/2023	46,781.09	46,781.09	0.00	0.00
071023	0726	171676	1	14070	P SUMMIT COMPANIES - WAITE PARK OFFICE	2219866	P	Invoice	06/19/2023	3,402.90	3,402.90	0.00	0.00
071023	0726	171677	1	14070	SUMMIT FIRE PROTECTION	2219872	P	Invoice	06/19/2023	95,945.25	95,945.25	0.00	0.00
071023	0726	171678	1	14475	W. GOHMAN CONSTRUCTION CO.	8-21400	P	Invoice	06/19/2023	192,572.60	192,572.60	0.00	0.00
071023	0726	171679	1	8250	R WEIDNER MECHANICAL CONTRACTORS	A6225-6	P	Invoice	06/19/2023	280,481.80	280,481.80	0.00	0.00
071023	0726	171680	1	8250	R WEIDNER MECHANICAL CONTRACTORS	5	P	Invoice	06/19/2023	361,416.10	361,416.10	0.00	0.00
071023	0726	171681	1	17981	WILLMAR ELECTRIC SERVICE CORP	6	P	Invoice	06/19/2023	42,547.84	42,547.84	0.00	0.00

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071023	0726	171682	1	16923	P	WRUCK EXCAVATING INC.	005	P	Invoice	06/19/2023	3,800.00	3,800.00	0.00	0.00
071023	0726	171683	1	16923	P	WRUCK EXCAVATING INC.	006	P	Invoice	06/19/2023	10,640.00	10,640.00	0.00	0.00
071023	0726	171684	1	17977		YAMRY CONSTRUCTION INC	20230525	P	Invoice	06/19/2023	1,397.89	1,397.89	0.00	0.00
071023	0726	171685	1	16967	R	10322329 SSI MN TRANCHE 2, LLC	60632	P	Invoice	06/19/2023	15,727.96	15,727.96	0.00	0.00
071023	0726	171686	1	16580	R	3023882 USS MINNESOTA ONE MT LLC	59685	P	Invoice	06/19/2023	16,938.11	16,938.11	0.00	0.00
071023	0726	171687	1	16242		POTENTIA MN SOLAR FUND 1, LLC	2023-04-1784-00302	P	Invoice	06/19/2023	46,692.25	46,692.25	0.00	0.00
071023	0726	171688	1	13347		BEAUDRY OIL COMPANY	2354682	P	Invoice	06/19/2023	4,888.00	4,888.00	0.00	0.00
071023	0726	171689	1	7981		DOMINO'S PIZZA	7385-9	P	Invoice	06/19/2023	508.99	508.99	0.00	0.00
071023	0726	171690	1	11942		GODFATHER'S PIZZA	024598	P	Invoice	06/19/2023	728.00	728.00	0.00	0.00
071023	0726	171691	1	06663		SKATIN' PLACE	REQ	P	Invoice	06/19/2023	595.00	595.00	0.00	0.00
071023	0726	171692	1	14534	R	MADISON NATIONAL LIFE	BILL #1564090	P	Invoice	06/19/2023	2,818.88	2,818.88	0.00	0.00
071023	0726	171693	1	18170		BARTLETT, MICHELLE	REQ	P	Invoice	06/19/2023	37.50	37.50	0.00	0.00
071023	0726	171694	1	18171		BROWN, CHRIS	REQ	P	Invoice	06/19/2023	20.30	20.30	0.00	0.00
071023	0726	171695	1	18172		MURPHY, THOMAS	REQ	P	Invoice	06/19/2023	51.52	51.52	0.00	0.00
071023	0726	171696	1	18173		OLSON, CRISSY	REQ	P	Invoice	06/19/2023	35.90	35.90	0.00	0.00
071023	0726	171697	1	18174		POLENIK, SHANNON	REQ	P	Invoice	06/19/2023	106.80	106.80	0.00	0.00
071023	0726	171698	1	18175		ROISLAND, MELANIE	REQ	P	Invoice	06/19/2023	23.30	23.30	0.00	0.00
071023	0726	171699	1	18176		KAYE, JAMES	REQ	P	Invoice	06/19/2023	15.75	15.75	0.00	0.00
071023	0726	171700	1	18177		VARNEY, BRENDA	REQ	P	Invoice	06/19/2023	22.35	22.35	0.00	0.00
071023	0726	171701	1	18178		WAYTASHEK, SARA	REQ	P	Invoice	06/19/2023	11.35	11.35	0.00	0.00
071023	0726	171702	1	17234		BENGSTON, HOKAN	REQ	P	Invoice	06/20/2023	2,216.71	2,216.71	0.00	0.00
071023	0726	171703	1	00058		CMERDC	CLOSING PO	V	Invoice	06/20/2023	0.00	0.00	0.00	0.00
071023	0726	171704	1	13922	R	BSN SPORTS, LLC	921797091	P	Invoice	06/20/2023	518.77	518.77	0.00	0.00
071023	0726	171705	1	11622		CASH	REQ	P	Invoice	06/20/2023	164.45	164.45	0.00	0.00
071023	0726	171706	1	6998	R	CENTRACARE HEALTH SYSTEM	SCHFIN3604	P	Invoice	06/20/2023	645.30	645.30	0.00	0.00
071023	0726	171707	1	17903	R	CONNEXUS ENERGY	REQ	P	Invoice	06/20/2023	405.26	405.26	0.00	0.00
071023	0726	171708	1	13342	R	ICS CONSULTING, LLC	9903 - 138006	P	Invoice	06/20/2023	26,065.00	26,065.00	0.00	0.00

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071023	0726	171709	1	16583	JANUSZEWSKI, KEVIN	REQ	P	Invoice	06/20/2023	243.66	243.66	0.00	0.00
071023	0726	171710	1	00466	JOSTEN'S	N003167210	P	Invoice	06/20/2023	588.50	588.50	0.00	0.00
071023	0726	171711	1	13716	NIEMI, DAVE	REQ	P	Invoice	06/20/2023	1,263.50	1,263.50	0.00	0.00
071023	0726	171712	1	15821	NUCO2	73444396	P	Invoice	06/20/2023	260.65	260.65	0.00	0.00
071023	0726	171713	1	03279	R PEBBLE CREEK GOLF CLUB	202200330	P	Invoice	06/20/2023	3,000.00	3,000.00	0.00	0.00
071023	0726	171714	1	00490	R PERA	PERA ID: 1114-00	P	Invoice	06/20/2023	605.79	605.79	0.00	0.00
071023	0726	171715	1	10534	REALITY WORKS	48404	P	Invoice	06/20/2023	6.50	6.50	0.00	0.00
071023	0726	171716	1	16780	SCHMIDT, JEREMY	REQ	P	Invoice	06/20/2023	1,826.48	1,826.48	0.00	0.00
071023	0726	171717	1	05080	SCHMIDT, PAUL	REQ	P	Invoice	06/20/2023	315.76	315.76	0.00	0.00
071023	0726	171718	1	17236	SCHOLL-HEDQUIST, SHANNON	REQ	P	Invoice	06/20/2023	650.00	650.00	0.00	0.00
071023	0726	171719	1	8489	TECH CHECK, LLC	51928	P	Invoice	06/20/2023	2,362.35	2,362.35	0.00	0.00
071023	0726	171720	1	14213	R UNITED STATES TREASURY	REQ	P	Invoice	06/20/2023	2,935.08	2,935.08	0.00	0.00
071023	0726	171721	1	18023	WELLNESS FOR LIVING LLC	REQ	P	Invoice	06/20/2023	100.00	100.00	0.00	0.00
071023	0726	171722	1	18130	WRUCK, VALERY	REQ	P	Invoice	06/20/2023	169.25	169.25	0.00	0.00
071023	0726	171723	1	16431	CROWLEY, NICK	REQ	P	Invoice	06/20/2023	101.92	101.92	0.00	0.00
071023	0726	171724	1	17891	AVIBEN	NI326	P	Invoice	06/20/2023	260.27	260.27	0.00	0.00
071023	0726	171754	1	18064	BASEBALLRACKS.COM, INC.	7890	P	Invoice	06/22/2023	2,880.00	2,880.00	0.00	0.00
071023	0726	171755	1	05328	BECKER COMMUNITY CENTER	1002	P	Invoice	06/22/2023	1,182.50	1,182.50	0.00	0.00
071023	0726	171756	1	15646	R BIG LAKE SPINE AND SPORT	REQ	P	Invoice	06/22/2023	85.00	85.00	0.00	0.00
071023	0726	171757	1	15646	R BIG LAKE SPINE AND SPORT	REQ	P	Invoice	06/22/2023	85.00	85.00	0.00	0.00
071023	0726	171758	1	15646	R BIG LAKE SPINE AND SPORT	REQ	P	Invoice	06/22/2023	85.00	85.00	0.00	0.00
071023	0726	171759	1	15646	R BIG LAKE SPINE AND SPORT	REQ	P	Invoice	06/22/2023	85.00	85.00	0.00	0.00
071023	0726	171760	1	15646	R BIG LAKE SPINE AND SPORT	REQ	P	Invoice	06/22/2023	85.00	85.00	0.00	0.00
071023	0726	171761	1	15646	R BIG LAKE SPINE AND SPORT	REQ	P	Invoice	06/22/2023	85.00	85.00	0.00	0.00
071023	0726	171762	1	17904	DIVINE HOME CARE, INC	01-462402	P	Invoice	06/22/2023	2,313.48	2,313.48	0.00	0.00
071023	0726	171763	1	17804	FINLEY, MARC	REQ	P	Invoice	06/22/2023	544.00	544.00	0.00	0.00

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Batch	Co	Voucher	Grp Code	Rcd	Vendor	Invoice #	St	Type	Invoice Date	Invoice Amount	Paid Amount	Discount	Balance
071023	0726	171764	1	7422	GRUBER, BRENDA	REQ	P	Invoice	06/22/2023	60.26	60.26	0.00	0.00
071023	0726	171765	1	18180	HANDSHOE, CORY	REQ	P	Invoice	06/22/2023	544.00	544.00	0.00	0.00
071023	0726	171766	1	18181	HAZEN, KRISTEN	REQ	P	Invoice	06/22/2023	544.00	544.00	0.00	0.00
071023	0726	171767	1	14532	HEALTHPARTNERS INC.	121893019	P	Invoice	06/22/2023	39,256.56	39,256.56	0.00	0.00
071023	0726	171768	1	14923	HORIZON COMMERCIAL POOL SUPPLY	INV43700	P	Invoice	06/22/2023	476.69	476.69	0.00	0.00
071023	0726	171769	1	8875	HORIZON ROOFING, INC	106056	P	Invoice	06/22/2023	16,606.94	16,606.94	0.00	0.00
071023	0726	171770	1	17825	JOHNSON, TRACY AND RICK	REQ	P	Invoice	06/22/2023	544.00	544.00	0.00	0.00
071023	0726	171771	1	00466	JOSTEN'S	1330546	P	Invoice	06/22/2023	1,075.01	1,075.01	0.00	0.00
071023	0726	171772	1	12727	KOUBSKY, DIANE	REQ	P	Invoice	06/22/2023	30.13	30.13	0.00	0.00
071023	0726	171773	1	16070	KOWSKI, JUSTIN	REQ	P	Invoice	06/22/2023	4,352.00	4,352.00	0.00	0.00
071023	0726	171774	1	7021	R LAKESHORE LEARNING MATERIALS, LLC	777886061423	P	Invoice	06/22/2023	117.87	117.87	0.00	0.00
071023	0726	171775	1	18182	LEDDY, BENJAMIN	REQ	P	Invoice	06/22/2023	1,632.00	1,632.00	0.00	0.00
071023	0726	171776	1	17642	LRS OF MINNESOTA	UA24574	P	Invoice	06/22/2023	2,371.58	2,371.58	0.00	0.00
071023	0726	171777	1	14534	MADISON NATIONAL LIFE INSURANCE CO., INC.	JULY 2023 LTD	P	Invoice	06/22/2023	7,238.92	7,238.92	0.00	0.00
071023	0726	171778	1	17805	MARTELL, CODY & AMANDA	REQ	P	Invoice	06/22/2023	1,632.00	1,632.00	0.00	0.00
071023	0726	171779	1	9744	R MOMENTUM TRUCK GROUP	X194157789:01	P	Invoice	06/22/2023	14.81	14.81	0.00	0.00
071023	0726	171780	1	15821	NUCO2	73517437	P	Invoice	06/22/2023	378.81	378.81	0.00	0.00
071023	0726	171781	1	18067	R POMP'S TIRE SERVICE INC	2380003316	P	Invoice	06/22/2023	1,447.91	1,447.91	0.00	0.00
071023	0726	171782	1	18136	ROBAK, TRISTA	REQ	P	Invoice	06/22/2023	139.49	139.49	0.00	0.00
071023	0726	171783	1	15526	R TYLER TECHNOLOGIES, INC.	045-424295	P	Invoice	06/22/2023	380.00	380.00	0.00	0.00
071023	0726	171784	1	18183	VEARRIER, JAMES	REQ	P	Invoice	06/22/2023	1,632.00	1,632.00	0.00	0.00
071023	0726	171785	1	18116	VO, DAWN	REQ	P	Invoice	06/22/2023	150.00	150.00	0.00	0.00
071023	0726	171786	1	18184	WEBER, CHELSEA	REQ	P	Invoice	06/22/2023	1,088.00	1,088.00	0.00	0.00
071023	0726	171787	1	18115	WEISENBERGER, JENNIFER	REQ	P	Invoice	06/22/2023	150.00	150.00	0.00	0.00

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071023	0726	171788	1 06441	R	WINDSTREAM LAKEDALE, INC.	REQ	P	Invoice	06/22/2023	1,712.30	1,712.30	0.00	0.00
071023	0726	171789	1 10824		INNOVATIVE OFFICE SOLUTIONS, LLC	IN4204930	P	Invoice	06/22/2023	54.60	54.60	0.00	0.00
071023	0726	171790	1 15677	R	ZONAR SYSTEMS, INC.	INV589076	P	Invoice	06/22/2023	3,458.46	3,458.46	0.00	0.00
071023	0726	171820	1 14215		DELTA DENTAL OF MINNESOTA	CNS0001265957	P	Invoice	06/28/2023	3,816.38	3,816.38	0.00	0.00
071023	0726	171821	1 14215		DELTA DENTAL OF MINNESOTA	CNS0001269956	P	Invoice	06/28/2023	3,058.96	3,058.96	0.00	0.00
071023	0726	171822	1 14215		DELTA DENTAL OF MINNESOTA	CNS0001271953	P	Invoice	06/28/2023	5,983.68	5,983.68	0.00	0.00
071023	0726	171823	1 14215		DELTA DENTAL OF MINNESOTA	CNS0001286329	P	Invoice	06/28/2023	5,548.52	5,548.52	0.00	0.00
071023	0726	171824	1 14215		DELTA DENTAL OF MINNESOTA	CNS0001266973	P	Invoice	06/28/2023	2,344.98	2,344.98	0.00	0.00
071023	0726	171825	1 14215		DELTA DENTAL OF MINNESOTA	CNS0001289548	P	Invoice	06/28/2023	7,653.82	7,653.82	0.00	0.00
071023	0726	171826	1 14532		HEALTHPARTNERS INC.	Q817618	P	Invoice	06/28/2023	550.00	550.00	0.00	0.00
071023	0726	171827	1 14532		HEALTHPARTNERS INC.	REQ	P	Invoice	06/28/2023	159,601.18	159,601.18	0.00	0.00
071023	0726	171828	1 14532		HEALTHPARTNERS INC.	REQ	P	Invoice	06/28/2023	111,593.64	111,593.64	0.00	0.00
071023	0726	171829	1 14532		HEALTHPARTNERS INC.	REQ	P	Invoice	06/28/2023	216,580.70	216,580.70	0.00	0.00
071023	0726	171830	1 14532		HEALTHPARTNERS INC.	REQ	P	Invoice	06/28/2023	84,182.90	84,182.90	0.00	0.00
071023	0726	171879	1 06101		ALL STAR TROPHY & AWARDS INC	6363	P	Invoice	06/29/2023	25.00	25.00	0.00	0.00
071023	0726	171880	1 17592		AMAZON CAPITAL SERVICES, INC.	11LC-Q3HH-VX1C	P	Invoice	06/29/2023	897.42	897.42	0.00	0.00
071023	0726	171881	1 17807		AMIOT SCHOLASTIC RECOGNITION INC	20351	P	Invoice	06/29/2023	8,498.00	8,498.00	0.00	0.00
071023	0726	171882	1 9016		BECKER YOUTH BASKETBALL	REQ	P	Invoice	06/29/2023	3,825.00	3,825.00	0.00	0.00
071023	0726	171883	1 18193		BECKER YOUTH LACROSSE	REQ	P	Invoice	06/29/2023	1,130.50	1,130.50	0.00	0.00
071023	0726	171884	1 02860		BENTON TROPHY & AWARDS INC.	166748	P	Invoice	06/29/2023	61.83	61.83	0.00	0.00
071023	0726	171885	1 06127	R	BOYER, CHANTEL	REQ	P	Invoice	06/29/2023	443.50	443.50	0.00	0.00
071023	0726	171886	1 7410		BRAUN INTERTEC CORPORATION	B347470	P	Invoice	06/29/2023	5,487.50	5,487.50	0.00	0.00

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Batch	Co	Voucher	Grp Code	Rcd	Vendor	Invoice #	St	Type	Invoice Date	Invoice Amount	Paid Amount	Discount	Balance
071023	0726	171887	1 7410		BRAUN INTERTEC CORPORATION	B347458	P	Invoice	06/29/2023	2,654.00	2,654.00	0.00	0.00
071023	0726	171888	1 7410		BRAUN INTERTEC CORPORATION	B347484	P	Invoice	06/29/2023	8,374.00	8,374.00	0.00	0.00
071023	0726	171889	1 7410		BRAUN INTERTEC CORPORATION	B347488	P	Invoice	06/29/2023	1,960.00	1,960.00	0.00	0.00
071023	0726	171890	1 15895		COIL'S FLAGS & FLAGPOLES	7120	P	Invoice	06/29/2023	3,435.00	3,435.00	0.00	0.00
071023	0726	171891	1 15920		GREATER MINNESOTA FAMILY SERVICES	126061	P	Invoice	06/29/2023	2,500.00	2,500.00	0.00	0.00
071023	0726	171892	1 9131		GUDMUNDSON, LINDA	REQ	P	Invoice	06/29/2023	15.37	15.37	0.00	0.00
071023	0726	171893	1 6968	R	HILLYARD / HUTCHINSON	605153422	P	Invoice	06/29/2023	394.40	394.40	0.00	0.00
071023	0726	171894	1 6968	R	HILLYARD / HUTCHINSON	605131959	P	Invoice	06/29/2023	647.77	647.77	0.00	0.00
071023	0726	171895	1 15482	R	HUBBARD ELECTRIC, INC.	20230623-1440	P	Invoice	06/29/2023	694.00	694.00	0.00	0.00
071023	0726	171896	1 15482	R	HUBBARD ELECTRIC, INC.	20230623-1436	P	Invoice	06/29/2023	260.00	260.00	0.00	0.00
071023	0726	171897	1 18179	R	INSTRUCTURE, INC.	INV571210	P	Invoice	06/29/2023	12,083.04	12,083.04	0.00	0.00
071023	0726	171898	1 16859		KREFT, DAVE	REQ	P	Invoice	06/29/2023	385.14	385.14	0.00	0.00
071023	0726	171899	1 17892	R	METROPOLITAN MECHANICAL CONTRACTORS, INC.	910028853	P	Invoice	06/29/2023	889.50	889.50	0.00	0.00
071023	0726	171900	1 02153		MN HISTORICAL SOCIETY	29057	P	Invoice	06/29/2023	636.00	636.00	0.00	0.00
071023	0726	171901	1 02153		MN HISTORICAL SOCIETY	29059	P	Invoice	06/29/2023	528.00	528.00	0.00	0.00
071023	0726	171902	1 02153		MN HISTORICAL SOCIETY	28935	P	Invoice	06/29/2023	902.00	902.00	0.00	0.00
071023	0726	171903	1 02153		MN HISTORICAL SOCIETY	29051	P	Invoice	06/29/2023	624.00	624.00	0.00	0.00
071023	0726	171904	1 17131		PATRIOT NEWS MN	009314	P	Invoice	06/29/2023	547.80	547.80	0.00	0.00
071023	0726	171905	1 17131		PATRIOT NEWS MN	009249	P	Invoice	06/29/2023	116.20	116.20	0.00	0.00
071023	0726	171906	1 17748		PETERSON COMPANIES, INC.	52561	P	Invoice	06/29/2023	3,362.68	3,362.68	0.00	0.00
071023	0726	171907	1 18194		PINE GROVE ZOO	383	P	Invoice	06/29/2023	1,881.00	1,881.00	0.00	0.00
071023	0726	171908	1 11145		ROCHESTER TELECOM SYSTEMS, INC	26993	P	Invoice	06/29/2023	13.22	13.22	0.00	0.00

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Batch	Co	Voucher	Grp Code	Rcd	Vendor	Invoice #	St	Type	Invoice Date	Invoice Amount	Paid Amount	Discount	Balance	
071023	0726	171909	1	13457	RUSSELL SECURITY RESOURCE INC	A45453	P	Invoice	06/29/2023	142.00	142.00	0.00	0.00	
071023	0726	171910	1	9809	SECURITY AND SOUND CO	26784	P	Invoice	06/29/2023	576.00	576.00	0.00	0.00	
071023	0726	171911	1	9809	SECURITY AND SOUND CO	26801	P	Invoice	06/29/2023	3,408.00	3,408.00	0.00	0.00	
071023	0726	171912	1	9809	SECURITY AND SOUND CO	26894	P	Invoice	06/29/2023	12,987.00	12,987.00	0.00	0.00	
071023	0726	171913	1	15729	SHRED-IT, C/O STERICYLCLE, INC.	8004165972	P	Invoice	06/29/2023	326.88	326.88	0.00	0.00	
071023	0726	171914	1	06663	SKATIN' PLACE	REQ	P	Invoice	06/29/2023	1,468.00	1,468.00	0.00	0.00	
071023	0726	171915	1	17544	TWELL ENVIRONMENTAL INC.	2571-23	P	Invoice	06/29/2023	19,132.00	19,132.00	0.00	0.00	
071023	0726	171916	1	17806	UNITED BUS SALES, INC.	V7026	P	Invoice	06/29/2023	106,783.00	106,783.00	0.00	0.00	
071023	0726	171917	1	17735	UNIVERSAL MECHANICAL SERVICE	298	P	Invoice	06/29/2023	1,735.39	1,735.39	0.00	0.00	
071023	0726	171918	1	17735	UNIVERSAL MECHANICAL SERVICE	300	P	Invoice	06/29/2023	823.83	823.83	0.00	0.00	
071023	0726	171919	1	17185	VERIZON WIRELESS	9937484832	P	Invoice	06/29/2023	40.01	40.01	0.00	0.00	
071023	0726	171920	1	15976	WRUCK SEWER AND PORTABLE RENTALS LLC	I16937	P	Invoice	06/29/2023	1,052.70	1,052.70	0.00	0.00	
071023	0726	171921	1	17444	P	TERMINIX COMMERCIAL (ST. CLOUD)	220126	P	Invoice	06/29/2023	187.50	187.50	0.00	0.00
071023	0726	171922	1	06445	R	MEI TOTAL ELEVATOR SOLUTIONS	1022033	P	Invoice	06/30/2023	550.80	550.80	0.00	0.00
Batch Total:										\$2,899,090.15	\$2,899,090.15	\$0.00	\$0.00	
071123	0726	171923	1	17592	AMAZON CAPITAL SERVICES, INC.	1GMF-DGPN-4LWN	O	Invoice	07/05/2023	30.22	0.00	0.00	30.22	
071123	0726	171924	1	17592	AMAZON CAPITAL SERVICES, INC.	1QFR-GT1V-44VL	O	Invoice	07/05/2023	1,030.30	0.00	0.00	1,030.30	
071123	0726	171925	1	17592	AMAZON CAPITAL SERVICES, INC.	1YVY-VRD6-497K	O	Invoice	07/05/2023	241.47	0.00	0.00	241.47	
071123	0726	171926	1	17592	AMAZON CAPITAL SERVICES, INC.	1J71-RJG3-R97	O	Invoice	07/05/2023	5,009.07	0.00	0.00	5,009.07	
071123	0726	171927	1	17592	AMAZON CAPITAL SERVICES, INC.	1YMF-Y3HY-3X6J	O	Invoice	07/05/2023	1,989.99	0.00	0.00	1,989.99	
071123	0726	171928	1	17592	AMAZON CAPITAL SERVICES, INC.	17H7-3J6P-3VMC	O	Invoice	07/05/2023	852.00	0.00	0.00	852.00	

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071123	0726	171929	1 04035		APPLE INC.	MA04727273	O	Invoice	07/05/2023	774.00	0.00	0.00	774.00
071123	0726	171930	1 01769		BECKER TRUE VALUE HDWE	B217511	O	Invoice	07/05/2023	70.77	0.00	0.00	70.77
071123	0726	171931	1 01769		BECKER TRUE VALUE HDWE	B219372	O	Invoice	07/05/2023	38.07	0.00	0.00	38.07
071123	0726	171932	1 17032		BEMBOOM'S FENCE INC.	286529	O	Invoice	07/05/2023	15,908.00	0.00	0.00	15,908.00
071123	0726	171933	1 17355		CAPTIVATE MEDIA + CONSULTING	REQ	O	Invoice	07/05/2023	4,500.00	0.00	0.00	4,500.00
071123	0726	171934	1 00058		CMERDC	192332	O	Invoice	07/05/2023	54.25	0.00	0.00	54.25
071123	0726	171935	1 00058		CMERDC	192160	O	Invoice	07/05/2023	1,100.00	0.00	0.00	1,100.00
071123	0726	171936	1 00058		CMERDC	192056	O	Invoice	07/05/2023	5,806.50	0.00	0.00	5,806.50
071123	0726	171937	1 9551	R	COMMITTEE FOR CHILDREN	2041942	O	Invoice	07/05/2023	1,327.00	0.00	0.00	1,327.00
071123	0726	171938	1 17383		CONCORD THEATRICALS CORP	1951230	O	Invoice	07/05/2023	990.00	0.00	0.00	990.00
071123	0726	171939	1 17383		CONCORD THEATRICALS CORP	1951231	O	Invoice	07/05/2023	4,216.60	0.00	0.00	4,216.60
071123	0726	171940	1 00909		CURRICULUM ASSOCIATES, LLC	90746886	O	Invoice	07/05/2023	806.40	0.00	0.00	806.40
071123	0726	171941	1 16706		EDPUZZLE, INC.	26895	O	Invoice	07/05/2023	3,690.00	0.00	0.00	3,690.00
071123	0726	171942	1 16065		FIRST EAGLE BANK	18492	O	Invoice	07/05/2023	26,412.01	0.00	0.00	26,412.01
071123	0726	171943	1 14763	P	FOLLETT CONTENT SOLUTIONS LLC	704560	O	Invoice	07/05/2023	1,828.97	0.00	0.00	1,828.97
071123	0726	171944	1 14763	R	FOLLETT SCHOOL SOLUTIONS, INC.	1511917	O	Invoice	07/05/2023	130.00	0.00	0.00	130.00
071123	0726	171945	1 13581	R	FRONTLINE TECHNOLOGIES GRP, LLC	INVUS187106	O	Invoice	07/05/2023	4,998.49	0.00	0.00	4,998.49
071123	0726	171946	1 13581	R	FRONTLINE TECHNOLOGIES GRP, LLC	INVUS183171	O	Invoice	07/05/2023	25,993.51	0.00	0.00	25,993.51
071123	0726	171947	1 06224	R	HOUGHTON MIFFLIN COMPANY	955836500	O	Invoice	07/05/2023	12,349.88	0.00	0.00	12,349.88
071123	0726	171948	1 18195		DIEMERT, MADISON	REQ	O	Invoice	07/05/2023	20.86	0.00	0.00	20.86
071123	0726	171949	1 17111	P	ILLUMINATE EDUCATION INC.	INVIE0101189	O	Invoice	07/05/2023	18,581.25	0.00	0.00	18,581.25
071123	0726	171950	1 11502		INTEGRATED SYSTEMS CORPORATION	0733448	O	Invoice	07/05/2023	147.50	0.00	0.00	147.50

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071123	0726	171951	1	16962	JACKSON ROOF CURBS & WELDING	REQ	O	Invoice	07/05/2023	9,750.00	0.00	0.00	9,750.00
071123	0726	171952	1	04260	P MASA/MASE MEMBERSHIP RENEWAL	REQ	O	Invoice	07/05/2023	1,465.00	0.00	0.00	1,465.00
071123	0726	171953	1	04561	LERNER PUBLISHING GROUP, INC.	1461572	O	Invoice	07/05/2023	199.99	0.00	0.00	199.99
071123	0726	171954	1	04260	R MASA	21-32951	O	Invoice	07/05/2023	199.00	0.00	0.00	199.00
071123	0726	171955	1	00557	P MESPA	15504	O	Invoice	07/05/2023	962.00	0.00	0.00	962.00
071123	0726	171956	1	00557	P MESPA	15386	O	Invoice	07/05/2023	962.00	0.00	0.00	962.00
071123	0726	171957	1	9645	MSBA	INV-04724-T2N1Q0	O	Invoice	07/05/2023	10,845.00	0.00	0.00	10,845.00
071123	0726	171958	1	7592	P READ NATURALLY, INC.	261532	O	Invoice	07/05/2023	305.80	0.00	0.00	305.80
071123	0726	171959	1	8328	R RENAISSANCE LEARNING	INV5289156	O	Invoice	07/05/2023	9,495.75	0.00	0.00	9,495.75
071123	0726	171960	1	00057	RESOURCE TRAINING & SOLUTIONS	38462	O	Invoice	07/05/2023	20.00	0.00	0.00	20.00
071123	0726	171961	1	00057	RESOURCE TRAINING & SOLUTIONS	38176	O	Invoice	07/05/2023	3,526.70	0.00	0.00	3,526.70
071123	0726	171962	1	10691	P RSCHOOL TODAY	87673	O	Invoice	07/05/2023	3,700.00	0.00	0.00	3,700.00
071123	0726	171963	1	18086	SAVVAS LEARNING COMPANY LLC	7028436638	O	Invoice	07/05/2023	7,785.72	0.00	0.00	7,785.72
071123	0726	171964	1	9265	P SEESAW LEARNING, INC.	2023-82293	O	Invoice	07/05/2023	2,772.51	0.00	0.00	2,772.51
071123	0726	171965	1	11292	R SKYWARD	0000222993	O	Invoice	07/05/2023	15,940.00	0.00	0.00	15,940.00
071123	0726	171966	1	17208	R SCHUTT SPORTS, LLC	2774631	O	Invoice	07/05/2023	4,988.28	0.00	0.00	4,988.28
071123	0726	171967	1	17208	R SCHUTT SPORTS, LLC	2775341	O	Invoice	07/05/2023	4,526.00	0.00	0.00	4,526.00
071123	0726	171968	1	17134	USI INSURANCE SERVICES, LLC	4657220	O	Invoice	07/05/2023	1,365.91	0.00	0.00	1,365.91
071123	0726	171969	1	12020	P VOYAGER SOPRIS LEARNING	6788639	O	Invoice	07/05/2023	250.80	0.00	0.00	250.80
071123	0726	171970	1	00398	WRIGHT TECHNICAL CTR, DIST. #0966	5285	O	Invoice	07/05/2023	6,176.67	0.00	0.00	6,176.67
071123	0726	171971	1	11699	R LEARNING WITHOUT TEARS	INV176797	O	Invoice	07/05/2023	12,617.28	0.00	0.00	12,617.28
071123	0726	172017	1	13922	R BSN SPORTS, LLC	922013780	O	Invoice	07/06/2023	1,189.17	0.00	0.00	1,189.17
071123	0726	172018	1	8129	CHAVEZ, RUTH	REQ	O	Invoice	07/06/2023	421.20	0.00	0.00	421.20
071123	0726	172019	1	10758	EDUCATORS BENEFIT CONSULTANTS, LLC	28734	O	Invoice	07/06/2023	400.36	0.00	0.00	400.36

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Batch	Co	Voucher	Grp Code	Rcd	Vendor	Invoice #	St	Type	Invoice Date	Invoice Amount	Paid Amount	Discount	Balance
071123	0726	172020	1	16962	JACKSON ROOF CURBS & WELDING	REQ	O	Invoice	07/06/2023	400.00	0.00	0.00	400.00
071123	0726	172021	1	00085	R DEMCO INC.	7327947	O	Invoice	07/06/2023	1,159.24	0.00	0.00	1,159.24
071123	0726	172022	1	11081	KENNEDY & GRAVEN, CHARTERED	175128	O	Invoice	07/06/2023	423.00	0.00	0.00	423.00
071123	0726	172023	1	11081	KENNEDY & GRAVEN, CHARTERED	175127	O	Invoice	07/06/2023	399.50	0.00	0.00	399.50
071123	0726	172024	1	17345	KRAUS, RICK	REQ	O	Invoice	07/06/2023	28.82	0.00	0.00	28.82
071123	0726	172025	1	18160	MATHESON TRI-GAS, INC.	0027945389	O	Invoice	07/06/2023	9,433.00	0.00	0.00	9,433.00
071123	0726	172026	1	18160	MATHESON TRI-GAS, INC.	0027945390	O	Invoice	07/06/2023	1,207.87	0.00	0.00	1,207.87
071123	0726	172027	1	18160	MATHESON TRI-GAS, INC.	0028043668	O	Invoice	07/06/2023	12,755.85	0.00	0.00	12,755.85
071123	0726	172028	1	18160	MATHESON TRI-GAS, INC.	0028043663	O	Invoice	07/06/2023	1,993.28	0.00	0.00	1,993.28
071123	0726	172029	1	17131	PATRIOT NEWS MN	009203	O	Invoice	07/06/2023	1,584.20	0.00	0.00	1,584.20
071123	0726	172030	1	00057	RESOURCE TRAINING & SOLUTIONS	38476	O	Invoice	07/06/2023	265.00	0.00	0.00	265.00
071123	0726	172031	1	15729	SHRED-IT, C/O STERICYLCLE, INC.	8004229809	O	Invoice	07/06/2023	109.57	0.00	0.00	109.57
071123	0726	172032	1	17914	A.J. MOORE ELECTRIC, INC.	8	O	Invoice	07/06/2023	73,413.30	0.00	0.00	73,413.30
071123	0726	172033	1	17978	BEN'S STRUCTURAL FABRICATION INC	PAY APP #5	O	Invoice	07/06/2023	13,216.40	0.00	0.00	13,216.40
071123	0726	172034	1	7410	BRAUN INTERTEC CORPORATION	B347970	O	Invoice	07/06/2023	2,350.00	0.00	0.00	2,350.00
071123	0726	172035	1	17983	COMMERCIAL DRYWALL INC.	PAY APP #6	O	Invoice	07/06/2023	88,218.42	0.00	0.00	88,218.42
071123	0726	172036	1	17849	EBERT CONSTRUCTION INC.	5	O	Invoice	07/06/2023	72,651.90	0.00	0.00	72,651.90
071123	0726	172037	1	17849	EBERT CONSTRUCTION INC.	4	O	Invoice	07/06/2023	58,670.10	0.00	0.00	58,670.10
071123	0726	172038	1	17849	EBERT CONSTRUCTION INC.	8	O	Invoice	07/06/2023	5,743.78	0.00	0.00	5,743.78
071123	0726	172039	1	17974	FORD METRO, INC. / KAS INVESTMENT CO. INC.	76451	O	Invoice	07/06/2023	72,108.08	0.00	0.00	72,108.08
071123	0726	172040	1	17984	R COMMERCIAL FLOORING SERVICES, LLC	AIA 1	O	Invoice	07/06/2023	6,442.90	0.00	0.00	6,442.90

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Batch	Co	Voucher	Grp Code	Rcd	Vendor	Invoice #	St	Type	Invoice Date	Invoice Amount	Paid Amount	Discount	Balance	
071123	0726	172041	1	17980	R	HENKEMEYER COATINGS, INC.		O	Invoice	07/06/2023	1,521.90	0.00	0.00	1,521.90
071123	0726	172042	1	15482	r	HUBBARD ELECTRIC, INC.	9	O	Invoice	07/06/2023	17,479.22	0.00	0.00	17,479.22
071123	0726	172043	1	17852		K JOHNSON CONSTRUCTION, INC.	10	O	Invoice	07/06/2023	26,056.60	0.00	0.00	26,056.60
071123	0726	172044	1	17998		MAD DOG INTERIORS INC	1	O	Invoice	07/06/2023	16,625.00	0.00	0.00	16,625.00
071123	0726	172045	1	11767	R	MCDOWALL COMPANY	2BEINT-1	O	Invoice	07/06/2023	171,972.46	0.00	0.00	171,972.46
071123	0726	172046	1	11767	R	MCDOWALL COMPANY	2BEMSHS-3	O	Invoice	07/06/2023	114,995.71	0.00	0.00	114,995.71
071123	0726	172047	1	10181		MULTIPLE CONCEPTS INTERIORS	3	O	Invoice	07/06/2023	17,882.40	0.00	0.00	17,882.40
071123	0726	172048	1	17979		RACHEL CONTRACTING LLC	22077.03	O	Invoice	07/06/2023	585,142.30	0.00	0.00	585,142.30
071123	0726	172049	1	17887		SENTRA-SOTA SHEET METAL, INC.	PAY APP #10	O	Invoice	07/06/2023	6,615.56	0.00	0.00	6,615.56
071123	0726	172050	1	14070	P	SUMMIT COMPANIES - WAITE PARK OFFICE	2221322	O	Invoice	07/06/2023	8,354.87	0.00	0.00	8,354.87
071123	0726	172051	1	14070	P	SUMMIT COMPANIES - WAITE PARK OFFICE	2221326	O	Invoice	07/06/2023	4,493.50	0.00	0.00	4,493.50
071123	0726	172052	1	14475		W. GOHMAN CONSTRUCTION CO.	9-21400	O	Invoice	07/06/2023	262,238.00	0.00	0.00	262,238.00
071123	0726	172053	1	8250	R	WEIDNER MECHANICAL CONTRACTORS	A6240-6	O	Invoice	07/06/2023	1,328,916.05	0.00	0.00	1,328,916.05
071123	0726	172054	1	8250	R	WEIDNER MECHANICAL CONTRACTORS	7	O	Invoice	07/06/2023	439,496.60	0.00	0.00	439,496.60
071123	0726	172055	1	17981		WILLMAR ELECTRIC SERVICE CORP	5005	O	Invoice	07/06/2023	150,229.20	0.00	0.00	150,229.20
071123	0726	172056	1	16923	P	WRUCK EXCAVATING INC.	002	O	Invoice	07/06/2023	29,747.52	0.00	0.00	29,747.52
071123	0726	172057	1	16923	P	WRUCK EXCAVATING INC.	006	O	Invoice	07/06/2023	7,553.45	0.00	0.00	7,553.45
071123	0726	172058	1	16923	P	WRUCK EXCAVATING INC.	007	O	Invoice	07/06/2023	31,701.03	0.00	0.00	31,701.03
071123	0726	172059	1	17977		YAMRY CONSTRUCTION INC	20230625	O	Invoice	07/06/2023	135,637.53	0.00	0.00	135,637.53
071123	0726	172060	1	17982		CENTURY CONSTRUCTION COMPANY	03	O	Invoice	07/06/2023	36,398.77	0.00	0.00	36,398.77

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Batch	Co	Voucher	Grp Code	Rcd	Vendor	Invoice #	St	Type	Invoice Date	Invoice Amount	Paid Amount	Discount	Balance
071123	0726	172061	1	17849	EBERT CONSTRUCTION INC.	2	O	Invoice	07/06/2023	85,127.12	0.00	0.00	85,127.12
071123	0726	172062	1	18057	GRAZZINI BROTHERS & COMPANY	1500714	O	Invoice	07/06/2023	9,500.00	0.00	0.00	9,500.00
071123	0726	172063	1	17998	MAD DOG INTERIORS INC	1	O	Invoice	07/06/2023	9,340.40	0.00	0.00	9,340.40
071123	0726	172064	1	15482	R HUBBARD ELECTRIC, INC.	2	O	Invoice	07/06/2023	51,395.00	0.00	0.00	51,395.00
071123	0726	172065	1	11767	R MCDOWALL COMPANY	2BEPEEC-02	O	Invoice	07/06/2023	74,738.30	0.00	0.00	74,738.30
071123	0726	172066	1	13648	R MASTERS PLUMBING, HEATING & COOLING, LLC	PAY APP #9	O	Invoice	07/06/2023	173,712.25	0.00	0.00	173,712.25
071123	0726	172067	1	14070	P SUMMIT COMPANIES - WAITE PARK OFFICE	2221321	O	Invoice	07/06/2023	28,674.32	0.00	0.00	28,674.32
071123	0726	172068	1	14475	W. GOHMAN CONSTRUCTION CO.	5-21500	O	Invoice	07/06/2023	93,822.00	0.00	0.00	93,822.00
071123	0726	172069	1	16923	P WRUCK EXCAVATING INC.	003	O	Invoice	07/06/2023	86,471.15	0.00	0.00	86,471.15
071123	0726	172070	1	13342	R ICS CONSULTING, LLC - 138006	10018	O	Invoice	07/06/2023	74,185.00	0.00	0.00	74,185.00
071123	0726	172071	1	13342	R ICS CONSULTING, LLC - 138006	10013-17	O	Invoice	07/06/2023	224,532.55	0.00	0.00	224,532.55
071123	0726	172072	1	04035	APPLE INC.	MA03454884	O	Invoice	07/06/2023	999.00	0.00	0.00	999.00
071123	0726	172073	1	13457	RUSSELL SECURITY RESOURCE INC	A45709	O	Invoice	07/06/2023	1,750.00	0.00	0.00	1,750.00
071123	0726	172074	1	15482	R HUBBARD ELECTRIC, INC.	20230706-1536	O	Invoice	07/06/2023	46,051.54	0.00	0.00	46,051.54
071123	0726	172075	1	16242	POTENTIA MN SOLAR FUND 1, LLC	2023-05-1784-00302	O	Invoice	07/06/2023	50,448.77	0.00	0.00	50,448.77
Batch Total:										\$5,065,141.53	\$0.00	\$0.00	\$5,065,141.53
C06123	0726	171417	1	6968	HILLYARD	605125869	P	Invoice	06/01/2023	2,269.69	2,269.69	0.00	0.00
C06123	0726	171418	1	6968	HILLYARD	605118520	P	Invoice	06/01/2023	3,123.71	3,123.71	0.00	0.00
C06123	0726	171419	1	6968	HILLYARD	700545597	P	Invoice	06/01/2023	2,135.16	2,135.16	0.00	0.00
Batch Total:										\$7,528.56	\$7,528.56	\$0.00	\$0.00
G06123	0726	171558	1	14036	EBC TSA COMPLIANCE	S2023230	P	Invoice	06/09/2023	2,385.75	2,385.75	0.00	0.00
G06123	0726	171559	1	14036	EBC TSA COMPLIANCE	S2023230	P	Invoice	06/09/2023	7,889.62	7,889.62	0.00	0.00
G06123	0726	171560	1	17891	AVIBEN	S2023230	P	Invoice	06/09/2023	3,557.78	3,557.78	0.00	0.00
G06123	0726	171561	1	00619	BECKER EDUCATION ASSOC	S2023230	P	Invoice	06/09/2023	6,726.82	6,726.82	0.00	0.00

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Batch	Co	Voucher	Grp Code	Rcd	Vendor	Invoice #	St	Type	Invoice Date	Invoice Amount	Paid Amount	Discount	Balance
G06123	0726	171562	1	14036	EBC TSA COMPLIANCE	S2023230	P	Invoice	06/09/2023	1,042.25	1,042.25	0.00	0.00
G06123	0726	171563	1	14036	EBC TSA COMPLIANCE	S2023230	P	Invoice	06/09/2023	1,870.00	1,870.00	0.00	0.00
G06123	0726	171564	1	14036	EBC TSA COMPLIANCE	S2023230	P	Invoice	06/09/2023	253.00	253.00	0.00	0.00
G06123	0726	171565	1	14036	EBC TSA COMPLIANCE	S2023230	P	Invoice	06/09/2023	2,715.25	2,715.25	0.00	0.00
G06123	0726	171566	1	17950	STEWART, ZLIMEN & JUNGERS, LTD	S2023230	P	Invoice	06/09/2023	341.67	341.67	0.00	0.00
G06123	0726	171567	1	14036	EBC TSA COMPLIANCE	S2023230	P	Invoice	06/09/2023	200.00	200.00	0.00	0.00
G06123	0726	171568	1	14036	EBC TSA COMPLIANCE	S2023230	P	Invoice	06/09/2023	13,435.31	13,435.31	0.00	0.00
G06123	0726	171569	1	14036	EBC TSA COMPLIANCE	S2023230	P	Invoice	06/09/2023	957.72	957.72	0.00	0.00
G06123	0726	171570	1	14036	EBC TSA COMPLIANCE	S2023230	P	Invoice	06/09/2023	1,523.46	1,523.46	0.00	0.00
G06123	0726	171571	1	00490	PERA	S2023230	P	Invoice	06/09/2023	43,231.70	43,231.70	0.00	0.00
G06123	0726	171572	1	14036	EBC TSA COMPLIANCE	S2023230	P	Invoice	06/09/2023	2,459.52	2,459.52	0.00	0.00
G06123	0726	171573	1	14036	EBC TSA COMPLIANCE	S2023230	P	Invoice	06/09/2023	548.12	548.12	0.00	0.00
G06123	0726	171574	1	6868	MN DEPT OF REVENUE	S2023230	P	Invoice	06/09/2023	38,194.45	38,194.45	0.00	0.00
G06123	0726	171575	1	00599	MN TEACHER'S RETIREMENT ASSOC	S2023230	P	Invoice	06/09/2023	116,674.18	116,674.18	0.00	0.00
G06123	0726	171576	1	00594	FEDERAL TAX PAYMENTS	S2023230	P	Invoice	06/09/2023	228,572.61	228,572.61	0.00	0.00
G06123	0726	171577	1	14036	EBC TSA COMPLIANCE	S2023230	P	Invoice	06/09/2023	2,917.16	2,917.16	0.00	0.00
G06123	0726	171578	1	14036	EBC TSA COMPLIANCE	S2023230	P	Invoice	06/09/2023	2,571.00	2,571.00	0.00	0.00
G06123	0726	171579	1	14036	EBC TSA COMPLIANCE	S2023230	P	Invoice	06/09/2023	100.00	100.00	0.00	0.00
Batch Total:										\$478,167.37	\$478,167.37	\$0.00	\$0.00
G06223	0726	171730	1	14036	EBC TSA COMPLIANCE	S2023240	P	Invoice	06/23/2023	2,825.75	2,825.75	0.00	0.00
G06223	0726	171731	1	14036	EBC TSA COMPLIANCE	S2023240	P	Invoice	06/23/2023	6,158.62	6,158.62	0.00	0.00
G06223	0726	171732	1	17891	AVIBEN	S2023240	P	Invoice	06/22/2023	3,557.78	3,557.78	0.00	0.00
G06223	0726	171733	1	00619	BECKER EDUCATION ASSOC	S2023240	P	Invoice	06/22/2023	6,726.83	6,726.83	0.00	0.00
G06223	0726	171734	1	14036	EBC TSA COMPLIANCE	S2023240	P	Invoice	06/23/2023	1,042.25	1,042.25	0.00	0.00
G06223	0726	171735	1	14036	EBC TSA COMPLIANCE	S2023240	P	Invoice	06/23/2023	1,870.00	1,870.00	0.00	0.00
G06223	0726	171736	1	14036	EBC TSA COMPLIANCE	S2023240	P	Invoice	06/23/2023	253.00	253.00	0.00	0.00
G06223	0726	171737	1	14036	EBC TSA COMPLIANCE	S2023240	P	Invoice	06/23/2023	2,715.25	2,715.25	0.00	0.00
G06223	0726	171738	1	14036	EBC TSA COMPLIANCE	S2023240	P	Invoice	06/23/2023	200.00	200.00	0.00	0.00
G06223	0726	171739	1	14225	HORACE MANN LIFE INS. CO.	S2023240	P	Invoice	06/22/2023	467.95	467.95	0.00	0.00
G06223	0726	171740	1	14036	EBC TSA COMPLIANCE	S2023240	P	Invoice	06/23/2023	13,003.31	13,003.31	0.00	0.00

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Batch	Co	Voucher	Grp Code	Rcd	Vendor	Invoice #	St	Type	Invoice Date	Invoice Amount	Paid Amount	Discount	Balance
G06223	0726	171741	1	14036	EBC TSA COMPLIANCE	S2023240	P	Invoice	06/23/2023	957.72	957.72	0.00	0.00
G06223	0726	171742	1	14036	EBC TSA COMPLIANCE	S2023240	P	Invoice	06/23/2023	1,523.46	1,523.46	0.00	0.00
G06223	0726	171743	1	00490	PERA	S2023240	P	Invoice	06/22/2023	31,522.82	31,522.82	0.00	0.00
G06223	0726	171744	1	7139	NCPERS GROUP LIFE INS	S2023240	P	Invoice	06/22/2023	192.00	192.00	0.00	0.00
G06223	0726	171745	1	14036	EBC TSA COMPLIANCE	S2023240	P	Invoice	06/23/2023	2,459.52	2,459.52	0.00	0.00
G06223	0726	171746	1	14036	EBC TSA COMPLIANCE	S2023240	P	Invoice	06/23/2023	548.12	548.12	0.00	0.00
G06223	0726	171747	1	01084	SEIU LOCAL #284	S2023240	P	Invoice	06/22/2023	7,213.31	7,213.31	0.00	0.00
G06223	0726	171748	1	6868	MN DEPT OF REVENUE	S2023240	P	Invoice	06/22/2023	35,277.94	35,277.94	0.00	0.00
G06223	0726	171749	1	00599	MN TEACHER'S RETIREMENT ASSOC	S2023240	P	Invoice	06/22/2023	109,168.02	109,168.02	0.00	0.00
G06223	0726	171750	1	00594	FEDERAL TAX PAYMENTS	S2023240	P	Invoice	06/22/2023	209,623.96	209,623.96	0.00	0.00
G06223	0726	171751	1	14036	EBC TSA COMPLIANCE	S2023240	P	Invoice	06/23/2023	2,917.16	2,917.16	0.00	0.00
G06223	0726	171752	1	14036	EBC TSA COMPLIANCE	S2023240	P	Invoice	06/23/2023	2,431.00	2,431.00	0.00	0.00
G06223	0726	171753	1	14036	EBC TSA COMPLIANCE	S2023240	P	Invoice	06/23/2023	100.00	100.00	0.00	0.00
Batch Total:										\$442,755.77	\$442,755.77	\$0.00	\$0.00
G0623S	0726	171725	1	00490	PERA	S202324S0	P	Invoice	06/22/2023	1.33	1.33	0.00	0.00
G0623S	0726	171726	1	00594	FEDERAL TAX PAYMENTS	S202324S0	P	Invoice	06/22/2023	1.44	1.44	0.00	0.00
Batch Total:										\$2.77	\$2.77	\$0.00	\$0.00
G0623Z	0726	171727	1	00490	PERA	Z2023240	P	Credit	06/22/2023	(5.53)	(5.53)	0.00	0.00
G0623Z	0726	171728	1	6868	MN DEPT OF REVENUE	Z2023240	P	Credit	06/22/2023	(10.00)	(10.00)	0.00	0.00
G0623Z	0726	171729	1	00594	FEDERAL TAX PAYMENTS	Z2023240	P	Credit	06/22/2023	(26.02)	(26.02)	0.00	0.00
Batch Total:										(\$41.55)	(\$41.55)	\$0.00	\$0.00
G07A23	0726	171997	1	14036	EBC TSA COMPLIANCE	S2023241	I	Invoice	07/10/2023	1,209.00	0.00	0.00	1,209.00
G07A23	0726	171998	1	14036	EBC TSA COMPLIANCE	S2023241	I	Invoice	07/10/2023	3,611.12	0.00	0.00	3,611.12
G07A23	0726	171999	1	17891	AVIBEN	S2023241	I	Invoice	07/10/2023	3,107.78	0.00	0.00	3,107.78
G07A23	0726	172000	1	14036	EBC TSA COMPLIANCE	S2023241	I	Invoice	07/10/2023	839.50	0.00	0.00	839.50
G07A23	0726	172001	1	14036	EBC TSA COMPLIANCE	S2023241	I	Invoice	07/10/2023	670.00	0.00	0.00	670.00
G07A23	0726	172002	1	14036	EBC TSA COMPLIANCE	S2023241	I	Invoice	07/10/2023	125.00	0.00	0.00	125.00
G07A23	0726	172003	1	14036	EBC TSA COMPLIANCE	S2023241	I	Invoice	07/10/2023	1,613.25	0.00	0.00	1,613.25
G07A23	0726	172004	1	14036	EBC TSA COMPLIANCE	S2023241	I	Invoice	07/10/2023	200.00	0.00	0.00	200.00

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Batch	Co	Voucher	Grp Code	Rcd	Vendor	Invoice #	St	Type	Invoice Date	Invoice Amount	Paid Amount	Discount	Balance
G07A23	0726	172005	1	14036	EBC TSA COMPLIANCE	S2023241	I	Invoice	07/10/2023	9,858.99	0.00	0.00	9,858.99
G07A23	0726	172006	1	14036	EBC TSA COMPLIANCE	S2023241	I	Invoice	07/10/2023	612.72	0.00	0.00	612.72
G07A23	0726	172007	1	14036	EBC TSA COMPLIANCE	S2023241	I	Invoice	07/10/2023	1,196.12	0.00	0.00	1,196.12
G07A23	0726	172008	1	00490	PERA	S2023241	I	Invoice	07/10/2023	2,643.71	0.00	0.00	2,643.71
G07A23	0726	172009	1	14036	EBC TSA COMPLIANCE	S2023241	I	Invoice	07/10/2023	1,276.17	0.00	0.00	1,276.17
G07A23	0726	172010	1	14036	EBC TSA COMPLIANCE	S2023241	I	Invoice	07/10/2023	403.12	0.00	0.00	403.12
G07A23	0726	172011	1	6868	MN DEPT OF REVENUE	S2023241	I	Invoice	07/10/2023	21,391.43	0.00	0.00	21,391.43
G07A23	0726	172012	1	00599	MN TEACHER'S RETIREMENT ASSOC	S2023241	I	Invoice	07/10/2023	91,136.57	0.00	0.00	91,136.57
G07A23	0726	172013	1	00594	FEDERAL TAX PAYMENTS	S2023241	I	Invoice	07/10/2023	124,698.92	0.00	0.00	124,698.92
G07A23	0726	172014	1	14036	EBC TSA COMPLIANCE	S2023241	I	Invoice	07/10/2023	2,739.16	0.00	0.00	2,739.16
G07A23	0726	172015	1	14036	EBC TSA COMPLIANCE	S2023241	I	Invoice	07/10/2023	1,932.00	0.00	0.00	1,932.00
G07A23	0726	172016	1	14036	EBC TSA COMPLIANCE	S2023241	I	Invoice	07/10/2023	100.00	0.00	0.00	100.00
Batch Total:										\$269,364.56	\$0.00	\$0.00	\$269,364.56
G07E23	0726	171972	1	14036	EBC TSA COMPLIANCE	S202324S10	I	Invoice	07/10/2023	408.75	0.00	0.00	408.75
G07E23	0726	171973	1	14036	EBC TSA COMPLIANCE	S202324S10	I	Invoice	07/10/2023	175.00	0.00	0.00	175.00
G07E23	0726	171974	1	14036	EBC TSA COMPLIANCE	S202324S10	I	Invoice	07/10/2023	1,200.00	0.00	0.00	1,200.00
G07E23	0726	171975	1	14036	EBC TSA COMPLIANCE	S202324S10	I	Invoice	07/10/2023	134.00	0.00	0.00	134.00
G07E23	0726	171976	1	14036	EBC TSA COMPLIANCE	S202324S10	I	Invoice	07/10/2023	256.25	0.00	0.00	256.25
G07E23	0726	171977	1	00490	PERA	S202324S10	I	Invoice	07/10/2023	11,811.60	0.00	0.00	11,811.60
G07E23	0726	171978	1	14036	EBC TSA COMPLIANCE	S202324S10	I	Invoice	07/10/2023	1,000.00	0.00	0.00	1,000.00
G07E23	0726	171979	1	6868	MN DEPT OF REVENUE	S202324S10	I	Invoice	07/10/2023	5,293.98	0.00	0.00	5,293.98
G07E23	0726	171980	1	00599	MN TEACHER'S RETIREMENT ASSOC	S202324S10	I	Invoice	07/10/2023	13,523.82	0.00	0.00	13,523.82
G07E23	0726	171981	1	00594	FEDERAL TAX PAYMENTS	S202324S10	I	Invoice	07/10/2023	45,077.54	0.00	0.00	45,077.54
G07E23	0726	171982	1	14036	EBC TSA COMPLIANCE	S202324S10	I	Invoice	07/10/2023	155.00	0.00	0.00	155.00
Batch Total:										\$79,035.94	\$0.00	\$0.00	\$79,035.94
G07F23	0726	171983	1	14036	EBC TSA COMPLIANCE	S2024010	I	Invoice	07/10/2023	458.00	0.00	0.00	458.00
G07F23	0726	171984	1	14036	EBC TSA COMPLIANCE	S2024010	I	Invoice	07/10/2023	564.50	0.00	0.00	564.50
G07F23	0726	171985	1	17891	AVIBEN	S2024010	I	Invoice	07/10/2023	450.00	0.00	0.00	450.00
G07F23	0726	171986	1	14036	EBC TSA COMPLIANCE	S2024010	I	Invoice	07/10/2023	109.00	0.00	0.00	109.00
G07F23	0726	171987	1	14036	EBC TSA COMPLIANCE	S2024010	I	Invoice	07/10/2023	2,284.17	0.00	0.00	2,284.17

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G07F23	0726	171988	1	14036	EBC TSA COMPLIANCE	S2024010	I	Invoice	07/10/2023	250.00	0.00	0.00	250.00
G07F23	0726	171989	1	14036	EBC TSA COMPLIANCE	S2024010	I	Invoice	07/10/2023	327.34	0.00	0.00	327.34
G07F23	0726	171990	1	00490	PERA	S2024010	I	Invoice	07/10/2023	5,118.77	0.00	0.00	5,118.77
G07F23	0726	171991	1	14036	EBC TSA COMPLIANCE	S2024010	I	Invoice	07/10/2023	83.35	0.00	0.00	83.35
G07F23	0726	171992	1	14036	EBC TSA COMPLIANCE	S2024010	I	Invoice	07/10/2023	145.00	0.00	0.00	145.00
G07F23	0726	171993	1	6868	MN DEPT OF REVENUE	S2024010	I	Invoice	07/10/2023	4,543.73	0.00	0.00	4,543.73
G07F23	0726	171994	1	00599	MN TEACHER'S RETIREMENT ASSOC	S2024010	I	Invoice	07/10/2023	10,842.76	0.00	0.00	10,842.76
G07F23	0726	171995	1	00594	FEDERAL TAX PAYMENTS	S2024010	I	Invoice	07/10/2023	25,337.98	0.00	0.00	25,337.98
G07F23	0726	171996	1	14036	EBC TSA COMPLIANCE	S2024010	I	Invoice	07/10/2023	328.00	0.00	0.00	328.00
Batch Total:										\$50,842.60	\$0.00	\$0.00	\$50,842.60
PAPR23	0726	170985	1	16337	APEX EMBROIDERY DESIGN, INC.	S256886	V	Invoice	05/16/2023	0.00	0.00	0.00	0.00
PAPR23	0726	171285	1	16905	DOLLAR GENERAL STORE	REQ	V	Invoice	05/25/2023	0.00	0.00	0.00	0.00
PAPR23	0726	171286	1	7843	MONTICELLO HIGH SCHOOL	REQ	V	Invoice	05/25/2023	0.00	0.00	0.00	0.00
PAPR23	0726	171580	1	16905	DOLLAR GENERAL STORE	REQ	P	Invoice	05/30/2023	43.50	43.50	0.00	0.00
PAPR23	0726	171581	1	7843	MONTICELLO HIGH SCHOOL	REQ	P	Invoice	05/30/2023	175.00	175.00	0.00	0.00
PAPR23	0726	171582	1	06679	AMAZON	REQ	P	Invoice	05/30/2023	1,089.17	1,089.17	0.00	0.00
PAPR23	0726	171583	1	10601	MN BOARD OF SCHOOL ADMIN.	BSABSA000019196	P	Invoice	05/30/2023	102.15	102.15	0.00	0.00
PAPR23	0726	171584	1	7843	MONTICELLO HIGH SCHOOL	REQ	P	Invoice	05/30/2023	175.00	175.00	0.00	0.00
PAPR23	0726	171585	1	18164	LIFESKILLSADVOCATE.	000002183	P	Invoice	05/30/2023	87.00	87.00	0.00	0.00
PAPR23	0726	171586	1	7843	MONTICELLO HIGH SCHOOL	REQ	P	Invoice	05/30/2023	175.00	175.00	0.00	0.00
PAPR23	0726	171587	1	9215	HOME DEPOT	REQ	P	Invoice	05/30/2023	100.59	100.59	0.00	0.00
PAPR23	0726	171588	1	9215	HOME DEPOT	REQ	P	Invoice	05/30/2023	59.66	59.66	0.00	0.00
PAPR23	0726	171589	1	14365	ASHA	5719344	P	Invoice	05/30/2023	94.00	94.00	0.00	0.00
PAPR23	0726	171590	1	13602	R DOLLAR TREE STORES, INC.	REQ	P	Invoice	05/30/2023	93.23	93.23	0.00	0.00
PAPR23	0726	171591	1	8271	CUB FOODS	REQ	P	Invoice	05/30/2023	179.70	179.70	0.00	0.00
PAPR23	0726	171592	1	18165	THRIFTBOOKS.COM	REQ	P	Invoice	05/30/2023	162.51	162.51	0.00	0.00

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PAPR23	0726	171593	1 15328		TRAVEL	REQ	P	Invoice	05/30/2023	344.04	344.04	0.00	0.00
PAPR23	0726	171594	1 15328		TRAVEL	REQ	P	Invoice	05/30/2023	592.65	592.65	0.00	0.00
PAPR23	0726	171791	1 18189		FIGURE 53, LLC	R-2304-1020-2950	P	Invoice	05/30/2023	36.00	36.00	0.00	0.00
PAPR23	0726	171792	1 9215	R	HOME DEPOT - STORE #2840	REQ	P	Invoice	05/30/2023	502.92	502.92	0.00	0.00
PAPR23	0726	171793	1 06703		WALMART	REQ	P	Invoice	05/30/2023	48.84	48.84	0.00	0.00
PAPR23	0726	171794	1 06679		AMAZON	REQ	P	Invoice	05/30/2023	81.05	81.05	0.00	0.00
PAPR23	0726	171795	1 06679		AMAZON	REQ	P	Invoice	05/30/2023	23.89	23.89	0.00	0.00
PAPR23	0726	171796	1 16421		INDEED, INC	REQ	P	Invoice	05/30/2023	116.00	116.00	0.00	0.00
PAPR23	0726	171797	1 10601		MN BOARD OF SCHOOL ADMIN.	REQ	P	Invoice	05/30/2023	715.05	715.05	0.00	0.00
PAPR23	0726	171798	1 11809		TARGET	REQ	P	Invoice	05/30/2023	64.40	64.40	0.00	0.00
PAPR23	0726	171799	1 06703		WALMART	REQ	P	Invoice	05/30/2023	65.01	65.01	0.00	0.00
PAPR23	0726	171800	1 04542		ST CLOUD SEWING CTR	REQ	P	Invoice	05/30/2023	98.92	98.92	0.00	0.00
PAPR23	0726	171801	1 9829		JO-ANN FABRICS AND CRAFTS	REQ	P	Invoice	05/30/2023	207.50	207.50	0.00	0.00
PAPR23	0726	171802	1 06679		AMAZON	REQ	P	Invoice	05/30/2023	107.88	107.88	0.00	0.00
PAPR23	0726	171803	1 06679		AMAZON	REQ	P	Invoice	05/30/2023	124.31	124.31	0.00	0.00
PAPR23	0726	171804	1 10897		SAM'S CLUB	REQ	P	Invoice	05/30/2023	21.96	21.96	0.00	0.00
PAPR23	0726	171805	1 16905		DOLLAR GENERAL STORE	REQ	P	Invoice	05/30/2023	9.66	9.66	0.00	0.00
PAPR23	0726	171806	1 8271		CUB FOODS	REQ	P	Invoice	05/30/2023	79.92	79.92	0.00	0.00
PAPR23	0726	171807	1 11809	P	TARGET	REQ	P	Invoice	05/30/2023	14.00	14.00	0.00	0.00
PAPR23	0726	171808	1 15770	1099	CNC COPS, LLC	11625	P	Invoice	05/30/2023	147.72	147.72	0.00	0.00
PAPR23	0726	171809	1 13945		PROCARE SOFTWARE	PYMT492427	P	Invoice	05/30/2023	40.00	40.00	0.00	0.00
PAPR23	0726	171810	1 10897		SAM'S CLUB	REQ	P	Invoice	05/30/2023	421.12	421.12	0.00	0.00
PAPR23	0726	171811	1 06703		WALMART	REQ	P	Invoice	05/30/2023	105.24	105.24	0.00	0.00
PAPR23	0726	171812	1 15076		BLUESTONE GRILL	REQ	P	Invoice	05/30/2023	94.54	94.54	0.00	0.00
PAPR23	0726	171813	1 18190		MINNESOTA COMMUNITY ED	REQ	P	Invoice	05/30/2023	98.00	98.00	0.00	0.00
PAPR23	0726	171814	1 05636		COBORNS	REQ	P	Invoice	05/30/2023	4.99	4.99	0.00	0.00
PAPR23	0726	171815	1 06679		AMAZON	REQ	P	Invoice	05/30/2023	361.99	361.99	0.00	0.00
PAPR23	0726	171816	1 17117		ZOOM VIDEO COMMUNICATIONS INC.	INV197361037	P	Invoice	05/30/2023	60.12	60.12	0.00	0.00

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PAPR23	0726	171817	1	15736	WEST CENTRAL TECHNOLOGY CONF. 2016	6329349599	P	Invoice	05/30/2023	39.19	39.19	0.00	0.00
PAPR23	0726	171818	1	17920	ADOBE, INC	2426424510	P	Invoice	05/30/2023	21.46	21.46	0.00	0.00
PAPR23	0726	171819	1	06679	AMAZON	REQ	P	Invoice	05/30/2023	460.49	460.49	0.00	0.00
PAPR23	0726	171831	1	06679	AMAZON	REQ	P	Invoice	05/30/2023	247.79	247.79	0.00	0.00
PAPR23	0726	171832	1	06703	WALMART	REQ	P	Invoice	05/30/2023	90.27	90.27	0.00	0.00
PAPR23	0726	171833	1	17809	BILL'S FAMILY FOODS	REQ	P	Invoice	05/30/2023	966.37	966.37	0.00	0.00
PAPR23	0726	171834	1	7631	R CASH WISE FOODS	REQ	P	Invoice	05/30/2023	239.84	239.84	0.00	0.00
PAPR23	0726	171835	1	15328	TRAVEL	REQ	P	Invoice	05/30/2023	216.24	216.24	0.00	0.00
PAPR23	0726	171836	1	00249	P MN STATE HIGH SCHOOL LEAGUE	3922	P	Invoice	05/30/2023	38.58	38.58	0.00	0.00
PAPR23	0726	171837	1	8553	MENARD'S	REQ	P	Invoice	05/30/2023	53.93	53.93	0.00	0.00
PAPR23	0726	171838	1	06679	AMAZON	REQ	P	Invoice	05/30/2023	2,439.21	2,439.21	0.00	0.00
PAPR23	0726	171839	1	06679	AMAZON	REQ	P	Invoice	05/30/2023	286.38	286.38	0.00	0.00
PAPR23	0726	171840	1	16018	COKATO PARTS CITY	00650790466	P	Invoice	05/30/2023	46.98	46.98	0.00	0.00
PAPR23	0726	171841	1	9215	R HOME DEPOT - STORE #2840	REQ	P	Invoice	05/30/2023	97.17	97.17	0.00	0.00
PAPR23	0726	171842	1	01769	BECKER TRUE VALUE HDWE	REQ	P	Invoice	05/30/2023	187.20	187.20	0.00	0.00
PAPR23	0726	171843	1	15467	FEDEX OFFICE	REQ	P	Invoice	05/30/2023	84.71	84.71	0.00	0.00
PAPR23	0726	171844	1	04035	APPLE INC.	REQ	P	Invoice	05/30/2023	1,763.15	1,763.15	0.00	0.00
PAPR23	0726	171845	1	06679	AMAZON	REQ	P	Invoice	05/30/2023	201.50	201.50	0.00	0.00
PAPR23	0726	171846	1	04435	SCHOLASTIC BOOK CLUB, INC.	REQ	P	Invoice	05/30/2023	206.16	206.16	0.00	0.00
PAPR23	0726	171847	1	06679	AMAZON	REQ	P	Invoice	05/30/2023	224.62	224.62	0.00	0.00
PAPR23	0726	171848	1	06679	AMAZON	REQ	P	Invoice	05/30/2023	572.29	572.29	0.00	0.00
PAPR23	0726	171849	1	06679	AMAZON	REQ	P	Invoice	05/30/2023	326.87	326.87	0.00	0.00
PAPR23	0726	171850	1	18191	BOLT DEPOT	REQ	P	Invoice	05/30/2023	157.23	157.23	0.00	0.00
PAPR23	0726	171851	1	06679	AMAZON	REQ	P	Invoice	05/30/2023	274.16	274.16	0.00	0.00
PAPR23	0726	171852	1	01507	EDUCATION WEEK	REQ	P	Invoice	05/30/2023	9.95	9.95	0.00	0.00
PAPR23	0726	171853	1	7843	MONTICELLO HIGH SCHOOL	REQ	P	Invoice	05/30/2023	175.00	175.00	0.00	0.00
PAPR23	0726	171854	1	17921	STORAGE RENTALS OF AMERICA	8400342	P	Invoice	05/30/2023	138.00	138.00	0.00	0.00
PAPR23	0726	171855	1	10361	MNAFEE	REQ	P	Invoice	05/30/2023	1,330.00	1,330.00	0.00	0.00

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PAPR23	0726	171856	1	15708	BESTBUY.COM	REQ	P	Invoice	05/30/2023	599.99	599.99	0.00	0.00
PAPR23	0726	171857	1	11340	STAPLES.COM	REQ	P	Invoice	05/30/2023	1,188.91	1,188.91	0.00	0.00
PAPR23	0726	171858	1	01134	PRO-ED	REQ	P	Invoice	05/30/2023	115.50	115.50	0.00	0.00
PAPR23	0726	171859	1	13805	WAL-MART.COM	REQ	P	Invoice	05/30/2023	269.44	269.44	0.00	0.00
PAPR23	0726	171860	1	18089	FREELAP USA	REQ	P	Invoice	05/30/2023	3,715.00	3,715.00	0.00	0.00
PAPR23	0726	171861	1	18088	APH	REQ	P	Invoice	05/30/2023	115.80	115.80	0.00	0.00
PAPR23	0726	171862	1	15547	JIFFYSHIRTS.COM	REQ	P	Invoice	05/30/2023	348.92	348.92	0.00	0.00
PAPR23	0726	171863	1	11481	NHS STORE	REQ	P	Invoice	05/30/2023	297.49	297.49	0.00	0.00
PAPR23	0726	171864	1	13805	WAL-MART.COM	REQ	P	Invoice	05/30/2023	196.00	196.00	0.00	0.00
PAPR23	0726	171865	1	18092	ESPECIAL NEEDS, LLC	REQ	P	Invoice	05/30/2023	160.15	160.15	0.00	0.00
PAPR23	0726	171866	1	18105	EASYKEYS.COM	REQ	P	Invoice	05/30/2023	11.24	11.24	0.00	0.00
PAPR23	0726	171867	1	16337	APEX EMBROIDERY DESIGN, INC.	REQ	P	Invoice	05/30/2023	344.20	344.20	0.00	0.00
PAPR23	0726	171868	1	06679	AMAZON	REQ	P	Invoice	05/30/2023	401.90	401.90	0.00	0.00
PAPR23	0726	171869	1	06679	AMAZON	REQ	P	Invoice	05/30/2023	345.55	345.55	0.00	0.00
PAPR23	0726	171870	1	14336	ANDYMARK, INC.	E1L6HMT	P	Invoice	05/30/2023	96.01	96.01	0.00	0.00
PAPR23	0726	171871	1	12249	GOOGLE	A13461088309279661	P	Invoice	05/30/2023	12.00	12.00	0.00	0.00
PAPR23	0726	171872	1	18103	MSC INDUSTRIAL SUPPLY CO	228037939	P	Invoice	05/30/2023	102.68	102.68	0.00	0.00
PAPR23	0726	171873	1	06459	OFFICE DEPOT	REQ	P	Invoice	05/30/2023	132.93	132.93	0.00	0.00
PAPR23	0726	171874	1	15539	FLASHING BLINKY LIGHTS	002187470	P	Invoice	05/30/2023	444.96	444.96	0.00	0.00
PAPR23	0726	171875	1	18039	PATCHES4LESS.COM	300457088	P	Invoice	05/30/2023	168.00	168.00	0.00	0.00
PAPR23	0726	171876	1	14444	VEX ROBOTICS, INC.	111001247	P	Invoice	05/30/2023	237.70	237.70	0.00	0.00
PAPR23	0726	171877	1	16695	SPORTS AWARDS	266844	P	Invoice	05/30/2023	81.13	81.13	0.00	0.00
PAPR23	0726	171878	1	15328	TRAVEL	REQ	P	Invoice	05/30/2023	24,331.85	24,331.85	0.00	0.00
Batch Total:										\$51,736.32	\$51,736.32	\$0.00	\$0.00
Report Total:										\$9,343,624.02	\$3,879,239.39	\$0.00	\$5,464,384.63

Name	Status	Job Title	Location	Hrs Per Day/FTE	Group	Replacing	Effective	Wage
Amberg, Renee	Resignation	Camp Opportunity Lead Staff	PS	8 Hours Per Day	Community Education	n/a	6/21/23	n/a
Anderson, Regan	Resignation	Social Studies Teacher	MS	1 FTE	BEA	n/a	7/14/23	n/a
Colberg, Katelyn	New	Grade 4 Teacher	IS	1 FTE	BEA	J. Lalli	8/28/23	BA Lane, Step 1: \$42,723 Annually
Cotton, Amy	Resignation	ECSE Teacher	PS	1 FTE	BEA	n/a	6/5/23	n/a
Edling, Jennifer	Change in Assignment	Cashier/Admin. Asst.	DO	2 Hours Cashier / 6 Hours Admin. Asst. (was 4 Hours Cashier, 4 Hours Admin. Asst.)	Multi-Unit	n/a	7/1/23	Use Current
Gohman, Dan	Resignation	7th Grade Football Coach	MS	Seasonal	BEA - Schedule C	n/a	6/22/23	n/a
Grabinger, Deb	New	ECSE Teacher	PS	1 FTE	BEA	T. Moon	8/28/23	MA45 Lane, Step 13: \$76,122 Annually
Hansen, Jennifer	Change in Building Assignment	Night Lead Custodian (was Night Custodian)	IS (was HS)	4 Hours Per Day	Multi-Unit	D. Luethmers	6/26/23	Use Current
Hartkopf, Alysha	Change in Assignment	2nd Grade Teacher (was SR Teacher)	PS	1 FTE	BEA	J. Benda	08/28/23	BA Lane, Step 1: \$42,723 Annually
Kent, Brandon	Resignation	Head Boys Lacrosse Coach	HS	Seasonal	BEA - Schedule C	n/a	6/19/23	n/a
Kolbinger, Jackie	Change in Assignment	Night Lead Custodian (was Night Custodian)	IS	8 Hours Per Day	Multi-Unit	D. Luethmers	7/31/23	Use Current
Luethmers, Dave	Change in Assignment	Grounds Delivery (was Night Lead Custodian)	District-Wide	8 Hours Per Day	Multi-Unit	S. Fossan	6/26/23	Step 3: \$18.82 Per Hour
Pauley, Lauren	Change in Assignment	8th Grade English Teacher (was 1st Grade)	MS	1 FTE	BEA	M. Kolbinger	8/28/23	Use Current
Pingrey, Penny	Extracurricular Assignment	Musical Director	HS	Seasonal	BEA - Schedule C	M. Ricci	08/07/23	\$3,772 Per Season
Rebelein, Paula	New	Music Teacher	PS	1 FTE	BEA	C. Hogenson	8/28/23	MA60 Lane, Step 13: \$78,272 Annually
Schultz, Angie	Resignation	Special Education (DCD) Teacher	MS	1 FTE	BEA	n/a	6/9/23	n/a

Name	Status	Job Title	Location	Hrs Per Day/FTE	Group	Replacing	Effective	Wage
Swartz, Rebecca	New	Grade 5 Teacher	IS	1 FTE	BEA	A. Beedy	8/28/23	BA Lane, Step 1: \$42,723 Annually
Treadway, Katie	New	2nd Grade Teacher	PS	1 FTE	BEA	K. Stafford	8/28/23	BA30 Lane, Step 4: \$49,790 Annually
Wilhelm, Grace	Resignation	Camp Opportunity Lead Staff	PS	7 Hours Per Day	Community Education	n/a	6/29/23	n/a
Yoerg, Danyelle	New	First Grade Teacher	PS	1 FTE	BEA	L. Pauley	8/28/23	BA Lane, Step 1: \$42,723 Annually

High School Handbook Recommendations - June 2023

The following areas of addition, modification, and deletion are based on recommendations from the MSHSL, updated MN Statutes, and current patterns of student behaviors. Upon approval, the handbook would be updated with the designated information and formatting and page numbers would be adjusted. Please note, some areas are subject to change based on developing legislation.

*Cover Page - Mission statement “Developing self-directed learners to thrive in a changing global community.”

*Table of Contents - change page numbers

*p. 5 - Change years

*p. 6 - Adjust Mission Statement and School Board Members

*p. 7 - Adjust Year, Modify Schedules with in person early releases

*p. 8 - Add “Utilizing artificial intelligence to complete assignments is considered cheating when the instructor indicates it should be the student’s original work.”

*p. 9 - “Grading” - add **Grading Mission Statement:** Becker High School grades will reflect a student’s knowledge and achievement on the designated learning outcomes within a course. Grades will strive to reflect the district’s mission statement of “developing self-directed learners to thrive in a changing global community.”

*p. 9 - Remove - Grading System

*p. 9 - Add Grading Marks

To provide consistent and clear practices and communication on grades, Becker High School utilizes the following Grading Marks across all courses

Grading Mark/ Special Codes	Description	Impact on Grade Calculation	Designated as Missing	When it is used
0	Zero	Yes	Not automatically	The student has not earned any of the points on the task. This could be due to level of performance or not turning in/completing the task by the deadline.
BLANK *	No score entered	None	Not automatically	Evidence does not exist for a score at this point. The work is still within the due date for the student.
AD	Automated Drop Score	None	No	This is a function that can only be used for examining the gradebook

				as a whole. The system will interpret the score that has the most impact on the grade.
H	Handed In - Not Graded	None	No	To indicate that an assignment has been turned in, but not yet scored. This may be used when a large project has been turned in and the instructor may need more extended time to evaluate the work.
L	Late	Not automatically	No	The assignment has been completed beyond the designated due date. The assignment was completed but not by the designated due date.
M	Missing	Not automatically	Yes	To indicate that an assignment has not been turned in. The instructor will still allow the work to be turned in.
NC	No Count	None	No	The student is excused from the assignment.
I	Incomplete	N/A	N/A	To indicate insufficient evidence exists at the end of the grading term to issue a final grade. Students are still able to address the grade. Incompletes default to the grade earned 2 weeks after grades are due. Teachers may submit grade changes throughout the incomplete window.
P	Pass	N/A	N/A	To indicate that a student has passed or is passing the class. Students must follow handbook timelines to take class for a "pass" or "fail." This generally requires communication from the office to enter at the end of the term.
F	Fail	N/A	N/A	To indicate that a student has failed or is failing the class. An "F" does not earn credit. The credit may be attained, depending on the course, through credit recovery methods or retaking the course.

*p.11 Add “Grading Definitions”

***Academic Dishonesty**: Academic integrity refers to honesty and ethical behavior in producing and representing your work in a school setting. Academic dishonesty is a failure to display this ethical behavior in your academic conduct. Examples of behaviors of awareness are found in the student handbook.

***Curriculum**: Curriculum is the specific learning standards, lessons, assignments, and materials used to organize and teach a particular course.

***Deadline**: The date designated by the instructor on when the work must be completed. Work after this date won't be accepted or won't be scored.

***Due Date**: The date designated by the instructor on when the work should be completed. Penalties may be imposed for work turned in beyond this date.

***Formative Assessment**: Work conducted when a student is still learning the material. (Forming Learning) It is an assessment that is designed to provide direction for both students and teachers. Formative assessments help students monitor their progress towards the mastery of learning targets, and they help teachers identify areas in which students need additional practice or instruction. Examples - homework check, daily quiz, quick write, discussion forum

***Google Classroom**: This is our Learning Management System and serves as our digital home for each class. Resources, deadlines, and announcements are found here. Some teachers may grade within Google Classroom.

***Homework**: Teacher designated work or practice around the skills or learning target being taught. Depending on the nature of the homework, it may or may not be placed in the gradebook.

***Intervention**: Intervention is a strategy used to teach a new skill, build fluency in a skill, or encourage a child to apply an existing skill to new situations or settings. School officials will designate appropriate intervention(s) based on student needs.

***Learning Target**: Identified standard-based skill that students will be focused on for a specific lesson or specified learning time.

***Practice**: Work or tasks provided by the instructor around the designated learning target or standard, often in preparation for an assessment. Practice may exist as a non-graded category in the gradebook.

***Proficient/proficiency**: Proficiency is demonstrating competency or understanding on a particular skill or learning target. The student is capable of applying the learning target or skill to specific content, problem, or a process in order to prove their understanding.

***Remediation:** Remediation is assigned to assist students in order to achieve expected competencies in core academic skills such as literacy and numeracy. Remediation will occur when the desired proficiency level is not achieved.

***Rubric:** A rubric is a document that communicates expectations of quality regarding a performance or product. Rubrics allow students to understand what is expected of them for an assessment, and they assist teachers in evaluating student performance using leveled criteria. Rubrics support accurate, fair assessment that can be shared by a team of teachers.

***Skyward:** This is our Student Information System and houses student data. This is the location to see the most accurate attendance and grading data.

***Standard:** Standards are concise, written descriptions of what students are expected to know and be able to do at a specific stage of their education. Learning standards describe educational objectives and often come from the state or national level.

***Summative Assessment:** A culminating assessment that measures the students' understanding of a group of learning targets. Summative assessments follow formative assessments (learning work). Examples - Test, Lab, Final Project, Presentation

*p. 12 - Add "Grading Consistencies"

Becker High School utilizes the following consistent practices across all course to support our Grading Mission Statement. Specific details around grading practices are communicated by the instructor through their syllabus.

Extra Credit

Becker High School does not offer extra credit opportunities. In order to maximize the learning and grade success, students should complete the original work in a timely and committed way. Extra credit opportunities run the potential of distorting grades outside of the achievement around the designated learning outcomes. Teachers may utilize relearning, reassessment, replacement, or redo practices to allow students to gain knowledge of the content while potentially improving their scores. Non academic practices, such as bringing in materials or completing forms, are not allowed to boost a student's grade. Specific details may be found in the course syllabus of the instructor.

Work Submission

Becker High School teachers clearly communicate due dates and deadlines for work submission. Deadlines are most often at the end of a chapter or unit. In order to accurately communicate current status in a course, work that is not turned in by the due date or outside of the time allotted due to absences will be marked as a zero. Deadlines at the end of the grading period will reflect the need to report the end of course grade. Specific details may be found in the course syllabus of the instructor. It is important to understand the following definitions:

- **Deadline:** The date designated by the instructor on when the work must be completed. Work after this date won't be accepted or won't be scored.
- **Due Date:** The date designated by the instructor on when the work should be completed. Penalties may be imposed for work turned in beyond this date.

Grading Categories

Becker High School gradebooks are organized into two graded categories - formative and summative. Teachers use their professional judgment to place work into the appropriate category. Teachers may utilize other ungraded, unscored categories within their gradebook to communicate student progress.

*p. 13 - Remove "Early Graduation"

*p. 13 - Graduation Honors - Remove "To be considered for this honor, a student must have completed their last 16 credits as an enrolled student at Becker High School."

*p. 13 - Hybrid ~~Online~~ Course Offerings -

- Modify - If students choose to be in the school building, they should remain in the commons area or the classroom. Students are not to be wandering hallways or in other classrooms."
- Add - Students who qualify for the flexibility granted with hybrid classes are allowed attendance privileges for that course only. Missing other classes and advisory are not excused absences.
- Replace or remove "online" and use "hybrid" exclusively

*p. 17 - Add under unexcused absences - "Staying home to babysit or care for a sibling"

*p. 17 - "Make Up Work" Add - "Students are permitted one day of make up time for each excused absence."

*p. 17 - "Extracurricular Participation" - Add.

When extracurricular activities cause a late return to town, the coach or advisor should contact the activities director or building principal to discuss attendance expectations for the next day.

*p. 23 - "Searches" - Add "and metal detectors" at the end of the paragraph.

*p. 23 - "Searches" - Add

Becker schools has a managed system for things such as document creation, document sharing, and communication. If reasonable suspicion exists for violation of the student handbook, student electronic accounts managed by the school may be subject to search.

*p. 19 - "Tennessee Warning" - Modify to "Data Practices Notice" and "The Data Practices Notice states . . ." - Move to p. 19 alphabetically

*p. 25 - "Tobacco Use/Tobacco Free" - Modify - change age from 18 to 21 based on current laws

*p. 26 - "Fees" - Modify - "Maximum per family \$700.00

*p. 30 - "Electronic Devices" - Remove in title "Cell Phones, Lasers, Pagers, MP3 Player, iPods, Etc."

*p. 30 "Electronic Device Violations" - Add - "Device may be confiscated for the class for the day."

*p. 31 - "Food Service" - change years to 2023-24, adjust prices for breakfast and lunch based on board approval

*p. 34 - "Parking/Parking Permits" - Modify - "and blue painted spots outside of Door 1 (District Office parking lot)."

*p. 40 - Update iPad Handbook

*p. 45 - Added - "Parent/Guardian Guide to Local Standardized Testing"

Middle School Handbook Recommendations - June 2023

The following areas of addition, modification, and deletion are based on recommendations from the MSHSL, updated MN Statutes, and current patterns of student behaviors. Upon approval, the handbook would be updated with the designated information and formatting and page numbers would be adjusted. Please note, some areas are subject to change based on developing legislation.

- Cover Page - Mission statement “Developing self-directed learners to thrive in a changing global community.”
- Table of Contents - change page numbers and formatting will be updated once 2023-2024 handbook is confirmed by School Board.
- P. 5 - Updated building wide schedule
- P. 8 - Updated Programs of Study
- P. 8 - Added - *Once the Summative for the concept has been completed, Formatives can no longer be turned in for credit.*
- P. 9 - Added - **Practice** [0%] - Work graded on completion. This is the practice work that prepares students for both Formative and Summative assessments and provides the opportunity to try the concepts and learn from mistakes before being assessed for a grade. Usually self graded or graded as “done” or “not done”.
- P. 9 - Removed ~~Students in grades 7-8 have 6 week Exploratory Courses. Students ending the 6 week Mid-Tri course or Trimester course with any missing assessments will be graded as “Incomplete”, and must be made up within 2 weeks. Assessments not completed within this timeframe will be converted to zero and the final grade will be assigned for the 6 week Exploratory Courses.~~
- P. 10 - Removed ~~DISTANCE LEARNING INFORMATION – The content presented in the Google Meets is for educational purposes only. By accessing this material, you agree not to share this content with anyone not enrolled in the class or assisting an enrolled student. Unauthorized distribution of any distance learning content, including sharing video recordings or screenshots on the internet or social media, is strictly prohibited and could result in disciplinary action and/or the suspension of a student’s access to certain distance learning materials. Students are subject to the same attendance policies on Distance Learning days.~~
- P. 11 - Added - *Artificial Intelligence: Utilizing artificial intelligence to complete assignments is considered cheating when the instructor indicates it should be the student’s original work.
- P. 11 - Removed Citing Requirements under Plagiarism.
- P. 14 - Added - “Staying home to babysit or care for a sibling” under Unexcused Absences.
- P. 14 - Added - When extracurricular activities cause a late return to town, the coach or advisor should contact the activities director or building principal to discuss attendance expectations for the next day.
- P. 15 - Added - Make Up Work: Students are permitted one day of make-up time for each excused absence.
- P. 26 - Added - BMS PBIS Matrix and following statements. GENERAL SCHOOL CONDUCT:
- Becker Middle School expectations are clearly defined and taught to all students. Our behavior matrices detail the expected behaviors from all of our students. Becker Middle School is a public space and common sense rules of public behavior apply on school property. It is expected that students will treat other students as well as adults with respect in class, in the halls, on school buses, at all school activities, and District 726 property. GENERAL SCHOOL RULES
 1. Follow the 3 R’s (Respect, Responsibility, positive Relationships)
 2. Respect other people’s property and feelings.
 3. Conduct yourself in an appropriate physical and verbal manner. Careless behavior can result in injury or property damage.
 4. Keep traffic flowing in the halls. Do not loiter, congest, or block others in the hallway. Use your time wisely.
 5. Follow classroom matrices/expectations established by each teacher.

6. Report harmful, threatening, suspicious, or frightening situations to an adult immediately.

[SCHOOL WIDE MATRICES LINK HERE](#)

- P. 20 - Added - Students have an expectation of dress within Becker Middle School. We encourage students to exercise good judgment so as to establish a productive school climate. It is not the intent to thwart self expression or exercise unreasonable control over students. However, current trends seem to favor certain modes of dress which may be considered inappropriate for school. If there is a concern, students will be addressed and may be asked to change.
- P. 20 - Removed - ~~Students should be dressed and groomed in a clean, neat, and appropriate manner. Student appearance is the responsibility of the individual and his/her parent/guardian. Students must dress in accordance to the weather [e.g. Winter: winter coats, hats, etc.]. Certain apparel is not appropriate for school based upon the guidelines of health, safety, and potential disruption.~~
- P. 21 - Added - Metal detectors may also be used in a search. Becker schools have a managed system for things such as document creation, document sharing and communication. If reasonable suspicion exists for violation of the student handbook, student electronic accounts managed by the school may be subject to search.
- P. 21 - Added - “Tennessee Warning” - Modified to “Data Practices Notice” and “The Data Practices Notice states . . . “
- P. 23 - Added/Condensed USE OF PERSONAL DIGITAL DEVICES AT SCHOOL AND SCHOOL ACTIVITIES:
- P. 25 - Added - Sherburne County Crisis Line - 763-765-4000 and 988 Suicide & Crisis Lifeline. The 988 Suicide & Crisis Lifeline is a national network of local crisis centers that provide free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week in the United States. Per Legislative update requirements.
- P. 25 - Added - Activity Nights - as determined by administration.
- P. 26 - Updated Activity Costs - 2023-2024 Ticket Prices: Adults \$7 Students \$5 Punch Card \$75 Student Pass \$50
- P. 26 - Updated Food Costs - First Breakfast - \$0.00/free, First Lunch - \$0.00/free, Extra Milk - \$0.55 per carton
- P. 28 - Removed - ~~Students should be dressed and groomed in a clean, neat, and appropriate manner. Student appearance is the responsibility of the individual and his/her parent/guardian. Students must dress in accordance to the weather [e.g. Winter: winter coats, hats, etc.]. Certain apparel is not appropriate for school based upon the guidelines of health, safety, and potential disruption.~~
- P. 28 - Added - Additional PE Curriculum notifications will be posted throughout the school year (ie: Grade Level specific - swimming, skiing, outdoor activities)
- P. 28/29 - Condensed Media Services & Media Center
- P. 34-39 - Added iPad information
- P. 40-44 - Added Local Standardized Testing Information

Intermediate School Handbook Recommendations - June 2023

The following areas of addition, modification, and deletion are based on recommendations from updated MN Statutes, and current patterns of student behaviors. Upon approval, the handbook would be updated with the designated information and formatting and page numbers would be adjusted. Please note, some areas are subject to change based on developing legislation.

- Cover Page
 - Updated 2022-2023 to 2023-2024
 - Updated Mission Statement from "Preparing self-directed learners to thrive in a changing global community." to "Developing self-directed learners to thrive in a changing global community."
- All Pages (after Cover Page)
 - Updated Footer from "Preparing self-directed learners to thrive in a changing global community." to "Developing self-directed learners to thrive in a changing global community."
- Pages 1- 4
 - Table of Contents - change page numbers once 2023-2024 handbook is updated
- Page 5 - Updated - Welcome Letter
- Page 8
 - Updated Mission Statement from "Preparing self-directed learners to thrive in a changing global community." to "Developing self-directed learners to thrive in a changing global community."
 - Updated School Board Member names and contact information
- Page 9
 - Updated School Arrival and Dismissal Procedures
 - Added School Ends: **Grade 3:** 2:40 **Grade 4:** 2:42 **Grade 5:** 2:42
 - Removed - 7:40 am
 - Added - 7:50 am
 - Removed - 7:40 am
 - Added - 7:50 am
 - Added - Students must have gotten their breakfast (should they choose) and be seated in their classroom by 8:10 a.m
 - Updated Morning Arrival Times
 - Added - Students not in their classroom and in their desks at 8:10 AM are considered tardy.
 - Updated Afternoon School Pickup
 - Replaced Evening with After School
- Page 10
 - Food Services
 - Updated year from 2022-2023 to 2023-2024
 - Updated First Lunch Price from - \$2.95 to Free
 - Removed - Lunch money is collected in the main office daily and deposited in family accounts. We recommend that lunch money is brought to school by the oldest child in each family and deposited at his/her school. Students will be notified when their family account is at \$5.00 or below. We appreciate your cooperation in keeping accounts current.
 - Added - Although meals are free for all students,
- Pages 11-12
 - Becker Intermediate School Supply List
 - Updated year from 2022-2023 to 2023-2024
- Page 14 Activities
 - Removed -The Intermediate School sponsors several after school activities

throughout the school year.

- Removed Friday Fun Nights
- Page 16
 - What is Considered Tardy
 - Added - Any child who arrives in their classroom after the starting time (8:10 am) is considered tardy.
 - Behavior Expectations
 - Changed Making Choices That Are Right - to - Show Citizenship
- Page 18
 - Staff Managed (MINOR)
 - Added smartwatches
- Pages 23-24
 - Behavior Management Matrix
 - Changed Choices That Are Right to Citizenship
- Page 25
 - Communication
 - Removed - In an effort to keep parents as informed as possible a trimester Newsletter is inserted in the *Citizen* newspaper per trimester. If for some reason your family has not received the trimester newsletter a copy can be picked up at any of the School District's offices.
 - Added - A weekly newsletter known as "The Rock Report" is sent out at the end of or prior to the start of each week to all email addresses of parents/guardians who are in our Skyward system.
- Page 27
 - Crisis Lines
 - Added - Added - Sherburne County Crisis Line - 763-765-4000 and 988 Suicide & Crisis Lifeline. The 988 Suicide & Crisis Lifeline is a national network of local crisis centers that provide free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week in the United States. Per Legislative update requirements.
- Page 32
 - Electronic Devices
 - Added Smartwatches
- Page 35
 - Visitors
 - Added Guardians (two occurrences)
- Page 36 - 42
 - Added Parent/Guardian Guide to Local Standardized Testing**





Primary School
Parent/Student Handbook
2023-2024

[Becker Primary School Website](#)

*Developing self-directed learners to thrive in a changing
global community*

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RELEVANT POLICIES:

The following policies/forms can be accessed at the District website; www.becker.k12.mn.us.

- | | | |
|---------------------------------------------|---------------------------------------------|--------------------------------------------------|
| Student Attendance Policy | Internet Use Policy | Medication Authorization Form |
| Student Discipline Policy | Weapons Policy | Harassment & Violence Policy |
| Bullying Prohibition Policy | Controlled Substance Policy | Testing Opt Out Form |

BECKER PUBLIC SCHOOLS

12000 Hancock Street
Becker, MN 55308-9585

Dale Christensen

Primary School Principal
Phone: 763-261-6330
dchristensen@isd726.org

Dear Primary School Parents and Students,

Welcome to Becker Primary School! The faculty and staff look forward to getting acquainted with new families to our school, and reacquainted with former students and their families. Our goal is that each student has a successful, safe, and enriching school year.

This handbook will provide you with general information concerning our school. We ask that parents and students take the time to become familiar with the policies, procedures, and expectations in this handbook. Most questions you have will be addressed in this guide as well as other topics relevant to your child's/children's education. Parents are a very integral part of your child's educational success. We encourage parents to carefully read through information that comes home from your child's teacher to help your child build the foundational skills to become lifelong learners.

This fall there will be assessment days for your child prior to starting the school year. This will be similar to what we have been doing for the past several years with conferences and assessments at the beginning of the school year. This has been a positive experience for both students and their parents. The assessment days will be Tuesday, September ~~6th~~ 5th from 11:30 a.m. – 7:00 p.m. and Wednesday, September ~~7th~~ 6th from 8:00 a.m. – 3:30 p.m. The first day of school for kindergarten, first and second grade will be Thursday, September ~~8th, 2022.~~ 7th, 2023.

The intent of the beginning of the school year assessment will be to:

- Provide time for your child's teacher to do a benchmark assessment to know your child's reading level
- Ease the anxiety level for your child by spending time with your child's teacher
- Give parents an opportunity to ask questions and share any family concerns
- Bring in supplies
- Your child will be assessed on High Frequency Words
- Josten's will be here to take your child's school photo
- First graders will complete Hearing/Vision Screening
- You will have the opportunity to update and confirm all Skyward family information

Please plan on spending 1 ½ hours – 2 hours with your child on this assessment day. You will also be able to purchase school lunches and some school supplies. Please note we will NOT be having an open house this year for K-2 families. The assessment days will take the place of an open house so you can take care of things during this time.

We are very proud of our school, students, staff, and programs offered at Becker Primary School. Thank you for your help in making this a positive and memorable school year. If you have any questions, suggestions, or desire further information, please contact the Primary School Office at 763-261-6330.

Sincerely,
Dale Christensen,
Principal

Developing self-directed learners to thrive in a changing global community.

BECKER SCHOOLS
CORE VALUES

RESPONSIBILITY

EXCELLENCE

SAFETY

PARTNERSHIP

EDUCATION

COMMUNICATION

TRUST

Becker Primary Goal

School is a personal, vital, enjoyable and motivating experience for all children.

Each child has a healthy self-concept and sense of purpose, and endeavors to develop his/her individual interests and talents.

Each child develops the basic skills of computation and communication.

Students are equipped with resources necessary to become lifelong learners.

The strengths and skills of adults and children are utilized to improve the program and make teaching and learning a rewarding adventure.

Becker Primary Motto

“Be the very best person you can be.”

Mission Statement

Developing self-directed learners to thrive in a changing global community.

BECKER SCHOOL BOARD MEMBERS

Aaron Jurek - Chair
763-262-1081

Corey Stanger - Director
763-218-8403

Connie Robinson - Vice Chair
763-360-6169

Troy Berning - Director
612-965-1395

Pete Weismann - Clerk
612-423-0157

Ryan Hubbard - Treasurer
763-370-4216

BECKER ADMINISTRATION

Superintendent of Schools, Mr. Jeremy Schmidt
jschmidt@isd726.org

763-261-4502
Ext. 3116

Primary Principal, Dale Christensen
dchristensen@isd726.org

763-261-6330

Intermediate Principal, Nathaniel Boyer
nboyer@isd726.org

763-261-4504

Middle School Principal, Chantal Boyer
cboyer@isd726.org

763-261-6300

High School Principal, David Kreft
dkraft@isd726.org

763-261-4501

Director of Teaching and Learning, Carla Nolan
cnolan@isd726.org

763-261-4501
Ext. 3133

School Nurse, Sadie Terwey
sterwey@isd726.org

763-261-4501
Ext. 3808

School Day

School Starting and Dismissal Time:

School begins each morning at 8:00 a.m. **No students should arrive before 7:50 a.m.** The Safety patrol students are on duty to help at the Hancock Street crossing at 7:50 a.m. ~~Students arriving after 8:00 are to report to the Primary Office before going to their classroom.~~ Students arriving after 8:00 a.m. are required to be walked into the Primary School office to obtain a pass, before going to their classroom. The Primary students are dismissed at 2:40 p.m. All students are required to be picked up promptly after dismissal.

Cancellation/late starts/or early dismissal:

When there is danger or a health risk for students, the administration may decide to cancel school for the day, start classes late, or close school early. The District has an automated calling system that will send a message to all homes with phone numbers listed in the student management system (Skyward).

Parents should have a plan in case of any emergencies. Two Radio stations are notified of the cancellations--WCCO (830) and WJON (98.1 FM or 1240 AM) 3 television stations WCCO (4) and KSTP (5) and KARE (11). Please make arrangements at the beginning of the school year so that the students know where they are to spend the day or partial day if their parents are not home.

Student Drop Off and Pick up:

~~Parents can only access the Primary School drop-off and pick-up area from the ONE-WAY lane off of Third Street across from Morris Street at the north end of the Bus Garage complex. Watch for signs.~~

~~Primary students will be dropped off on the northeast end of the Primary School (next to the Football field) between the hours of 7:50 am —8:00 am or 2:30 pm and 3:00 pm. Parents must then exit on to Hancock Street.~~

~~**This is a drop-off area only; parents cannot park and walk students into the building.**~~

~~Parents who wish to walk into the school with their students will need to park in Lot A and cross at the crosswalks between the buses.~~

~~Parents can drop-off and pick-up students on Third Street along the curb on the north side of the street (the school side). Students can cross the Intermediate playground and enter the Primary School at Main Door.~~

~~If your child will have any changes in dismissal routine (picked up) you must provide a **written note** or a **phone call** indicating what the change will be. If we do not receive one or the other, **your child will be sent home on the bus.** If you pick your child up early from school, you must sign them out in the office.~~

School Arrival Procedures

- Parents/Guardians can only access the Primary School drop-off area from the ONE-WAY lane off of Third Street across from Morris Street. You must then exit onto Hancock Street.
- Students can be dropped off between 7:50 - 8:00 am.
- This is a drop-off area only, parents/guardians can not park and walk students into the building.
- Parents/Guardians who wish to walk their students to the school will need to park in Lot A (big parking lot) and cross at the crosswalk between the buses.
- Any students arriving after 8:00 am need to be walked into the Primary School by an adult and checked into the office before heading to class.

School Dismissal Procedures

- School is dismissed at 2:40 pm.
- Parents/Guardians who are picking students up will need to use the CurbSmart App.
- Parents/Guardians can only access the Primary School pick-up area from the ONE-WAY lane off of Third Street across from Morris Street. You must then exit onto Hancock Street.
- Parents/Guardians can not park and walk into the building from the pick-up area. Those who wish to walk into the school need to park in Lot A and cross at the crosswalks between the buses.
- Students may be released from school one of the following three ways:
 - Bus Rider
 - CurbSmart Pick-up
 - Walker - students will be responsible for knowing how they are getting home.

Early Pick-Ups

- Students leaving early will need to be checked out from the office.

Changes In Transportation

If your child will have any changes in their regular dismissal routine, you must contact the Primary School office by 12:30 pm to notify them of the change. If we do not receive communication of a change in this manner, your child will be sent to their normal transportation arrangement.

School Security

The Primary School building will be locked ~~from 8:20 a.m. to 2:30 p.m.~~ during school hours.

During the school day, when the buildings are locked, visitors are asked to press the call button near the main entrance. The school secretary will welcome you: ask your name, and the purpose of your visit. Visitors who are granted access to the building must report to the office, check out, and return the visitor's badge upon leaving the building. Signs will be posted at each building entrance explaining the protocol for visitors as described above.

FOOD SERVICE

Breakfast, lunch and milk prices for the ~~2022-2023~~ 2023-2024 school year are as follows:

- Breakfast - ~~\$1.85~~ FREE
- Lunch - ~~\$2.95~~ FREE
- Extra Milk - \$0.55 per carton

Applications for the free or reduced lunch program will be sent home at the beginning of the year and are available at each school and the district office and we strongly encourage all families who may be eligible to apply. Students in households that meet the free or reduced-price meal income guidelines will generate additional aid for the school district such as Compensatory revenue, Title 1

Federal Aid, and technology funds. This aid is critical in providing instructional services for at-risk students and students who are behind their peers. The funding allows the district to provide additional remedial instruction for students, ~~offer free or reduced price meals;~~ reduced price activities, fees and district-provided hotspots.

Milk for students with cold lunches

Half pint cartons of milk are available in the lunchroom for the students who bring their own lunches. Each milk carton sells for \$0.55. Each time a student purchases milk, their lunch account is charged the correct amount. (Students who eat hot lunch receive a half pint of milk with their meal and it is included in the price of the hot lunch.)

Milk break

~~Milk break is separate from the lunch account. Parents will need to pay \$40.00 for half a year or \$80.00 for the entire year. Milk break is for grade 1 and 2 students only.~~

Breakfast

~~Students in Grades 1 and 2 will have the option to have breakfast as soon as they arrive at school. The cost for the breakfast is \$1.85 this year. As soon as they are finished with breakfast, they will report to the classroom.~~

~~Kindergarten students will be eating breakfast with their class. All kindergarten students will receive free breakfast.~~

Becker Primary School Supply List 2022-2023

Kindergarten

These items will be available to purchase at school on assessment days:

Headphones \$4.00 (or you can use your own)
Kiwi Pack \$5.00
Kindergarten Folder \$1.00
Scholastic Let's Find Out \$6.55
Becker Primary Field Trip T-Shirt \$TBD

Additional Required Items:

Bring to your child's assessment conference please:

- ~~-2 Highlighters~~
- ~~-1 Plastic pencil box (Standard size, approx 4.5x8.25) no zippered pouches or metal boxes. No dividers. Needs to hold crayons and markers.~~
- ~~-1 set GRAYOLA watercolor paints~~
- ~~-2 boxes 24 count GRAYOLA crayons~~
- ~~-2 boxes GRAYOLA CLASSIC COLORS 10 count broad tip markers~~
- ~~-1 black sharpie marker~~
- ~~-1 bottom pocket folder~~
- ~~-2 wide lined single subject notebooks~~
- ~~-1 pair FISKAR pointed child size scissors~~
- ~~-2 pack BLACK fine point EXPO dry erase markers~~
- ~~-1 Box tissues~~
- ~~-BOYS: 1 disinfectant wipes and 1 Box Snack size baggies~~
- ~~-GIRLS: disinfectant wipes and Gallon size baggies~~

First Grade

These items will be available to purchase at school on assessment days:

Headphones \$4.00 (or you can use your own)
Kiwi Pack \$5.00
VIP Folder \$1.00
Scholastic Let's Find Out \$6.50

Additional Required Items:

Bring to your child's assessment conference please:

- ~~-1 Colored Pencils Crayola 12 Ct~~
- ~~-1 Composition Book Wide Ruled 100 Ct~~
- ~~-1 Crayons Crayola 24 Ct Box~~
- ~~-4 Dry Erase Markers Expo Black~~
- ~~-1 Sharpie Black Fine Point~~
- ~~-1 Eraser Large~~
- ~~-3 Folders Plastic and Pocket Blue, Red, Yellow~~
- ~~-2 Glue Elmers Washable School Bottle 4 oz~~
- ~~-2 Glue Elmers Washable Stick Purple .77 oz 3 Ct~~
- ~~-1 Highlighter Yellow 1 Pk~~
- ~~-1 Markers Washable Crayola Classic 10 Ct Thick~~
- ~~-1 Notebook 1 Sub Spiral Wide Asst 70 Ct~~
- ~~-1 Paint Watercolor Crayola Oval Washable~~
- ~~-2 Pencil Ticonderoga Sharpened No 2 12 Pk~~
- ~~-1 Pencil Sharpener Canister 2 Hole~~
- ~~-1 Scissors Fiskar Kids 5 inch Pointed~~
- ~~-1 Box Tissues~~
- ~~-1 Pkg. Wipes Disinfectant~~
- ~~-BOYS: 1 Box Zipper Bags Gallon~~
- ~~-GIRLS: 1 Box Zipper Bags Quart~~

Second Grade

These items will be available to purchase at school on assessment days:

Headphones \$4.00 (or you can use your own)

Kiwi Paek \$5.00

VIP Folder \$1.00

Scholastic Let's Find Out \$6.55

Additional Required Items:

Bring to your child's assessment conference please:

- 24 #2 Ticonderoga pencils (Sharpened)
- Hand held pencil sharpener
- 1 CRAYOLA colored pencil set
- 1 Package of pencil top erasers
- 2 Large erasers
- 1 Pencil box that fits inside of a desk
- 1 Box of crayola color crayons
- 2 Bottles of Elmer's glue
- 1 Box of Crayola markers
- 1 Fine tip black SHARPIE
- 4 Large gluesticks
- 1 Scissors
- 2 Composition notebooks (9 3/4 x 7 1/2)
- 3 two pocket plastic folders (bottom pocket)
- 4 SKINNY dry erase markers
- 1 Whiteboard eraser
- 1 Ruler (inch & cent.) Not bendable
- 1 Deck of playing cards
- 1 Set of CRAYOLA water color paints
- 2 Boxes of Kleenex
- 1 Disinfectant wipes
- GIRLS: 1 box Quart size Ziploc slider bags
- BOYS: 1 box Gallon size Ziploc slider bags



Becker Primary School Supply Lists 2023-2024



Kindergarten

The following is a list of items that ALL Primary students will need:

***Backpack**

***Change of clothes** in a labeled Gallon size ziplock bag to be kept in their locker
-socks, underwear, pants, shirt (for any accidents, spills, wet weather, etc.)

***Paint Shirt** (an old shirt works great)

-write first name across the back shoulder in large print

***Tennis shoes** (for Gym and Freeplay)

***Bandana** (for Gym class)

These items will be available to purchase at school on assessment days:

Headphones \$4.00 (or you can use your own - no ear buds)

Kiwi Pack \$3.00

Kindergarten Folder \$1.00

Scholastic Let's Find Out \$7.00

Becker Primary Field Trip T-Shirt \$6.00

Additional Required Items:

Bring to your child's assessment conference please:

- 1 Plastic Pencil Box - Standard size, approx 4.5x8.25 - no zippered pouches or metal boxes - No dividers - Needs to hold crayons and markers.
- 1 Crayons - CRAYOLA - 24 ct Box
- 2 Markers - CRAYOLA - CLASSIC COLORS - 10 ct Box - Broad Tip
- 1 Watercolor paints - CRAYOLA - Oval - Washable
- 1 Sharpie - Black - Fine Point
- 1 Highlighter - Yellow - Wide Tip
- 2 EXPO Dry Erase Markers - BLACK - Fine Tip
- 2 Glue Sticks - Elmer's - JUMBO
- 1 Scissors - FISKAR - pointed - Child Size
- 2 Notebooks - Wide Lined - Single Subject
- 1 Plastic Folder - Bottom Pocket
- 1 Binder - 3 ring - 1 inch - With Front Sleeve Cover

1 pkg. Wipes - Clorox/Disinfectant



Becker Primary School
Supply Lists 2023-2024



1st Grade

The following is a list of items that ALL Primary students will need:

- ***Backpack**
- ***Change of clothes** in a labeled Gallon size ziplock bag to be kept in their locker
 - socks, underwear, pants, shirt (for any accidents, spills, wet weather, etc.)
- ***Paint Shirt** (an old shirt works great)
 - write first name across the back shoulder in large print
- ***Tennis shoes** (for Gym and Freeplay)
- ***Bandana** (for Gym class)

These items will be available to purchase at school on assessment days:

- Headphones \$4.00 (or you can use your own - no ear buds)
- Kiwi Pack \$3.00
- VIP Folder \$1.00
- Scholastic News \$7.00

Additional Required Items:

Bring to your child's assessment conference please:

- 1 Pencils - Ticonderoga - Sharpened - #2 - 12 Pk
- 1 Pencil Sharpener - Canister - 2 Hole
- 1 Eraser - Large
- 1 Crayons - CRAYOLA - 24 Ct Box
- 1 Colored Pencils - CRAYOLA - 12 Ct
- 1 Markers - CRAYOLA - CLASSIC COLORS - 10 Ct Box - Broad Tip
- 1 Watercolor paints - CRAYOLA - Oval - Washable
- 1 Sharpie - Black - Fine Point
- 1 Highlighter - Yellow - Wide Tip
- 4 EXPO Dry Erase Markers - BLACK - Fine Tip
- 1 Whiteboard Eraser
- 2 Glue Sticks - Elmer's - Washable - Purple - .77 oz - 3 Ct
- 1 Glue Bottle - Elmer's - Washable School Glue - 4 oz

- 1 Scissors - FISKAR - Pointed - Kids - 5 inch
- 1 Notebook - 1 Subject - Spiral - Wide Ruled - 70 pg
- 1 Composition Book - Wide Ruled - 100 Ct
- 3 Plastic Folders - Bottom Pocket - Blue, Red, Yellow
- 1 Box of Tissues
- 1 Pkg. Wipes - Clorox/Disinfectant



Becker Primary School
Supply Lists 2023-2024



2nd Grade

The following is a list of items that ALL Primary students will need:

- ***Backpack**
- ***Change of clothes** in a labeled Gallon size ziplock bag to be kept in their locker
-socks, underwear, pants, shirt (for any accidents, spills, wet weather, etc.)
- ***Paint Shirt** (an old shirt works great)
-write first name across the back shoulder in large print
- ***Tennis shoes** (for Gym and Freeplay)
- ***Bandana** (for Gym class)

These items will be available to purchase at school on assessment days:

- Headphones \$4.00 (or you can use your own - no ear buds)
- VIP Folder \$1.00
- Scholastic Let's Find Out \$7.00

Additional Required Items:

Bring to your child's assessment conference please:

- 1 Pencil Box - Needs to fit inside of a desk
- 1 Pencils - Ticonderoga - Sharpened - #2 - 24 pk
- 1 Hand Held Pencil Sharpener - With Canister
- 1 package of pencil top erasers
- 2 Erasers - Large
- 1 Crayons - CRAYOLA - 24 ct Box
- 1 Colored pencils - CRAYOLA
- 1 Markers - CRAYOLA - CLASSIC COLORS - 10 Ct Box - Broad Tip
- 1 Watercolor paints - CRAYOLA - Oval - Washable
- 2 Sharpies - Black - Fine Point
- 4 EXPO Dry Erase Markers - Fine Tip

- 1 Whiteboard eraser
- 4 Glue Sticks - Elmer's - Large
- 1 Glue Bottle - Elmer's - Washable School Glue - 4 oz
- 1 Scissors
- 1 Ruler - inch & centimeter - Not bendable
- 2 Composition notebooks - 9 $\frac{3}{4}$ inch x 7 $\frac{1}{2}$ inch
- 3 Plastic folders - Bottom Pocket
- 2 Boxes of Tissues
- 1 Pkg. Wipes - Clorox/Disinfectant

GIRLS: 1 box Sandwich size Ziploc slider bags

BOYS: 1 box Gallon size Ziploc slider bags

ACADEMICS

Academic Services and Alternatives:

The School District makes every effort to meet the needs of children with disabilities. Accordingly, Special Education services are provided within the school setting. As a member of the Sherburne and Northern Wright County Special Education Cooperative (offices in Monticello), Becker School has access to coordination services for special education programs. Special services available are programs for Speech Therapy, Vision and Hearing Impaired, Specific Learning Disabilities, Emotional/Behavior Disorders, Early Childhood Special Education, Mentally Handicapped, other Health Impaired and Physically Impaired Services. If parents have questions concerning any of these services, they should call the principal.

Curriculum:

The description of Becker Primary School curriculum is divided into several parts - language arts, mathematics, social studies, science, and applied arts.

Language Arts - The language curriculum includes all of the disciplines of communication: reading, speaking, listening, spelling, and writing, including punctuation and grammar. Each of the language activities contributes to the total development of effective communications. Much of the instruction in oral and written expression occurs as a part of other subjects in the curriculum when students are expected to write, speak, and listen.

Heggerty Phonemic Awareness, Bridge 2 Read Phonics, and Journeys are the primary language arts curriculum used. ~~developmental reading program has high priority in the primary curriculum.~~ The students will develop reading strategies through guided reading, shared reading and read alouds. The goal of reading instruction is for children not only to learn how to read, but also to enjoy reading to become lifelong learners. The primary school has created a building bookroom to meet the needs of each learner.

Included in language arts instruction is an emphasis on writing, which reinforces and develops the related communication skills. Creative writing, critical thinking, spelling, punctuation, and writing style are important to good writing and communication.

Mathematics - The Becker School district uses the Everyday Mathematics series. This series emphasizes logical math processes rather than computational skills only. Skills are taught then reviewed continuously.

Social Studies - The sequence of the social studies program begins with the child's immediate environment and expands to places, events, and people farther removed in time and space. This "expanding environment" approach to social studies includes some form of history, geography, economics, government, and sociology at each grade level.

Science - The primary goal of the science curriculum is to help children develop an understanding of the physical world in which they live. Thus, a balance of life science, physical science, earth and space science is taught.

Health education is included in the science curriculum, with emphasis on both physical and mental health. Instruction in healthy living includes topics such as nutrition, safety, first aid, body care, anatomy, self-esteem, decision making, and consumer health.

Applied Arts - Music, art, and physical education are an integral part of the curriculum. The music specialist, the physical education specialist and the art specialist have the major responsibility for meeting the requirements in their respective field, and the classroom teachers supplement the specialist.

Parent/Teacher Conferences:

Parent/Teacher conferences are scheduled after the first trimester in November and after the 2nd trimester. These conferences are designed to highlight and celebrate each student's accomplishments as well as to discuss and develop plans for areas of concern. Parents may request a conference at any time during the school year by calling the primary school office.

Report cards:

At the end of each trimester, report cards are issued for each student.

ACTIVITIES

Community Education Classes:

Community Education offers classes for K-2 grade students throughout the school year as well as the summer break. For more information call the Community Education office at 762-261-4506 or go online to becker.k12.mn.us and click on Community Education.

Youth Sports:

Sporting opportunities are offered throughout the year. The Youth Sport opportunities are independent of the School District.

ATTENDANCE

It has been proven that good school attendance contributes to success in academics, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the students. The Staff at Becker Primary School would like to see all children in school everyday. However, we all realize there are some reasons children need to be excused from school.

Excused absence or tardy:

~~illness, injury, death in a family, medical (doctor, dentist, psychologist, etc.) appointments, family emergency, family trip (We ask that these be kept at a minimum and pre arrangements be made with the classroom teacher),~~

Unexcused absence or tardy:

~~missed bus, overslept, or the school is not notified by phone or note. 3 unexcused tardies are equivalent to one unexcused absence.~~

What should you do if your child needs to be absent?

~~If your child is going to be absent, please call 763-261-6330 before school in the morning. If the office does not receive a call, the office will attempt to contact the parent. In addition, please send a note the next day with the child's name, date of absence(s), reason for absence(s), and parent signature.~~

What to do if your child needs to be picked up early?

~~If a parent needs his/her child dismissed other than the usual times, the child needs to be checked out at the office. The child will be called to the office. This process is a safety precaution for your child and it also minimizes disruptions.~~

No Child will be dismissed from the classroom.

Reporting Absences

If your student is going to be absent, parents/guardians are expected to call (763) 261-6330 (press #1 for the attendance line) before the start of the school day. Please state the student's name, teacher and reason for absence (including symptoms if ill). Parents/Guardians may also email Administrative Assistant, Kari Berthiaume at Kberthiaume@isd726.org to report absences.

Excused Absences or Tardies

Examples of excused absences: illness, injury, death in the family, appointment (medical, dental, therapy, etc...) family emergency, family trip

Unexcused Absences or Tardies

Examples of unexcused absences: missed the bus, overslept, or if the school isn't notified of the absence by phone or email

Tardies

The tardy period is twenty minutes after school starts (8:00 - 8:20 am) or the last twenty minutes of the school day (2:20 - 2:40 pm). Anything outside of those tardy periods will be marked as a half or full day absence.

Absence Period - Half Days

The Primary School day is split into two periods. The morning period is 8:00 - 11:20 am and the afternoon period is 11:20 am - 2:40 pm. Absences will be counted as a half day if they fall within only one of the periods.

Procedures for Excessive Absences:

Becker schools will monitor absences that are 10% or greater of the academic time in the following manner:

Step 1 – Communication by a staff member expressing concerns with attendance.

Step 2 – Letter

The intent of the letter is to heighten the parent’s awareness of the school's concerns with the number of days the student is absent and the concern if the pattern continues. After such notification, the student or his/her parent or guardian may, within a reasonable time, request a conference with the 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.

Step 3 – Letter

The parent will be informed that the pattern for excessive absences is intensifying. Any further absences will require a physician's note or an assessment by the district nurse. The district nurse will make contact with the family. If the parents don’t follow the protocol, the absence will be unexcused and procedures relating to truancy or educational neglect will be followed.

Homework

If your child is absent for only one day, missed school work will be given upon their return. do not call the school to request homework. However, if your child has a prolonged absence, and you desire homework for him or her, please give the teacher one day of notice to get the work together. communicate with the classroom teacher regarding homework assignments.

Code of Conduct/Discipline

Adult Code of conduct:

All adults at Becker Primary School are expected to be positive models for students. Obscene and foul language, threats or yelling will not be tolerated. If necessary, adults will be asked to leave the school and return when they are in control.

Positive Behavior Support (PBIS):

Becker Primary School incorporates a Positive Behavior Support program, called Barky Academy, into our everyday school environment. The students are taught behavior expectations to follow for all areas of the building including: classroom, hallway, bathroom, lunchroom, bus, freeplay, etc. We expect the students to “Be their Bulldog Best”. The staff is committed to helping children to reach their full potential to help students along a path of life-long learning. The Key components of our positive behavior program are for students to: Be their Bulldog Best with Behavior, Attitude, Responsibility and Kindness.

Bullying:

Bullying is considered a form of harassment and will not be tolerated.

A complete copy of this and all District policies can be accessed on the Becker School District website. ~~in the Primary Office~~ If your child reports bullying or other types of harassment, please contact your child's teacher as soon as you are aware of the incident. ~~call or come in to talk to the Principal or teacher about the incident as soon as you become aware of the incident.~~ We investigate and address ~~and deal with~~ all incidents of harassment or bullying in accordance with our discipline policy.

Harassment:

Everyone in District 726 has a right to feel respected and safe. Use of words (verbal or written), pictures, actions, touch or gestures that make another person feel uncomfortable will be considered harassment and will not be tolerated. Bullying is considered a form of harassment and will not be tolerated. A complete copy of this and all District policies can be accessed on the Becker School District website. ~~in the Primary Office~~

Discipline policy:

Good student discipline is essential for all aspects of the primary school. Support and cooperation between the parents, students, and staff is necessary in order to maintain a good learning environment. To achieve this the School Board has adopted an extensive School Discipline Policy. The following is a summary of the pertinent rules of conduct from the policy given below. A complete copy of this and all District policies can be accessed on the Becker School District website. www.becker.k12.mn.us.

All students have the right to an education & the right to learn. All students have the responsibility for their behavior and for knowing and obeying all school rules, regulation, policies and procedures. Failure to comply with the school's rules and regulations will result in disciplinary action against the offending students. In general, any behavior that disrupts instruction or violates the rights of others is unacceptable and subject to disciplinary action which may result in loss of privileges, suspension and or expulsion as a result of their action.

Playground rules:

1. Students may not eat food, chew gum, or have candy in their mouths during recess.
2. Fighting, name calling, physical or verbal assaults are forbidden.
3. The use of profanity or obscene language or gestures is forbidden.
4. Students may not play in the parking lot.
5. Snowball throwing is prohibited.
6. Squirt guns or other water devices are not allowed on school property.
7. In the school building, children must walk and keep to the right when meeting or walking with groups in the hallways.

Rules of conduct:

1. Regular attendance is required of all students.
2. Vandalism, harassment, theft, physical or verbal assaults are prohibited.
3. Threats or disruptions to the school operation are forbidden.

4. Controlled substances, dangerous, harmful, or nuisance articles are prohibited from the school premises.
5. No weapons, toy weapons, or model weapons are permitted.
6. Bullying or fighting among students is forbidden.
7. Any attire or personal grooming, which endangers a person or interferes with school, or creates a class disruption is prohibited.
8. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

Locker Searches:

The school provides lockers for all students, ~~although some students share a locker with one other person~~. The classroom teachers assign lockers to students in their class and require that the students regularly clean their lockers. The lockers remain the property of the school and are subject to search by school personnel at any time.

Smoke Free Environment:

Becker Primary is a smoke-free school. Using tobacco is not permitted in the school buildings, vehicles, or on the grounds.

Weapons Policy:

The School Board Policy specifically forbids all types of weapons including firearms, ammunition, pellet guns, gun replicas, knives, clubs, or any articles normally used to harm or intimidate another person. No weapons are permitted in school, on the bus, or on the school grounds. Penalty for the possession of a weapon is an initial suspension from school, and could result in expulsion or exclusion from school.

Student Transportation

Bus Routes:

Students may ride **ONLY** on the bus they have been assigned. If a child is visiting someone on another bus route, the parents must provide their own transportation. Parents must make arrangements for their child's transportation home from any after school activities.

If your child will have any changes in dismissal routine (picked up etc.) you must provide a **written note** or a **phone call** indicating what the change will be. If we do not receive one or the other, **your child will be sent home on the bus**. If you pick your child up, you must sign them out in the office.

Rules for Bus Riders:

Since School Board Policy views the school bus as an extension of the classroom, all rules and regulations found in the Rules of Conduct of Board Policy will apply to students' conduct while on the bus. The following are the rules and regulations, which specifically apply to safe bus conduct:

1. Students should be at the stop by 5 min before the stop time the bus arrives that is scheduled on E-Link and waiting on the side of the road.
2. Students are to remain seated while the bus is in motion.
3. Students are to keep their hands, feet, and personal articles to themselves. This

includes keeping the aisle open at all times.

4. Students are not to use foul or obscene language or gestures.
5. Students are to maintain a reasonable noise level to ensure the driver can hear traffic noise and trains.
6. Students should not extend any part of their bodies or other objects from the windows or door of the bus.
7. Students are to keep the floor and seats clean from refuse and gum.
8. Students will not be allowed to have any articles on the bus that the driver deems unsafe or a nuisance.
9. The bus driver has the right to give additional directions to students, which he/she believes are necessary for the safety of the students on the bus.
10. There is no eating/drinking (They may have water only) on the bus.
11. Students are to use their Z-Pass when getting on and off the bus.

Consequences:

Failure to comply with the above safety regulations could result in one or more of the following consequences:

- 1). Verbal warning from the driver
- 2). An assigned bus seat for a specified period
- 3). A parent contact by the driver and/or principal.
- 4). A misconduct form being sent to the principal which may result in:
 - A. Student/principal conference, possible loss of free play.
 - B. Parent/student/principal conference for second conference for second misconduct offense.
 - C. School disciplinary action
 - D. Suspension of bus transportation privileges for a specified period.
 - E. Recommendation to the School Board for permanent exclusion

from transportation services.

The school is legally liable for services from the time they board the bus until they are dropped off at the bus stop. For this reason, students are not permitted to leave school grounds once they are dropped off at school. Students are not permitted to get off the bus at any building but the building where they attend school.

B.A.R.K.	BEHAVIOR	ATTITUDE	RESPONSIBILITY	KINDNESS
BUS	I STAY IN MY SEAT I KEEP HANDS TO MYSELF I USE A LEVEL 2 VOICE	I AM READY TO BE MY BULLDOG BEST	I TAKE CARE OF MY THINGS I LISTEN TO THE BUS DRIVER	I USE NICE WORDS I USE MANNERS
IN CLASS HOMEROOM, SPECIALS WIN, ETC	I RESPECT OTHERS I RESPECT PROPERTY I USE SELF-CONTROL	I TRY MY BEST I BELIEVE IN MYSELF	I STAY ON TASK I AM PREPARED I FOLLOW DIRECTIONS	I USE NICE WORDS I AM HELPFUL I WORK AS A TEAM
AROUND SCHOOL BATHROOM, HALLWAY CAFETERIA, OFFICE	I WALK I KEEP MY HANDS TO MYSELF I USE A LEVEL 2 VOICE	I AM MY BULLDOG BEST	I PICK UP I LISTEN TO ADULTS I GO WHERE I NEED TO	I USE NICE WORDS I USE MANNERS
PLAYGROUND OUTSIDE, ROOM 500	I PLAY FAIR I PLAY SAFE I TAKE TURNS	I HAVE FUN	I LISTEN TO ADULTS I LINE UP AT MY BELL	I AM A GOOD FRIEND I INCLUDE OTHERS

GENERAL INFORMATION

Birthday Celebrations:

In the interest of reducing distractions during the academic day, birthday celebrations need to happen outside of the school day. This includes sending flowers, balloons, etc.

If your child wants to give a treat to the class in observance of his/her own birthday this is permitted, but children are not required to bring treats for their birthday. (Please check with classroom teacher in advance)

Notice: All treats must be commercially prepared and handed out in the original wrappers.

Minnesota Department of Health regulations forbid the distribution of homemade treats in school. ~~It is also recommended that all treats are peanut free.~~ All birthday treats must have a Nutritional Facts label for staff to review. Before bringing any snacks or treats, please communicate with the classroom teacher or the school nurse regarding potential classroom allergies.

Communication

Whom to call:

~~Parents who have questions concerning their child's progress, curriculum, homework, or discipline issues are encouraged to call the classroom teacher. While phone calls will not be put through to the classroom during the academic day, teachers will be given messages or a message can be left on their voicemail. Teachers can also be contacted by email. (Small letters: teacher's first letter of first name last name@isd726.org. If the problem cannot be resolved or the teacher has been unable to return your call or email, please call the Principal at 763-261-6330.~~

All teachers and administrators have e-mail and voicemail. Many staff members also have web sites. In addition, periodic newsletters or announcements of special events are sent home. When parents have questions concerning their child's progress, curriculum, homework or discipline issues, they are encouraged to call or email the classroom teacher. While phone calls will not be put through to the classroom during the academic day, teachers will be given messages or a message can be left on their voicemail. Teachers will respond as soon as possible. Teacher emails will be provided to families at the beginning of each school year. ~~If the problem cannot be resolved or the teacher has been unable to return your call or email,~~ If you need additional assistance, please call the Principal office at 763-261-6330.

Parents are encouraged to call the school and talk with the classroom teacher about concerns they have for their child. The Principal is also available to assist parents but the classroom teacher is the place to start. Parents may want to arrange a meeting with the teacher. Please be aware that during the academic day, teachers generally are not available for either calls or meetings as they are expected to be in the classroom teaching. However, a call in advance can help facilitate meeting times. A reminder that when we try to advocate for our children we often do so with great emotion. Issues can usually be solved more quickly and easily when the parties involved treat one another

with respect. The staff at Becker Primary School want what is best for your child and we welcome the opportunity to work with you in addressing problems and concerns.

Appointments with Teachers:

~~We ask that you protect classroom instructional time and not interrupt the teacher when students are in the classroom. Such interruptions take the teacher's attention away from your child and the rest of the class. If you need to talk to a staff member, we ask that you request an appointment time by sending an email to the staff member.~~

Data privacy:

All students and parents have the right under federal law to expect that most information collected by the school is protected and confidential. According to Federal Data Privacy Law, most information collected by a school falls under the umbrella of data that is protected. Data privacy laws protect information concerning discipline issues as well as consequences resulting from a behavioral incident. Any parent who has questions concerning data privacy is encouraged to contact the building principal. Staff Members are trained to never release information about students to anyone except custodial parents.

Release of Student Directory Information:

In accordance with the Minnesota Data Practices Act, Becker Public Schools may release the following information without permission unless the district has been notified that it should not be released.

Under the federal law, directory information includes the following information relating to a student:

- Students name, address and telephone number
- Student's gender and date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Date of attendance and grade levels completed
- Degrees and awards received
- The most recent previous educational agency or institution attended
- Photographs for school district publications and local newspaper

The Becker School District considers all of the above to be "Directory Information". Federal rules define directory information to mean, "Information contained in the education records of a student which would not generally be considered harmful or an invasion of privacy if disclosed." 34 C.F.R., Sec. 99.3.

A parent or adult student has the right to refuse to permit the designation of some or all of the categories as directory information with respect to that particular student. If, as parents, or adult student, you wish not to have any or all of the above information to be considered "Directory Information," you should contact the Primary School Office in writing by September 30. If you enroll your child after September 30 then you should notify the office in writing within 30 days of your child starting school.

Student Dress and Appearance (Relating to Policy 504):

1. Tennis shoes are required for physical education classes each day.
2. Warm clothing is needed by all children throughout the fall and winter. Room temperatures are kept at about 70 degrees, making it necessary for the children to wear sweaters, long-sleeved shirts, light jackets, ~~slacks,~~pants, warm socks, etc.
3. Warm outer clothing is necessary for the daily recess period. ~~Each day, except during very cold or wet weather, all children go outside for about 20 minutes of "free play."~~ Students will go outside to freeplay for 20 minutes each day, weather permitting.
4. ~~Shirts must touch the top of shorts/pants/skirt while standing with hands at the student's side. Sleeveless shirts must have a strap the width of at least three adult fingers.~~
5. Clothing reflecting obscenity, hate, racial, gender, or religious put-downs, or advertisements or logos for alcohol, tobacco or drugs will not be allowed. This includes objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Becker School District Policy 413 will not be allowed. This includes representations of confederate flags, swastikas, KKK signs and similar symbols, and applies to school property or school sponsored events on or off of school property including the parking lot and the school buses.
6. Any clothing that a faculty member finds to be offensive or interfering with the learning environment will be reported to the office. The student may then be asked to change the clothing or be sent home.
7. ~~Encourage your children to dress neatly and in good taste.~~
8. Students need to wear appropriate shoes for free play. No ~~Flip-Flops~~ flip flops or open toed shoes should be worn.

Emergency drills:

Becker Primary will have periodic fire and tornado drills with students. In accordance with State Law, Becker Primary will practice lockdown drills to ensure everyone knows what to do to ensure safety. All drills are done in an effort to be prepared in case of an emergency. If you are in the building during an emergency drill, please evacuate the building or move to the designated area.

Emergency plan:

The Becker School District has an emergency response and evacuation plan in the event of a nuclear accident or terrorist event. Parents are urged to get information from the radio or TV. Do not call or come to the school, as these actions will put children at risk by clogging communication lines as well as blocking escape routes.

Field Trips:

Permission slips are used for all field trips, and must be signed by a parent or guardian and returned to school before the student can participate in a field trip.

Internet/Acceptable Use:

Becker Public schools is committed to the use of technology and the internet for educational purposes. Technology has allowed teachers to enhance and extend curricula in ways not even envisioned a few years ago. The school district embraces the use of personal and school-owned devices for the advancement of teaching and learning. In making decisions regarding student access to the school district computer system and the Internet, including electronic communications, Becker Public Schools 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 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.

The school district is providing students access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students 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.

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, or exclusion; or civil or criminal liability under other applicable laws.

Use of Digital Devices at School and School Activities:

In keeping with the district's technology goals, the district recognizes the value of mobile devices as learning tools and for communication purposes. Student use of these devices will be governed by the following procedures:

- The use of mobile devices during instructional times is at the discretion of the classroom teachers and building administrators
- When the use of electronic devices is not required during class, they should be set aside to prevent distraction.
- Students shall not use any electronic device that disrupts or detracts from the educational environment.
- Students may not use mobile devices in any manner that violates any district or school policies, including policies and guidelines governing copyright, harassment, Internet Acceptable Use, and academic integrity.
- Cameras or any devices with recording capability are not permitted to be used in locker rooms, restrooms, or any area where students and staff have a "reasonable expectation of privacy".

- Students are not allowed to photograph or videotape students or staff at school without their consent with the exception of public events such as concerts or athletic contests.
- Students' use of mobile devices while in the school building must comply with the district's Acceptable Use Policy regardless of whether they are connecting through the school's network or through a cell carrier.
- The district retains the right at any time to view and/or investigate the contents of students' school issued devices at school.
- Any inappropriate use of cell phones for the purpose of using text messaging to harass or threaten others, or to plagiarize, copy or otherwise cheat academically is subject to the hazing and harassment policy and will result in disciplinary action. (District Policy 526)
- The school is not responsible for lost or stolen items.

Violations of these guidelines will be handled on an individual basis and may include confiscation of the device, conference with parents, suspension of the right to carry a phone/device, referral to the school resource officer, or other consequences.

Lost and found:

Each year students lose or misplace items of clothing as well as other things. Parents are encouraged to ~~somehow~~ label clothing and ~~other~~ belongings for easier identification. If your child ~~seems to be missing some~~ articles of clothing, the school LOST AND FOUND would be the first place to check.

Lost or stolen property:

The school is not responsible for lost or stolen items. Students are discouraged from bringing anything to school except their books and study materials. Attempts will be made to locate lost items; however, there is not enough time or personnel to complete thorough searches or investigations.

Mandatory reporters:

All school staff are mandatory reporters. This means that staff members are obligated by Minnesota law to report any incidents of suspected child abuse or neglect.

Pets:

Families are asked not to bring pets into the school building. If parents have made prior arrangements with the classroom teacher, setting a specific date & time, pets may be brought to the designated spot outside of the building where the class can view the animal. No pets are allowed on any school bus. Pets must be brought and returned home by the parent(s). **This change in procedure is in response to the many children and staff members with asthma and allergies.**

Pledge of Allegiance:

The entire Becker Primary School recites the Pledge of Allegiance each morning. Any student who wishes to abstain from reciting the Pledge is free to do so.

Support Services

Social Worker

A full time social worker is available to work with students individually or in groups to help students develop appropriate social and emotional skills.

Behavior Interventionist

A full time Behavior specialist is available to work with students individually or in groups to help students develop appropriate social and emotional skills.

Reading Interventions

Support is provided for children who need extra help in reading through computerized programs, small group and/or one on one instruction.

HEALTH SERVICES

HEALTH INFORMATION

Students who become ill at school: If a child becomes ill during the school day, the parents will be contacted at home or at work to inform them of the illness and request that they come and take the child home. If the parents cannot be reached, contact will be made with the ~~person designated by the parent in Skyward.~~ emergency contact listed in Skyward. Typical reasons children are sent home include, fever of 100 degrees or more, vomiting, diarrhea, red and runny eyes, rash, or other suspicious skin conditions, severe cough, and other signs of acute illness.

(If you change your phone number at home or work or there is a change in your emergency contact person, please ~~update this information in Skyward~~ contact the office as soon as possible. All information is confidential.)

MEDICATION FOR STUDENTS

Dispensing medication (including acetaminophen and ibuprofen) is not the responsibility of the school. However, the Board recognizes that children may have chronic and/or acute health conditions that may require medication during school hours. If it is essential for a student to take medication during the school day, the following protocol will be followed:

Administration of prescription medication by school personnel for a chronic health condition requires a written physician's authorization. In special situations, a verbal order from a physician is acceptable and is to be followed with a written physician's authorization. Students may possess and use asthma medications as defined by the guidelines stated in Minnesota Sessions Laws 2001, Chapter 84 - Section 1. Minnesota Statutes 2000, Section 121A.22, Subdivision 2. This Act is effective August 1, 2001.

~~Administration of over the counter medication (including acetaminophen and ibuprofen) requires written authorization from a parent or legal guardian.~~

Student's medication must be in its original container. Prescription medication must be appropriately labeled by the pharmacy or physician. The medication will be given to the child as prescribed on the label. Student's medication must be brought to the office by an adult for safekeeping.

In most cases, medication prescribed for three times a day does not need to be administered during school hours. It is most effective if administered every eight hours.

Homeopathic, herbal, or home preparations will not be administered at school.

HEALTH AND EMERGENCY INFORMATION

It is the responsibility of the parents to inform the school on how to care for their children in case of accident or illness. The parents for each student enrolled must fill out a Health Information Form. Since students often become ill during the day and are not able to stay in school, it is important that arrangements are made with a neighbor or relative to pick up the child and care for him/her when neither parent is available.

This is to inform you of the following procedures for administering medication to your child:

1. Administration of prescription **& over the counter** medication by school personnel must only be done according to the written order of a licensed physician and written authorization of a parent.
2. Medication must be brought to school by an adult. The container must be appropriately labeled by the pharmacy or physician. **Over the counter medication must be in the original container.**
3. Medication will be taken by the child at the designated time supervised by delegated personnel. The time the medication is given and the initials of the person giving the medication must be documented in the student record.
4. Limited quantities of the medication should be brought to school; therefore, the pharmacist should put the medication in two containers, one for school and one for home.
5. Mixed dosages in a single container will not be accepted.
6. All medication administered at school will be kept in the school health office in a locked cabinet.
7. A new consent form is required when the dosage or time of administration is changed.

8. Parents are expected to notify the school when medication is discontinued. If the medication is resumed, a new consent form must be received.
9. New consent forms with appropriate signatures must be received annually.
10. It is usually possible to manage medication at home (medicine prescribed 3 times per day can be given and is more effective before school, after school, and bedtime).

SAFETY

Pedestrian Safety:

1. Whenever possible, use the sidewalks on the way to school.
2. When crossing the street, cross only at the marked crossings or at a street intersection.
3. Safety Patrol students are assigned to help children cross Hancock Street at the Rye Street intersection as well as the corner of Hancock Street and Third Street.
4. Parents who pick up their children in a car after school should not double park, since this increases the danger to those children who are crossing the street.
5. Students who walk to school should not arrive before 7:50.

Bicycle Safety:

For the safety of both walkers and bike riders, it is important that all children riding bicycles to school observe the following rules:

1. Ride bicycles on the street, not on the sidewalk.
2. Pedestrians have the right-of-way.
3. Bicycles must observe the student Safety Patrol the same as automobiles.
4. Only one person may ride the bicycle. Do not give anyone a ride to or from school.
5. Bicycles must be parked in one of the bike racks.

Visitors:

All visitors must report to the office to sign in and receive a visitor pass. To ensure the safety of students, staff reserves the right to ask for identification or to deny admittance. For security purposes and to keep classroom disruptions to a minimum, visitors are not allowed to enter

classrooms or hallways. If parents drop off items, the office staff will deliver items or, if necessary, call students to the office. Students are not allowed to bring friends or relatives to school.

Volunteers and Background Checks:

Parents are welcome and encouraged to volunteer. If you would like to volunteer, please contact the classroom teacher and prearrange a time to volunteer to ensure the time is beneficial for everyone involved. Non-school aged children are not allowed into classrooms or on field trips. Depending on the nature of the involvement, volunteers may be required to complete and pay for district background checks. Volunteers will need to review the volunteer guidelines and sign a confidentiality statement.

Sherburne County Crisis Line

763-765-4000 and 988 Suicide & Crisis Lifeline

The 988 Suicide & Crisis Lifeline is a national network of local crisis centers that provide free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week in the United States.



Parent/Guardian Guide to Local Standardized Testing

This document provides basic information to help parents/guardians make an informed decision to benefit their child(ren).

What is standardized testing?

Standardized testing is a form of assessment which compares students scores and academic performance and growth with similar students across the state or country. By comparing scores across many students, the school district can know how well our students are doing relative to the larger group. The standardized tests used in Becker Public Schools are evidence-based, high quality, reliable indicators of student performance and growth.

Why standardized testing?

The district vision is '**Developing self-directed learners to thrive in a changing global community**'. We are committed to providing educational programming to ensure **every single student reaches that goal**. Standardized tests help the school district understand the progress of each and every student and guide us to determine how we can provide exactly what each child needs. Test scores are **a part of an evidence set** that is used to evaluate our programming and identify students who may need additional support or extension.

What is a screening assessment?

A screening assessment is like a temperature/blood pressure check. It helps educators determine which students are or are not on track for grade level proficiency. It serves as an **indicator** that there may be an academic or social/emotional concern.



What local standardized assessments do Becker Public Schools students take?

Grade	Type of Test	Assessment Name	Frequency/Time	Purpose of Test
K-1	Screening	FastBridge earlyReading FastBridge earlyMath	3 times per year <ul style="list-style-type: none"> fall, winter, spring 5 minutes each time	To learn each student's current foundational reading/math skills and identify students who may need additional support.
		Phonemic Awareness Screening Test (PAST)	1 time per year <ul style="list-style-type: none"> fall 10 minutes	To learn each student's current phonemic awareness skills and identify students who may need additional support.
		Brief Externalizing and Internalizing Screener for Youth (BEISY)	Completed by teachers, not students 2 times per year	To learn about indicators that show a student may need additional social/emotional support.
Grade	Type of Test	Assessment Name	Frequency/Time	Purpose of Test
2	Screening	FastBridge aReading FastBridge aMath	3 times per year <ul style="list-style-type: none"> fall, winter, spring 30 minutes each test, each time	To learn each student's current reading/math skills and identify students who may need additional support.
		FastBridge CBMR	3 times per year fall, winter, spring 3 minutes each time	To learn each student's current fluency and foundational skills and identify students who may need additional support/extension.
		Phonemic Awareness Screening Test (PAST)	1 time per year <ul style="list-style-type: none"> fall 10-15 minutes	To learn each student's current phonemic awareness skills and identify students who may need additional support/extension.
		Brief Externalizing and Internalizing Screener for Youth (BEISY)	Completed by teachers, not students 2 times per year	To learn about indicators that show a student may need additional social/emotional support.

Grade	Type of Test	Assessment Name	Frequency/Time	Purpose of Test
3	Screening	FastBridge aReading FastBridge aMath	3 times per year <ul style="list-style-type: none"> fall, winter, spring 30 minutes each test, each time	To learn each student's current reading/math skills and identify students who may need additional support/extension.
		FastBridge CBMR FastBridge CBMmath Automaticity	3 times per year fall, winter, spring	To learn each student's current fluency and foundational skills and identify students who may need additional support/extension.
		FastBridge aReading FastBridge aMath	3 times per year <ul style="list-style-type: none"> fall, winter, spring 30 minutes each test, each time	To learn each student's current reading/math skills and identify students who may need additional support/extension.
		Brief Externalizing and Internalizing Screener for Youth (BEISY)	Completed by teachers, not students 2 times per year	To learn about indicators that show a student may need additional social/emotional support.
Grade	Type of Test	Assessment Name	Frequency/Time	Purpose of Test
4-5	Screening	FastBridge aReading FastBridge aMath	3 times per year <ul style="list-style-type: none"> fall, winter, spring 30 minutes each test, each time	To learn each student's current reading/math skills and identify students who may need additional support/extension.
		FastBridge AUTOreading FastBridge CBMmath Automaticity	3 times per year <ul style="list-style-type: none"> fall, winter, spring 	To learn each student's current fluency and foundational skills and identify students who may need additional support/extension.
		Brief Externalizing and Internalizing Screener for Youth (BEISY)	Completed by teachers, not students 2 times per year	To learn about indicators that show a student may need additional social/emotional support.

Grade	Type of Test	Assessment Name	Frequency/Time	Purpose of Test
6-10	Screening	FastBridge aReading FastBridge aMath	3 times per year <ul style="list-style-type: none"> fall, winter, spring 30 minutes each test, each time	To learn each student's current reading/math skills and identify students who may need additional support/extension.
		FastBridge AUTOreading FastBridge CBMmath Automaticity	3 times per year <ul style="list-style-type: none"> fall, winter, spring 	To learn each student's current fluency and foundational skills and identify students who may need additional support/extension.
		Brief Externalizing and Internalizing Screener for Youth (BEISY) 6th grade only Youth Internalizing/Externalizing Problems Screener (YIPS/YEPS) grades 7-10	BEISY Completed by teachers YIPS/YEPS completed by students 2 times per year 20 minutes each time	To learn about indicators that show a student may need additional social/emotional support.
Grade	Type of Test	Assessment Name	Frequency/Time	Purpose of Test
11-12	Screening	Youth Internalizing/Externalizing Problems Screener (YIPS/YEPS)	2 times per year 20 minutes each time	To learn about indicators that show a student may need additional social/emotional support.



Are there limits to local testing?

The school district works to limit the amount of standardized testing to essential assessments that provide evidence of every student's academic progress. A district team, with input from stakeholders, reviews the assessment calendar annually to ensure this. The team also considers state requirements to guide the development of the calendar.

Why does participation matter?

- Local screening assessments help the district understand how well our educational programming is working for each grade level and student.
- Local screening assessments help teachers and administrators know how well individual students are progressing through their academic career.
- Local screening assessments are used as part of an evidence set to identify students who may be ready for advanced courses.

The score of any one standardized assessment is never used in isolation to identify a student for extra support or extension. A team of administrators, teachers, and counselors examine and discuss trends in a student's test data over time. Parent/Guardian input is also reviewed in addition to other pieces of evidence that help determine the instructional plan that will support each student's success at school. The absence of standardized test scores in this decision-making process leaves a team without a critical piece of objective information that compares a student's level of performance or growth to a very large group, thus ensuring fairness and equity in decision-making.

What if I choose not to have my student participate?

Parents/Guardians have a right to exclude their student from participation in locally adopted district-wide assessments. In order to do this, parents/guardians must complete the Local Standardized Assessment Opt-Out form annually. Submit the completed form to the appropriate school office for each student.



Parent/Guardian Refusal for Student Participation in Local Standardized Assessments

To opt out of local standardized assessments, the parent/guardian must complete this form and return it to the student's school.

***A new form is required each year parents/guardians wish to opt the student out of local standardized assessments.*

Date _____ (This form is only applicable for the 20__ to 20__ school year.)

Student's Legal First Name _____ Student's Legal Middle initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have read and considered the information about local standardized testing above.

_____ I have read and considered the information on local standardized assessments and choose to opt my student out for the _____ school year.

son for refusal:

Please indicate the local standardized assessment(s) you are opting the student out of this year:

_____ FastBridge Reading _____ FastBridge Math _____ PAST _____ BEISY _____ YIPS/YEPS

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____

ACTIVITIES HANDBOOK



SCHOOL SPONSORED ACTIVITIES GRADES 7-12

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Activities Department Mission Statement

District Vision: Preparing self-directed learners to thrive in a changing global community.

Activities Vision: Instilling key life principles for success.

We Believe That:

1. participation in high school activities helps to develop **positive attitudes, good citizenship, sportsmanship, a competitive spirit, and confidence**
2. student activities provide **life-long learning opportunities** for all students
3. student activities promote **perseverance**, thus helping our student participants face challenges with a “can do” attitude
4. student activities help to teach our student-athletes **resiliency** when experiencing a loss and thus, the ability to bounce back and continue to compete
5. student activities provide a program whereby the **safety and welfare** of the participants shall, at all times, be paramount to the outcome of the contest
6. student participants learn the value of **teamwork** through developing positive relationships with teammates, opponents, and coaches
7. student participants enhance **physical, mental, and spiritual well-being** through participation
8. the **character** of the student participant is enhanced through the successes and failures that come through participation

PHILOSOPHY

The contents of this handbook apply to all Becker Public Schools activities in grades 7-12 unless specifically stated otherwise.

The educational program in Becker will provide the opportunity and the incentive for each student athlete to develop mentally, physically, morally, and socially to the fullest of his/her abilities. The educational program shall be directed toward the welfare and the best interest of the student participant.

Becker High School is of the belief that athletics and activities are an integral part of the educational system. It is believed that athletics and activities contribute to the educational process of developing well rounded individuals and young adults. Through the combined support and efforts of the community; school district and activities staff, students are given the opportunity to participate in the activities program as spectators and competitors.

These educational experiences allow students to benefit in such areas of development as: interpersonal relationships, group interaction and cooperation, self concept and character, goal setting and values, leadership, initiative, self discipline, loyalty, sportsmanship, physical skills and growth, and the personal prides and satisfaction of participation and competition.

Since life demands many of the same qualities that are developed through activities, this opportunity will assist in preparing our students to meet life's challenges as contributing, worthwhile citizens.

SPORTS PHILOSOPHY

1. All playing time is not a right but a privilege that is earned through sportsmanship, team play, mental discipline and hard work.

2. Varsity Sports Philosophy: Becker has chosen to compete at the interscholastic level rather than at the intramural level. With this in mind, winning is an important part of our program. We feel we can best challenge our athletes to develop their abilities through this type of program. By no means is it a win at all costs philosophy but a strong effort to win the contest will be made by the players and the coaches.

3. Junior Varsity and Middle School Sports Philosophy: At these levels of competitions the emphasis is put on participation both during contests and during practices. Each participant will be given the opportunity to develop his/her skills. Contests will be scheduled to develop the students' abilities as well as to prepare them for competitive situations. A goal is set to win the contest but not at the cost of not allowing a certain individual a chance to participate.

Updated June 11, 2023

SCHOOL SONG

ONWARD BECKER, ONWARD BECKER,
FIGHT THROUGH THICK AND THIN,
FOR THE GLORY OF THE SCHOOL BOYS/GIRLS,
THEN WE'RE SURE TO WIN,
RAH-RAH-RAH.
ONWARD BECKER, ONWARD BECKER,
FIGHT ON FOR YOU FAME.
FIGHT FELLOWS/GIRLS FIGHT-FIGHT-FIGHT
AND WIN THIS GAME.
B-U-L-L-D-O-G-S
BULLDOGS
BULLDOGS
GO!

SPORTS OFFERED AT BECKER HIGH SCHOOL

<u>Season</u>	<u>Boys/Girls</u>	<u>Sport</u>	<u>Grades</u>
A. Fall	Girls	Volleyball	7-12
	Boys	Football	7-12
	Boys/Girls	Cross Country	7-12
	Girls	Swimming/Diving	7-12
	Girls	Tennis	7-12
	Boys/Girls	Soccer	7-12
B. Winter	Boys/Girls	Hockey	9-12
	Boys/Girls	Basketball	7-12
	Boys	Wrestling	7-12
	Girls	Gymnastics	7-12
	Girls	Competitive Dance	7-12
	Boys	Swimming/Diving	9-12
C. Spring	Boys/Girls	Track	7-12
	Girls	Softball	7-12
	Boys/Girls	Golf	7-12
	Boys	Baseball	7-12
	Boys	Tennis	7-12
	Girls/ Boys	Lacrosse	9-12
	Boys/Girls	Clay Target	9-12

Updated June 11, 2023

ACTIVITIES/FINE ARTS OPPORTUNITIES

Musical Production (Middle School and High School productions)
Speech
Robotics
Spring Play
One-Act Play
Visual Arts

SPORTSMANSHIP CODE OF ETHICS

Sportsmanship is characterized by courtesy, fairness and respect. It is interpreted by the conduct of the participants, coaches, advisors, school staff and spectators. We at Becker are continually striving to maintain and improve these qualities.

Becker School District has adopted the following Sportsmanship Code:

1. We will be courteous in speech and action at all times.
2. We will respect our opponent at all times.
3. We will be loyal to our own team but also applaud the abilities of players on all teams.
4. We will obey instructions given by schools and those in charge.
5. We will play according to the rules of each game or contest.
6. We will respect the decisions of game officials.
7. We believe to have a successful team we must have a will to win but we will enjoy each game or contest; win, lose or draw.

BHS / MSHSL RULES AND REGULATIONS

I. All Minnesota State High School League rules shall be enforced and these local additions:

A. Academic Eligibility – Scholastic Grading Policy:

Philosophy: This policy is not intended to use ineligibility as a punishment for failing grades. Student learning is a priority and decisions regarding eligibility should reflect a commitment to meeting the needs of students in activities. Because these needs are so varied, the scholastic policy must reflect some flexibility.

1. A student that receives one or more "F's" or "U's" as a mid-trimester grade is placed on academic probation for the remainder of the grading period (trimester). These students will initially be ineligible for a period of one week, during which time he or she is ineligible to participate in activity contests. Subsequent eligibility status will be determined on a weekly basis for the remainder of the grading period (trimester). At this point, students must be

passing all classes on a weekly basis to participate in contests. A student who passes all of his or her classes at the end of this term will no longer be on academic probation.

2. Students who receive a grade of “F” or “U” as a trimester grade are placed on academic probation for the entirety of the next grading period (trimester). These students will initially be ineligible for a period of one week, during which time he or she is ineligible to participate in activity contests. Subsequent eligibility status for said student shall be determined on a weekly basis for the remainder of the grading period (trimester). If the student passes all classes at the end of the grading period (trimester), he or she shall be removed from academic probation.

3. Any student that receives an F or U at the end of quarter 4 will be on academic probation in the fall and subject to the guidelines in #2 above. Subsequent eligibility status for said student shall be determined on a weekly basis for the remainder of the trimester one grading period. If the student passes all classes at the end of the grading period, he or she shall be removed from academic probation. Any student successfully completing summer school will not be placed on academic probation to start the fall season.

4. A grading committee consisting of the Principal, Coach, Assistant Principal and Activities Director shall have the authority to review and rule on the eligibility of students with special or unusual circumstances.

5. Ineligible students are not allowed to dress or participate in any contests but are allowed to attend practices during the period of ineligibility.

6. All Student participants must be “on-track” to graduate from Becker High School to participate in an activity, as per MSHSL guidelines and BHS Scholastic Grading Policy.

Notice to Becker Students: the use of alcohol, tobacco and drugs is wrong and harmful.

B. Use of Alcohol, Tobacco, and Drugs:

During the “calendar year” or during the season of practice, play or rehearsal, regardless of the quantity a student shall not use or be in possession of a beverage containing alcohol; or use, consume, have in possession, buy, sell or give away marijuana, tobacco, or any substance defined by law as a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by her/his doctor.

1. First Violation:

Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic events or 2 weeks (14 calendar days) 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:

Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic events in which the student is a participant, or three weeks (21 calendar days), whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

3. Third Violation:

Penalty:

a. After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic events or four weeks (28 calendar days) in which the student is a participant, whichever is greater.

b. A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum of 6 weeks after entering treatment if all of the following conditions are met:

- a) a student is assessed as chemically dependent;
- b) enters treatment voluntarily, and
- c) the director of the treatment center certifies that the student has successfully completed the treatment program.
- d) The treatment option cannot be used for the first or second violation. Successful completion of a chemical treatment program will satisfy only the most recent violation.

C. Use of Alcohol, Tobacco and Drugs-Co-curricular Activities Category II Penalties:

Events shall be defined as all activities except daily class hours and concerts. This includes pep band, marching band, contests, drama productions, speech meets, etc.

A student who participates in Category I (athletics) and Category II (co-curricular activities), will be ineligible in both categories until each penalty is fulfilled.

1. First Offense:

The student shall lose eligibility for the next event or 2 weeks (14 calendar days) of a season in which the student is a participant, whichever is greater.

2. Second Offense:

The student shall lose eligibility for the next two events or three weeks (21 calendar days) of a season in which the student is a participant whichever is greater.

3. Third Offense:

The student shall lose eligibility for the next three events or four weeks (28 calendar days) of a season in which the student is a participant, whichever is greater. A recommendation shall be made for chemical dependency help.

II. Penalties shall be progressive beginning with the first violation and continuing through the student's high school career. Penalties shall be served consecutively.

III. The penalties for violations set forth by the Activities Department, which exceed those of the MSHSL, must be obeyed.

IV. MSHSL Denial Disqualification: A student shall be disqualified from all interscholastic events for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of rule, is allowed to participate, and then is subsequently found guilty of the violation.

V. Any eligible student enrolled at Becker High School who misses the first five days of practice when school is in session will not be allowed to participate in the sport of the current season. If a student has a conflict that will not allow them to come out in the first five days they should contact the coach and explain the situation.

VI. Any player who is present in school but fails to participate or receive permission from his/her coach to miss practice three times will be removed from the sport for the remainder of the season. If a player at any level (MS or HS) quits, the coach must notify the parents and the Activities Office.

VII. EXTRA CURRICULAR ATTENDANCE:

Students involved in any extracurricular activity scheduled during or after the school day or any school sponsored on-the-job training program may not participate in after school activities or programs if they have an unexcused absence from any class during the day, or have been suspended from class, including in-school and out of school suspension. Absences due to illness beyond two blocks requires a note from the doctor's office. Recurring absences due to appointments or consistently missing the same classes may require a note from the doctor's office. Absences not approved by administration will result in exclusion from extracurricular participation.

Any extenuating circumstances will be reviewed by the administration. This policy includes practices, games, concerts, plays, and competitions. In addition, students who are suspended or administratively dismissed from school are not eligible for practice or participation on the day of the suspension or dismissal.

When extracurricular activities cause a late return to town, the coach or advisor should contact the activities director or building principal to discuss attendance expectations for the next day.

VIII. Students wishing to participate in more than one sport per season must seek permission from the activities office. A meeting involving both head coaches, the activities director, a building administrator, the student and his/her parents/guardians will be held to establish guidelines to ensure the student can be successful in this arrangement.

IX. A student must end the season in good standing with the team in order to receive his/her awards. If a student is ineligible because of tobacco, drugs, or alcohol use he/she will not receive his/her awards. A student with a violation will not be eligible for a captain's position for a minimum of one calendar year.

X. A student assigned time in I.S.S. will not practice or play until the time in I.S.S. is completed. A student assigned detention after school will not play or practice until the last day of detention is completed. Students suspended for all or part of a day will not be eligible to play or practice the same day. Students sent home on administrative dismissal are also ineligible to play or practice the same day.

Sexual Harassment and Sexual Violence Policy, Rules, Penalties and Recommendations for Student Participants in MSHSL-Sponsored Athletic and Fine Arts Activities.

The Director of Human Resources is Title IX Coordinator.

I. General Statement of Policy.

The Minnesota State High School League believes that all individuals should be treated with respect and dignity. Students should be able to participate in League-sponsored activities in an environment that is free from sexual harassment and sexual violence. It shall be a violation of this policy for a student participant in League activities to harass a person through conduct or communication that is determined to be sexual harassment or sexual violence by this policy.

II. Responsibilities of the Minnesota State High School League and its member schools are required by state and federal law.

A. Title IX of the Federal Education Amendments of 1972 prohibits sex-based discrimination against students by education institutions.

B. Title VII, 1980 is interpreted by the Equal Employment Opportunity Commission to include sexual harassment as a form of sex discrimination in employment, and provides a definition of sexual harassment.

C. Minnesota State Human Rights Act, Minnesota Statute Chapter 363A, defines sexual harassment as a form of sex discrimination in education and employment.

D. Minnesota Statutes Section 121A.03 (Sexual Harassment and Violence Policy) requires each school board to adopt a written sexual harassment and sexual violence policy that is clear and understandable. The policy shall apply to pupils and employees, including reporting procedures, and set forth disciplinary actions that will be taken for violation of the policy.

E. Minnesota Statutes Section 128C.02, Subd. 2, (Sexual Harassment and Violence Policy and Rules) requires the Minnesota High School League to adopt a policy, rules, penalties, and recommendations addressing sexual harassment and sexual violence toward and by participants in League activities.

F. Minnesota Statutes Section 609.341 et seq. establishes statutory penalties with respect to sex crimes.

III. Sexual Harassment and Sexual Violence Defined.

Please refer to Becker School District website: www.becker.k12.mn.us for the **Policy 413 Harassment and Violence**. You can find the policy under the Home/District Policies tab. Click on 400 Series Employees and Personnel and scroll down to policy 413.

Good Standing and General Eligibility Requirements

I. Good Standing

In order to be eligible for regular season and League tournament competition a student must be in good standing.

Definition: The term “Good Standing” shall mean that the student is eligible under all the conditions and eligibility requirements of that school as well as the eligibility requirements of the Minnesota State High School League.

II. Student Code of Responsibilities

Participation 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:

- A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- B. I will be fully responsible for my own actions and the consequences of my actions.
- C. I will respect the rights and property of others.
- D. I will respect and obey the rules of my school and the laws of my community, state, and country.
- E. 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.
- F. I will show respect to my parents, teachers, and coaches.

III. Penalty

A student who is dismissed (i.e. suspended) from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by school officials acting on the authority of the local board of education. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations. For example, when a student is suspended from school the student is not in good standing and cannot begin to serve the participation penalty until the student has completed the suspension from school and is returned to good standing.

Physicals: All students must have a physical (good for three years), a parent's permission form (each year) and an eligibility form (each year) on file in the activity director's office before they will be allowed to play or practice.

Banquets: Each head coach will organize and hold a team banquet at the end of each season.

Injury return to play: Any athlete that sees a doctor about an injury must receive written permission from that doctor to return to practice or to play in a game.

4. After School Meetings:

a. Students attending meetings should notify the coach in person, prior to the meeting and as soon as possible.

b. Students will return to practice with a pass from the teacher that called the after school meeting.

c. If any activity requires an athlete to miss a number of practices, arrangements must be made each week between the student, the coach and the teacher. If satisfactory arrangements cannot be made the student will have to make a choice between the two activities.

d. Academic make up work is an excused absence for missing practice time. The student needs to arrange this with the coach and teacher.

Student Council or NHS may meet after school. Participants who are Student Council Members and/or NHS members are excused from practice for this purpose.

GUIDELINES FOR THE USE OF SOCIAL NETWORKING MEDIA

As an educational institution, Becker High School supports and encourages the rights of individuals to free speech. However, student athletes should be concerned with any behavior that might embarrass themselves, their families, their teams, their community and /or Becker High School. This includes any activities conducted online through social networking sites (i.e. Facebook, MySpace, Friendster, Twitter, podcasting, blog sites, You Tube, or chat rooms among others).

Participation in athletics at Becker High School is a privilege, not a right. As a student-athlete at Becker High School, you are a representative of the school and the community, and as such, you are always in the public eye. This fact places certain additional demands upon how you must live your life.

If you participate in any of the aforementioned public media, please be aware of the following guidelines relating to your involvement in extracurricular activities at Becker High School:

1. You should not post information, photos, or other items that could embarrass you, your family, your team, the Activities Department, or Becker High School. This includes items that may be posted on your page by others.
2. Disparaging remarks about teammates, coaches, or school officials can serve as grounds for suspension from competition or dismissal from teams, as well as possible legal ramifications.
3. Student-athletes may face disciplinary measures for violation of team policies, athletic department policies, state athletic association guidelines and/or state and federal laws. Any admissions of conduct in violation of any of these policies or laws found on a student-athlete's website may subject him or her to disciplinary measures. Any depictions of conduct in violation of any of these policies or laws found on a student-athlete's website will be subject to a full investigation. Also keep in mind that local police or sheriff's offices or other law enforcement agencies may check these websites regularly.

In addition, the following are general guidelines to be aware of if you are an active participant in social networking:

- A. Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of your control at the moment it is placed online, even if you limit access to your site.
- B. It is recommended that you exercise caution in posting your address, phone numbers, birth date, or other personal information.

- C. Be aware of who you add as a friend to your site. Many people are looking to take advantage of student-athletes or seek connection with student-athletes to give them a sense of membership on a team.
- D. Be cognizant of the fact that many employers and colleges also monitor these sites. You should be aware that any information posted on these websites may prevent you from obtaining a job or prevent you from attending the college of your choice.

CONFLICT RESOLUTION PROTOCOL

I have a conflict? How do I proceed?

Conflict Resolution Protocol

Conflict is almost inevitable when working with passionate, highly focused and dedicated people. While good communications and clear guidelines will help limit conflict, there must be clear protocols in place to deal with conflict when it arises.

The following steps should be followed when a concern is voiced. Our goal should be to resolve conflict at the lowest intervention level possible, but do not hesitate to follow the entire process if necessary. It is always wise to keep the Activities Director aware of any conflicts that are being handled in your program, no matter what level the intervention is at currently.

Steps in Resolution of Conflict

Parents and coaches/advisors are strongly encouraged to maintain open lines of communication. A procedure has been developed for the purposes of establishing and maintaining the lines of communication between the school, parents/guardians and students, for the resolution of concerns related to the activities program.

The steps below are designed as protocol to follow until resolution is reached. If an issue rises to steps 3 or above, it is to be guided back to step 1. **Every effort should be made to resolve all issues at the lowest possible level. A majority of issues are solved at the first step if allowed to occur.**

Step 1 Coach/Advisor/Student: The student and the coach/advisor will meet to discuss the issue. This meeting should occur within five days of the incident. The goal of this meeting is to bring closure to the concern.

Step 2 Coach/Advisor/Student/Parent: The parent and student should schedule a meeting with the coach/advisor within five school days of the incident or within five days of the initial meeting between the coach and student. Meeting time must be convenient to both parties. The meeting agenda is limited to the initial issue. Coaches/advisors may request administrative presence at the meeting, but the coach/advisor will run the session and provide a detailed summary for the Activities Director.

Updated June 11, 2023

In order for the discussion between the parent and coach to be productive, the following times to approach a coach/advisor should be **avoided**:

- either prior to or immediately following a game (24-hour cooling off period)
- during a practice session
- during a time when other teammates are present
- a time when it is apparent there will not be sufficient time to allow for a complete discussion.

Step 3 Coach/Advisor/Student/Parent/AD: If no closure is attained at the meeting, the coach/advisor must create a written summary of the meeting within five school days for review by the Activities Director. If the parent requests a meeting with the Activities Director, a **Step 3 Form** must be completed by the person with the conflict, and turned into the Activities Director. The Activities Director will set up a meeting with the coach/advisor, parent, and student (at the discretion of Activities Director). After the meeting, the Activities Director will make a ruling on the issue and share the findings and solution strategy with the family, coach/advisor, and building principal.

Step 4 Parent/Principal: If the established ruling/strategy is still unacceptable to the family they may then meet with the building principal to discuss alternatives. The Activities Director, coach/advisor, and/or student will meet with the parent and principal at the principal's discretion.

Other key points:

- **Playing time and team selection are determined solely by the coaching staff. These discussions should be between the coach/advisor and the student. A parent may only be involved in these discussions if the student is present (should not exceed step two).**
 - **Calls should be directed to school contact numbers only.**
 - **Data privacy rules must be maintained; do not discuss other students.**
 - **Failure to follow the process may impact the final ruling on the issue.**
- **If the parent refuses to involve the student in the process, the conflict resolution process is compromised.**

Respectful communication is expected between both parties; if at any time the meeting becomes confrontational, it will be rescheduled.

CONFLICT RESOLUTION PROTOCOL STEP 3 FORM

I/We have met with _____ (Coach/advisor)

in the sport/activity of _____

to resolve a matter(s) of concern.

I/We do not feel that these concerns have been resolved and request a meeting as outlined in Step 3 of the Procedures for Handling Conflict Resolution Protocol.

Person requesting the meeting: _____

List briefly the problem(s) or complaint(s):

1.

2.

3.

4.

Signature of Student: _____

Signature of Parent: _____

Date: _____

LIMITING SQUAD SIZE

If a 9-12 activity has a large number of participants, too large to safely and effectively conduct practices, the coach/advisor may limit the squad size. If this is deemed necessary, there will be an evaluation/tryout period for that activity as determined by the coach or advisor. If a student participant does not qualify for team membership following the evaluation/tryout period, the participant will be offered a full refund for the activity fee paid.

ACTIVITIES ACCELERATION POLICY

Participation By students on athletic teams representing the secondary schools on Independent School District #726 will normally be limited to those students representing the school that they attend for regular classes. Such teams constitute an integral part of the total secondary program and are primarily designed to serve the needs of only the students of that school.

This policy represents the basic guideline for athletic participation in Independent School District #726. However, on rare occasions, a middle school athlete may be so physically and emotionally mature, as well as athletically gifted, that consideration should be given to allowing that student to leave his/her middle school team and compete at the senior high level. Such a decision requires a thoughtful and critical look at the needs of the student and concern for his/her physical, mental, and emotional well being, and the best interests of the student's total development. In addition to the specific student concerns, the effect on the middle school and senior high school programs must be considered. At the middle school level, emphasis shall be placed on participation and skill development as compared to the philosophy of stronger competitiveness and playing to win at the senior high level. The welfare of the student must be the focus of all recommendations and decisions.

CONSIDERATIONS TO EXAMINE

- Physical abilities and emotional needs of the student(s).
- Effect on both middle school and high school programs.
- Academic performances of the student(s).
- Student(s), parents, coach, principal, and activities director are in agreement.

ACCELERATION PROTOCOL

1. The head varsity coach will initiate in writing the proposed acceleration to the high school activities director.
2. The varsity coach, middle school coach, middle school principal, high school principal, and activities director will meet to discuss the proposed acceleration and come to a mutual agreement if the acceleration should take place.
3. If the recommendation is to further consider acceleration, the parents/guardians and the student will then be notified by the head varsity coach and asked to review the recommendation in a meeting with the coach and activities director both present.
4. Once the student has been accelerated, the student will have a two-week evaluation period. At the end of that time, a final decision on placement for the season shall be made.
5. Once the student has passed the two-week evaluation period, the student must remain at the level and may not return to a lower level for the remainder of the season. The athlete would not play at the lower level when the accelerated level of competition has been completed in the same season.

DEFINITIONS

- A. Grade levels 9, 10, 11, and 12 shall be considered as senior high programs.
- B. Grades 7 and 8 shall be considered the middle school program.

C. **Individual or Team Programs:**

Students in 7th and 9th grade are strongly encouraged to participate in programs available at their age level. While MSHSL rules state that all 7-12 students are eligible to participate in the 9-12 program, it is the general practice of School District #726 not to accelerate students from middle school programs to senior high school MSHSL team programs. However, when extenuating circumstances arise, any exceptions to this practice will be reviewed through the use of the Acceleration Protocol.

D. **Combined Individual/Team Programs:**

Some programs have combined middle and high school levels to ensure the opportunity for all students. In 7-12 combined programs, students are eligible to compete without use of the Acceleration Protocol.

All names of 7th and 8th grade students competing at a JV or Varsity level in combined programs shall be promptly forwarded to the Activities Office. This information will also be given to the middle school administration.

NOTE: 6th grade students are not eligible to participate in any 7-12 activity programs (as per MSHSL policy).

FEES

Each school year an activity fee will be charged for participation in each activity and/or sport.

I. Fee System

A. Fee amounts are set by the school board each year.

II. Refunds

A. When injury or illness prevents continuation in the sport a refund will be made provided.

1. That a doctor's statement substantiates the injury or illness.
2. The injury or illness occurs before the time of the first contest.

B. When a transfer is made out of Becker School District a refund will be made provided that the transfer occurs before the time of the first contest.

C. If a student quits a sport after the first scheduled contest there will be NO REFUND. This is due to the fact that the benefits of the sports equipment usage will have accrued to the amount of the fee.

D. If a student is dismissed from a sport because of disciplinary reasons or an infraction of the eligibility rules there will be NO REFUND.

E. A student who is seeking a refund must make a direct request to the Activities Director and/or Activities Director Assistant. If paid by cash or check, refunds will be made by check from the district office after school board approval. If payment is made by credit card, the card used to make the payment will be reimbursed after school board approval.

III. Accounting for Fees

A. A record of fees collected will be kept on file in the Activities Director's Office.

B. Receipts will be issued (upon request) for payment of fees made in cash.

IV. Reduction of Fees due to hardship

A. It is possible to have an activity fee reduced in cases of undue hardship.

1. Parents or guardians can request a reduction of fees by filling out the School District's Free and Reduced Lunch Form. If the paperwork qualifies the family for Free lunches or Reduced lunches fees will be reduced. Detailed information for fee amounts is available in the activities office.

MSHSL STATE TOURNAMENT

1. All students may attend state tournaments.
2. Each student who attends a session during school time must have written permission from their parents and approval from the attendance office. The student must notify the teacher of the absence, and all class work missed must be completed before the absence or on the day the student returns to school.

VARSITY LETTER PHILOSOPHY

The varsity letter award is presented to the participants that reach a high level of achievement in each activity. The purpose of the award is to have the participants set their sights high and to work diligently to reach those goals. Once achieved, the participant should feel proud of his/her accomplishments.

ATHLETIC LETTERS

The following apply to all activities:

1. The student must be an athlete which the activities department feels is deserving of this award.
2. Seniors will be given a letter award for three successive years (10th, 11th and 12th grades) of service in an activity.
3. The student must abide by training rules, maintain classroom eligibility, be regular in attendance at practices and follow MSHSL requirements for eligibility.
4. By special recommendations of the coaches/advisors and administration, a student who has not met the requirements for a letter award may receive such an award if he/she has proven himself/herself to be an exceptional participant.
5. All members of a first level championship team will receive a letter award.
6. In the event of contests being canceled, the following letter requirements can be adjusted proportionately.

Letter Requirements:

Girls Swimming: Athletes must achieve 34 team points to letter or qualify in the top 8 at the Sectional meet.

Cross Country-Boys and Girls: Individuals must run varsity in 1/3 of the scheduled meets or meet the time standard at some point in the season (18:30 for boys and 22:30 for girls).

Football: In order to receive a letter award a player must play one more quarter than the total number of games.

Updated June 11, 2023

Volleyball: In order to receive a letter award, a player must play in one-quarter of the total games played.

Tennis-Boys and Girls: Athletes must participate in 70% of all varsity matches scheduled for that year.

Soccer-Boys: Athletes must play in 13 halves of varsity Soccer. There are also scoring criteria (that is left up to the coach) that may allow an athlete to letter.

Soccer-Girls: Athletes must play in 10 halves of varsity soccer. Must play in a Section game.

Basketball-Boys: 1) Any player who earns a varsity uniform
2) Player must be committed to upholding our programs Core Values (Compete, Committed, Charisma, Coachable, Composure, and Connected)

Basketball- Girls: 1. Any player who earns a varsity uniform
2. Player is in good standing, upholding coaching staff's standards to represent Becker Schools well

Girls' Gymnastics:

Compete in one more than half the varsity meets on one event or at least 4 times on 2 or more events. Section tournament counts as 2 meets or 1 for alternates.

Wrestling:

1. A member of the team must score 12 team points in one season in order to receive a letter award.

2. A wrestler who wins a section match will receive a letter even if he has not scored 12 team points.

3. A point will be given for each match wrestled at the varsity level.

1. Hockey-Boys: To earn a varsity letter in the sport of hockey one of the following must be met:
 - a. A senior who participates in the Becker-Big Lake High School Hockey Program for three or more years, or
 - b. A player that participates in 10 Varsity games throughout the season by at least being on the Varsity roster, or
 - c. A player that is on the roster for any post-season game, or
 - d. The head coach may award a varsity letter to any player at his discretion. The players must complete the season in good standing.

Dance: A number of factors are considered:

1. Number of varsity competitions a dancer performs.
2. Attendance at practices.
3. Participation in other team events.
4. Leadership as a team member and adherence to team guidelines and rules.

Baseball and Softball: In order to receive a letter award a player must play an average of two innings per game.

Track-Boys and Girls: In order to receive a letter award a participant must score 11 team points or earn all conference or top eight in section individuals or on a top four relay team in a section meet.

Golf-Boys and Girls: An athlete must play in $\frac{1}{4}$ of the varsity matches or play in the conference or sub-section meet.

Lacrosse-Girls: A member of the varsity team must play in one more period than the total number of games played.

Lacrosse-Boys: A member of the varsity team must play in one more varsity game period than the total number of varsity games played.

Trap League-Boys and Girls: Athletes must average 20 or more points per round in competition at the end of the season. Athletes must not miss any competitions throughout the season.

Speech: A member of the varsity team may earn a cumulative of 100 points throughout the season (points can be earned in a variety of ways). A member may also letter if they are awarded an All-Conference or Conference Honorable Mention Award at the annual Conference meet. If a member advances to the MSHSL State Meet an automatic letter will be rewarded. Also, the coaching staff reserves the right to award a varsity letter to members of the team as he/she sees fit.

AWARD SYSTEM

1. The first time a student fulfills the requirements for a letter award he/she will receive a letter "B," a letter certificate and a sport insignia.
2. The second time a student fulfills the requirements for a letter award he/she will receive a letter certificate and bar.
3. Captain of athletic teams will be issued a star.
4. Letters cannot be earned by participation at the junior varsity level.

Updated June 11, 2023

5. "Letters of Participation" will be awarded at the 7th, 8th, and 9th grade levels and at the varsity and junior varsity levels if lettering standards are not met.

BHS CONCUSSION PROTOCOL

Preseason

- The following athletes must complete an ImPACT baseline test with the Becker ATC at the beginning of their sport season.
 - 7th graders
 - 9th graders
 - 11th graders
 - New students to the school district
 - New students to the sport
 - Athletes that have never taken an ImPACT baseline test
- If the athlete is in multiple different sports, the athlete should be tested during their earliest sport season.

Season

1. If an athlete is suspected to have or displays **1 or more signs and symptoms** of a concussion, he or she is to be **pulled from the athletic event**.
 - If there is an athletic trainer onsite (home or away events) they should perform the evaluation.
 - Becker Athletic Training hours and coverage:
 - 3-5 pm Monday-Friday during practices
 - All varsity home sporting events
 - 9th grade football
 - 10th grade football
 - JV football
 - If there is no athletic trainer onsite, the coach should err on the side of caution and **pull the athlete** if there are **1 or more signs and symptoms** of a concussion or **they are unsure**.
 - **When in doubt, sit them out!**
2. If a concussion is suspected by the athletic trainer (or coach), **a parent or guardian should be notified** if they are present at the event or by phone as soon as possible regarding the proper plan of care.
- If the Becker ATC suspects a concussion they will give three sheets to the guardian and athlete.
 - **Typed Instructions**
 - This sheet has recommendations for concussion care and instructions on what to do next with the athlete.

- o **Sideline Evaluation**
 - This sheet has the evaluation from the athletic trainer. This sheet should be brought to the physician.
 - The **Athletic Training Injury Report Form** may be used instead if:
 - The athlete was at an away event and then comes and visits the ATC when they return to the school or the next day.
 - The ATC was not present at the event and the athlete comes and tells the ATC the day after.
 - o **Concussion Care Plan**
 - This sheet also needs to go to the physician. This allows the physician to determine where the athlete should be starting their protocol.
 - This sheet has the **Return to Learn** and **Return to Play** listed on it.
 - Athletes should not be allowed to drive home, but should be **escorted** by a guardian.
3. If a concussion is suspected the athlete must first see a **physician** following the head injury preferably the **day of or after** the event.
 - The athlete must visit the ATC following the physician visit.
 - The ATC **cannot** start the concussion protocol without the first initial physician visit and **Concussion Care Plan Sheet**.
 4. The athletic trainer can start the concussion protocol when they receive physician orders on the **Concussion Care Plan Sheet**.
 - ATC will complete concussion protocol in this order:
 - o Return to learn
 - This is monitored closely with school personnel. The nurse is made aware of the situation in order to get emails out to teachers regarding school restrictions.
 - 5 steps
 - o ImPACT re-test
 - o Return to play
 - 5 steps
 5. Following the completion of the protocol, the athlete must return back to the **physician** for a final evaluation.
 6. Athletes need to be **officially cleared** by a **physician** after completing all necessary concussion protocol steps.
 - Exception: ATC has the final say if the physician clearly states in their notes that the athlete does not need to come back for the final evaluation.

Special situations:

- If the physician does not diagnose a concussion and the ATC disagrees, the protocol will still be completed by the ATC in order to safely return the athlete to play.
- If a guardian refuses or cannot afford to see a physician, the protocol will still be followed out and monitored by the ATC.

BHS CONCUSSION MANAGEMENT PROTOCOL FLOW CHART

- A. Initial reaction to injury: Certified Athletic Trainer or School Nurse notifies parent and issues:
- BHS concussion letter
 - Signs and symptoms guidelines
- B. School personnel notifies A.P. and/or School Nurse (via email if in evening)
- C. Communication is made to parents the following day from the School Nurse / A.P.
- D. Nurse/A.P. notifies appropriate Guidance Counselor and teachers in regards to injury and the Concussion Care Plan detailing early interventions to reduce prolonged recovery.
- E. Student information is entered into the Concussion Management Protocol Google Doc. As staff receives updates, these are entered into Google Doc as well.
- F. Parental contact is made at least weekly to discuss recovery. This is entered into Google Doc. All parental contact should be entered into Google Doc. Teachers should also report student symptoms to the Guidance Counselor and this entered into Google Doc.
- G. A.D. will be notified when a student has cleared the Return to Learn protocol. This date will be logged into Google Doc. A.D. will notify the trainer to implement Return to Play.
- H. Trainer will notify A.D. when Return to Play protocol is completed and the student is cleared to play. A.D. or Certified Athletic Trainer will notify Nurse, A.P. and appropriate counselor and log Return to Play protocol finished date in Google Doc.

Considerations:

Care should be taken to ensure students are not left feeling socially isolated as a result of the concussion.

All medical documentation should be immediately shared with the School Nurse. Attendance personnel will notify A.P./School Nurse when concussion related absences are reported.

Considerations of 504 or additional accommodations will be reviewed/monitored by the MTSS team.

SPECIAL AWARDS

Each sport offers following special awards:

Football:

1. Most Valuable Player
2. Monster Man
3. Most Dedicated
4. Fan of the Year

Cross Country-Boys and Girls:

1. Most Valuable Teammate
2. Most Dedicated
3. Most Improved
4. Rookie Award

Soccer-Boys:

1. Most Improved POTY
2. Offensive POTY
3. Defensive POTY
4. Most Dedicated

Tennis-Girls

1. Most Valuable
2. Most Improved
3. Most Dedicated

Gymnastics:

1. Most Dedicated
2. Most Spirited
3. Most Improved

Wrestling:

1. Most Outstanding Wrestler
2. Most Improved Wrestler
3. Rookie Award

Hockey- Boys:

1. Most Valuable
2. Most Improved
3. Most Dedicated
4. Rookie Award

Volleyball:

1. Most Valuable Player
2. Defensive Award
3. Most Improved

Swimming/Diving:

1. Most Valuable
2. Most Dedicated
3. Most Improved
4. Rookie Award

Soccer-Girls:

1. Most Valuable
2. Most Dedicated
3. Most Improved
4. Rookie Award

Basketball-Girls:

1. Most Dedicated
2. Most Improved
3. Best Teammate

Basketball-Boys:

1. Most Dedicated
2. Defensive MVP
3. Most Improved
4. Most Valuable

Dance Team:

1. Most Dedicated
2. Hardest Worker
3. Most Valuable Dancer

Golf- Boys and Girls:

1. Meet Medalist
2. Most Improved
3. Most Dedicated

Lacrosse- Boys:

1. Most Valuable
2. Most Dedicated
3. Most Improved

Softball:

1. Most Valuable
2. Most Improved
3. Most Dedicated
4. Pyramid of Success Award

Track and Field- Boys and Girls:

1. Leading Scorer
2. Most Dedicated
3. Most Improved
4. Rookie Award

Scholar Athlete Awards:

The top cumulative G.P.A. varsity letter winners that have completed their sophomore year will receive the Scholar Athlete Award in each sport.

Lacrosse- Girls:

1. Most Valuable
2. Most Improved
3. Most Dedicated

Baseball:

1. Most Valuable
2. Most Improved
3. Most Dedicated

Boys Tennis:

1. Most Outstanding
2. Most Improved
3. Most Dedicated

FREE ADMITTANCE INTO HOME ATHLETIC EVENTS

The following people shall be allowed free admittance to all home athletic events:

- Coaches, Administration, and School Board member with association passes
- All participants, coaches, scorers and managers
- Cheerleaders in uniform and the cheerleading advisor
- Performing pep band members and the pep band director
- All District 726 employees and their spouses with ID card
- Individuals participating in half time activities
- Pre-School Children
- Senior Citizens (62 and over)
- Media personnel
- Emergency vehicle people, patrolmen, doctor on duty (if needed)
- Workers-concession stand, supervisors, etc.
- In addition to the above, parents of participating athletes shall be admitted free to athletic events on special parents' nights.

300.00 BYLAWS: ADMINISTRATION OF STUDENT ELIGIBILITY

A Fair Hearing Procedure and Acknowledgement of Rights are provided for all students who wish to appeal a school's determination of a student's eligibility.

1. Fair Hearing Procedure

Section 211.02.8 of the Constitution of the Minnesota State High School League provides a Fair Hearing Procedure for a student, parent or guardian to appeal a school's determination of ineligibility of a student pursuant to the student's violation of a League bylaw.

A. The purpose of the Fair Hearing Procedure is to allow a local hearing panel to review the decision of the school representatives regarding the student's declaration of ineligibility. All rulings must be consistent with League bylaws. Only the Board of Directors has the constitutional authority to waive the application of the penalty for the violation of any bylaw.

B. These Fair Hearing Procedures apply to all eligibility situations where a student, parent or guardian contests the school's eligibility decision EXCEPT in the situations identified below.

1)The student admits to the violation.

2)The student neither admits to nor denies the violation, but accepts and serves the penalty.

3)The sole issue in question is the determination by the school to impose a penalty greater than the minimum League suspension for the violation.

4)The principal's decision regarding the school's eligibility requirements for the student, including student code of responsibilities. (See Bylaw 206.1 and 206.2)

2. General Eligibility Review Process

Bylaw 305—Master Eligibility List and Bylaw 306—Responsibility for Student Eligibility indicates it is the responsibility of the school administrator to determine the eligibility of all students who participate in League-sponsored programs offered by their schools. When a student's eligibility is in jeopardy due to an alleged violation of the League bylaws and policies, the school will conduct an investigation. The investigation will begin on the day the school is first notified of the alleged violation and it shall conclude within ten (10) school business days. At the conclusion of the investigation the school must make a determination of the eligibility status of the student. It shall be the responsibility of the member school to notify the student, parent or guardian in writing of the eligibility determination. The written notification must also include a copy of the Fair Hearing Procedure and the Acknowledgement of Rights.

A. A student, parent or guardian may contest a school's eligibility decision as follows:

1) Within ten (10) school business days of the documented notification regarding eligibility, the student, parent or guardian must request a hearing on the school's eligibility decision. The written request for hearing must include a statement outlining the basis for the claim of eligibility.

2) The school administrator shall convene a hearing panel of from three (3) to five (5) members within ten (10) school business days after receipt of the request for hearing. The hearing panel may include a member of the School Board, a member of the school's administrative staff and a member of the school faculty, or the school may elect to have the hearing conducted by an independent hearing officer.

a) Any member of the school staff who was involved in the investigation or the initial eligibility determination cannot serve as part of the hearing panel.

b) One member of the hearing panel must be identified as the chair.

c) The school must send the notification of the hearing by certified mail or personally deliver it to the student's parent(s) or legal guardian(s).

d) The student's parents(s) or guardian(s) must be provided a minimum of three (3) school business days notice beginning with the receipt of the notice of the hearing.

e) The notice shall state the date, time, and place of the hearing.

f) The student shall have a right to be represented by a person of the student's choice, which may include legal counsel.

g) All costs of the hearing incurred by the school shall be borne by the school.

3) The hearing panel shall:

a) **Designate** one of the panel members as the chair.

b) **Make** an audio recording of the hearing and preserve a written record pending ultimate outcome of the matter.

c) **Hear** the complete evidence on the matter.

d) **Determine** if the school's declaration of ineligibility is supported by a preponderance of evidence and is consistent with League bylaws. When making this determination, the committee shall meet on its own and no other persons shall be present or participate in any way in the committee's deliberations.

e) **Issue** written findings of fact, conclusions and determination. The written findings, conclusions and determination shall be sent by registered mail or

personally delivered to the student, parent or guardian and the Executive Director of the League within four (4) school business days of the conclusion of the hearing. The findings, conclusion and recommendations shall be stated in sufficient detail to apprise the parties of the basis and reason for the determination. The chair of the hearing panel shall be responsible for composing the written findings and shall sign the findings on behalf of the hearing panel.

f) **Within ten (10) school business days** of receipt of the determination of the hearing panel the Executive Director of the League or his designee shall either affirm or overrule the determination made by the school hearing panel based on compliance with League bylaws. If the decision of the hearing panel is overruled, then the Executive Director shall notify the school and the student and the student's parent(s) or guardian(s) of his decision registered mail. If the decision of the hearing panel is affirmed, notification shall be sent by first class mail.

B. A student, parent or guardian may appeal the decision of the hearing panel or Executive Director of the League to the League Board of Directors. To appeal, the student, parent or guardian must:

- 1) Submit a written notice of appeal to the Executive Director of the League and a copy to the school principal. The notice of appeal must be personally delivered or postmarked within ten (10) school business days of the receipt of the written findings of fact, conclusions and determination from the school hearing panel or the decision of the League Executive Director. The notice must outline the basis of the appeal.
- 2) The written request for a League-level fair hearing will be reviewed by League staff. Within ten (10) business days of the receipt of the written request the League will contact the student, parent or guardian to indicate whether the rationale warrants a League-level fair hearing. An extension to the ten (10) day notification window may be made by mutual agreement.
- 3) If the appeal request is granted the hearing shall be scheduled on a mutually acceptable date.
- 4) The appeal by an Independent Hearing Officer shall be a review of the proceedings and the record of the local hearing panel decision or the decision of the League Executive Director.
- 5) The proceedings of the appeal shall be recorded and preserved pending the ultimate disposition of the matter. In the event that the audio recording or the written record is inadequate for review, the hearing officer may remand the case back to the local school district for a new hearing.
- 6) The appeal shall be heard by an Independent Hearing Officer. If all parties agree, the hearing may be conducted by telephone; or the hearing may consist of an independent

review of the local level record which shall include the documents presented at the hearing and the written arguments.

7) The student shall have a right to a representative of the student's choice, which may include legal counsel.

8) Within four (4) business days of the oral presentation made at the League level, the Independent Hearing Officer shall make a recommendation to the League Board of Directors. The recommendation shall be in writing and based upon the record, including the oral and written presentations of the parties from the local level hearings. The recommendation of the Independent Hearing Officer will govern the student's eligibility until action by the League Board of Directors or by the League Executive Director acting on behalf of the League Board of Directors.

9) The League Board of Directors will review and officially act upon the matter at its first regularly scheduled meeting following the receipt of the Independent Hearing Officer's decision.

10) The decision of the League Board of Directors shall be final.

11) If any of the procedural steps identified in sections 2.A.1, 2.A.2, or 2.A.3 above are omitted during the local level hearing and the Independent Hearing Officer finds that the student has been prejudiced, the Independent Hearing Officer may direct the school to rehear the case at the local level. If a rehearing is required, a new local hearing panel shall be used.

C. A violation of the technical provision of the Fair Hearing Procedure, made in good faith, is not a defense to the disciplinary procedure unless the student can show actual prejudice as a result of the violation.

3. Transfer Eligibility Review Process

A. Policy. It is the policy of the League to provide, promote, extend, manage and administer competitive activities for Minnesota youth. The League's member schools have determined that student movement from school to school should be restricted. To accomplish this goal, the League adopted Bylaw 111 to restrict student movement between schools to prevent athletic transfers and ensure competitive equity amongst schools regardless of athletic ability. The League has found that to best achieve this goal, it does not determine whether a transfer was for athletic purposes but rather determines that all Transfer Students are deemed presumptively ineligible for varsity athletics unless they meet one of the exceptions listed in Bylaw 111 or as outlined in these Independent Hearing Procedures.

B. Transfer Eligibility Appeal Procedures. The Application to Appeal a Transfer Eligibility Determination is limited to the following circumstances:

- 1) Documented internal Board of Education policies regarding the movement of students within the school district.
- 2) Adoption, abandonment, or death of a parent.
- 3) A documented substantial negative change in the economic status of the student's parents which requires the student to withdraw from their current school and enroll in the public school located in the public school district attendance area where the student's parents reside.
- 4) Intolerable conditions at the Sending School as affirmed in writing by the Sending School. When situations arise that the student or parents believe have created an intolerable condition, the acts complained of must first be reported to the appropriate administrators at the school so they have the opportunity to investigate and take any action they deem necessary to resolve the problem. If the parents believe that actions or situations are occurring that have an adverse impact on the physical or psychological well-being of the student, the student must have been referred to an appropriate medical or psychological professional. That professional must prepare a written report that can be provided, on a confidential basis, to the school, the League office and the independent hearing officer if a hearing is required. If police action has been taken, copies of the reports showing that an investigation was actually conducted and the results of that investigation must be provided. In general, allegations alone are not sufficient. There must be some reasonable and believable substantiation presented to indicate an incident or incidents actually occurred. As well, the perpetrators must be identified.
- 5) Administrative error in addressing a student's initial eligibility.
- 6) Completion of a licensed program for treatment of alcohol or substance abuse, mental illness or emotional disturbance provided all other eligibility rules are followed.

C. Transfer Eligibility Appeal Process. Transfer eligibility determinations and transfer eligibility appeals can only be submitted to the League after the student has completed the transfer. A transfer is considered complete when the student attends school at the Receiving School or participates in a fall sport practice prior to the first day of school for the school year.

- 1) *The school administrator at the Receiving School shall make an initial eligibility determination based upon the factors outlined in Bylaw 111.1.B(i)-(v) and submit the electronic transfer form to the League office for review. The Receiving School administrator shall inform the student and the student's parent(s) or guardian(s) of the eligibility determination. The Receiving School administrator shall also inform the student, parent(s) and/or guardian(s) that the student can choose to participate at the Receiving School at the non-varsity level for one calendar year beginning with the first day of attendance or choose to participate at the Sending School at the varsity level for one calendar year pursuant to Bylaw 111.1.C. The choice of participation at the Receiving School or Sending School is an "either or" decision and, once made, the student can only*

participate at that school. For example, the student cannot participate at the sending school for a fall sport and then participate at the receiving school for a winter sport.

2) If the student chooses to participate at the varsity level at the Sending School for one year, these procedures are not applicable.

3) If the student chooses to participate at the Receiving School, staff at the League office shall review the Receiving School's initial transfer eligibility form and send an electronic response to the Receiving School administrator agreeing or disagreeing with the Receiving school's initial eligibility determination.

a) If the student, parent(s) or guardian(s) appeal the initial eligibility determination and is subsequently not granted varsity eligibility at the Receiving School, the student may not then choose to participate at the Former School. The student cannot participate at the Receiving School, appeal eligibility and then if the appeal is not granted, participate at the Sending School.

4) The student, parent or guardian may appeal the Receiving School's initial transfer eligibility determination based upon the factors outlined in Bylaw Policy 111.B (i-v). The Receiving School administrator shall be solely responsible for submitting an appeal to the League, in writing, electronically or by hard copy. The appeal shall include the following:

a) The rationale for the appeal and any supporting documentation from the student, parent or guardian;

b) Information and documentation from the Receiving School;

c) Information and documentation from the Sending School;

5) League staff will review the appeal and take appropriate action, including but not limited to:

a) Granting the appeal;

b) Denying the appeal; or

c) Requesting additional documentation or information from the student, parent or guardian, and/or the schools;

6) If the appeal is denied, the student, parent or guardian may request an Independent Hearing at the League level. The request for an Independent Hearing shall be submitted by the Receiving School administrator and shall a) be in writing; b) include the specific rationale describing why an Independent Hearing at the League level should be held; and c) include documentation supporting the rationale for a League-level Independent Hearing.

7) After a review of the request for an Independent Hearing, the League office will either grant or deny the request for an Independent Hearing.

a) If the request for an Independent Hearing is granted, the hearing will be held before an independent hearing officer appointed by the League and at the League's expense. If all parties agree, the hearing may be conducted by telephone. The student shall have a right to be represented by a person of the student's choice, which may include legal counsel. The independent hearing officer's recommendation shall be effective until reviewed by the League Board of Directors at its next regularly scheduled meeting.

b) If the request for an Independent Hearing is denied, the transfer eligibility determination shall remain effective until reviewed by the League Board of Directors at its next regularly scheduled meeting.

c) At its next regularly scheduled meeting, the League Board of Directors will accept or deny the recommendations of the independent hearing officer or accept or deny the transfer eligibility determination. The decision of the League Board of Directors shall be final.

4. Eligibility Appeal Procedures for a Transgender Student

A. Introduction. In accordance with applicable state and federal laws, rules and regulations, the Minnesota State High School League allows participation for all students consistent with their gender identity or expression in an environment free from discrimination with an equal opportunity for participation in athletics and fine arts.

B. Transgender Eligibility Appeal Procedures. The application to appeal a transgender eligibility determination is limited to the following circumstances:

1) The school must have made a determination of ineligibility based on the student's gender identity after receiving information that the student has a consistent gender identity or that the gender identity is sincerely held as part of the student's core identity and the gender identity is different from the student's sex assigned at birth and that the student wishes to participate in athletics in a manner consistent with the student's gender identity.

2) The appeal must be submitted to the MSHSL Executive Director or Executive Director's Designee and may include, but is not limited to, the following:

a) The student's current transcript, school registration and any additional relevant information.

b) The written statement from the student and the student's parent(s)/legal guardian(s) affirming the consistent gender-related identity and expression to which the student self-relates.

c) Statements from individuals such as, but not limited to parents, friends, and/or teachers, which affirm that the actions, attitudes, dress and manner demonstrate the student's consistent or sincerely held gender-related identification and expression.

d) A written statement from an appropriate health-care professional, acting within the scope of his/her licensure that verifies the existence of the student's consistent and uniform gender-related identity or sincerely held gender-related identity.

e) Any other evidence that the gender identity is sincerely held as part of the person's core identity as may be required by the school or the MSHSL office relative to the eligibility determination.

3) When the MSHSL Executive Director or the Executive Director's Designee has received the appeal from the student, the Executive Director or the Executive Director's Designee shall contact an Independent Hearing Officer who will review the submitted information.

4) In addition to the review of submitted information, the Independent Hearing Officer may:

a) Communicate with experts, within their scope of licensure, with experience in gender identity health care.

b) Communicate with the Minnesota Department of Education, Office of Monitoring and Assistance.

c) Communicate with legislative counsel relative to existing state laws, rules and procedures.

d) Communicate with representatives of the U.S. Department of Education, Office for Civil Rights regarding Title IX and related laws, rules, guidance and procedures.

e) Review any other pertinent information as may be necessary in order to render a decision that complies with state and federal laws, rules and regulations.

5) Following a complete review of the information, the Independent Hearing Officer's recommendation shall be effective until reviewed by the MSHSL Board of Directors at its next regularly scheduled meeting.

6) If the Independent Hearing Officer affirms the eligibility of the student, the student will be eligible to participate in MSHSL activities consistent with the student's gender identification for the balance of the student's high school eligibility.

7) Any decision of the Hearing Officer shall take into account the exemptions for religious affiliated non-public schools as set out in Minn. Stat. 363A.24, 363A.26, 20 U.S.C. 1681(a)(3) and 34 C.F.R. 106.12(a).

Amended on February 4, 2016 as recommended by the MN Department of Education; Division of Compliance and Assistance on December 17, 2015.

5. IEP/504 Appeal Procedure

A. Introduction. Minn. Stat. 128C.02, subd. 5(c) requires the MSHSL to "...adopt league rules making a student with an individualized education program who transfers from one public school to another public school as a reasonable accommodation to reduce barriers to educational access immediately eligible to participate in league-sponsored varsity competition on the same basis as other students in the school to which the student transfers. The league also must establish guidelines, consistent with this paragraph, for reviewing the 504 plan of a student who transfers between public schools to determine whether the student is immediately eligible to participate in league-sponsored varsity competition on the same basis as other students in the school to which the student transfers."

B. Procedure. The following procedure was approved by the MSHSL Board of Directors for students with an individualized education program (IEP) or 504 plan on August 5, 2014.

Step 1: A student/the student's parent(s)/legal guardian(s) will submit, in writing, information to the Executive Director of the Minnesota State High School League (MSHSL) identifying:

- a) The barriers to educational access they believe are present at the school (sending school) in which the student is enrolled; and
- b) The school (receiving school) to which the student intends to enroll; and
- c) The specific programming available at the receiving school that will constitute a reasonable accommodation to reduce barriers to educational access.

Step 2: Upon receipt of the letter from the student/student's parent(s)/legal guardian(s) the Executive Director of the MSHSL shall contact the school principal/activity director/IEP/504 case manager at the sending school to:

- a) Affirm that the sending school has met with the student/student's parent(s)/legal guardian(s) and has discussed the identified barriers to educational access; and

b) Affirm that the school believes the student/student's parent(s)/legal guardian(s) believe that there are barriers to educational access as identified in the letter submitted to the Executive Director of the MSHSL; and

c) Ask if the principal/activities director/IEP/504 case manager believes the transfer to the public school identified in the letter from the student/student's parent(s)/legal guardian(s) is athletically motivated.

Step 3: At the same time the letter is sent to the sending school the Executive Director of the MSHSL shall contact the receiving school to:

a) Affirm that the receiving school has met with the student/student's parent(s)/legal guardian(s) to discuss the identified barriers to educational access at the sending school; and

b) Affirm that the student/student's parent(s)/legal guardian(s) believe that there are barriers to educational access at the sending school as identified in the letter submitted to the Executive Director of the MSHSL; and

c) Affirm, given the information identified by the student/student's parent(s)/legal guardian(s), that opportunities are available at the receiving school to reduce the identified barriers to educational access; and

d) Affirm, to the extent possible, that the transfer from the sending school to the receiving school is not athletically motivated.

Step 4: The Executive Director of the MSHSL will review all of the information submitted by the student/student's parent(s)/ legal guardian(s), the sending school and the receiving school and will render a decision relative to the eligibility of the student.

Step 5: If the student/student's parent(s)/legal guardian(s) wish to appeal the decision of the Executive Director of the MSHSL, they may do so, in writing, and an Independent Hearing Officer shall be called to review the documentation provided and render an eligibility determination.

Step 6: The determination of the Independent Hearing Officer shall be final pending action by the MSHSL Board of Directors at their next regularly scheduled meeting.

FAIR HEARING ACKNOWLEDGEMENT OF RIGHTS

We _____ , the parents/guardians,
and _____ , the student,
acknowledge that we have requested an evidentiary hearing to determine the eligibility of the above
named student to participate in activities sponsored by the Minnesota State High School League.

We acknowledge that we have the right to legal counsel of our own choosing to represent us at said
hearing. We also understand that we can present witnesses and other evidence at said hearing, including
documentary evidence that is favorable to our position. During the hearing, the Minnesota rules of
evidence need not be strictly followed and the records of the school shall be considered without further
foundation.

Date: _____ Parent /Guardian: _____

Date: _____ Parent / Guardian: _____



ISD 726 Becker Public Schools

Food Service

Employee Handbook



Our Mission

"To promote good nutrition by providing quality meals while maintaining the highest level of customer satisfaction."



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Welcome to our District!

Welcome to our Becker School District Food Service team! School nutrition is a fantastic field where the customers are the students. We strive to give our students the most nutritious, quality, and diverse menu so that they may experience foods that they may not find elsewhere. To serve our customers, we need enthusiastic, knowledgeable, and cohesive staff, which begins with YOU!

Your responsibility as a Food Service employee is to come to work each day in a way that you are fully present, willing to learn, and bringing a team player mentality. You are the face of our program to the students. Remember to greet each child and give attention when able as each student is having a different day. Be proud of the work you do and continue to grow in your career through the variety of training opportunities presented throughout each school year.

State and federal operations guide much of how our program operates and you, as an employee, are expected to understand and implement those policies. The training provided in this handbook, at orientation, and throughout each school year will help expand this knowledge. As you learn your role, keep in mind ideas, which continue improving our efficiency, customer acceptability, and overall program structure.

We are excited to have you on our team!

Felicia Kittok, RDN, Food Service Director

fkittok@isd726.org | 763-261-6302



History of School Food Service

School food service programs have evolved significantly since their roots back in the 1800s. Original programs began by private associations and survived off of donations. After experiencing a revelation that feeding America's youth warded off the ever present issue of malnutrition, the nation began to catch on. The devastating effects of the 1930s Depression Era on malnutrition were realized when the military turned away record numbers of recruits due to malnutrition and health issues. As a matter of national security, Congress and President Truman signed the **National School Lunch Program** in 1946. This program provided a stable program for schools to take part in offering nutritional requirements, commodity incorporation, and financial grants. The Department of Defense has continued to be actively involved by supporting schools through the Fresh Fruit and Vegetable Program which allows schools to use USDA Foods entitlement dollars to buy fresh produce.

Since then, school food service has grown to support a variety of programs such as the **National School Breakfast Program** and **Smart Snacks Program**. Improper nutrition is not simply an issue of socioeconomic status; hunger does not discriminate. Any student who skips a meal, who has no access to breakfast or lunch or who fails to make healthy food choices, risks incurring serious learning and health deficits. School nutrition programs help to ensure the maximum return on the billions of dollars spent for public education, which will enhance America's future productivity and success. In short, we feed the future.

Everyone – students, teachers, parents, and the entire community – benefits from successful school nutrition programs. The relationship between proper child nutrition and the development of young minds and bodies is well documented. Healthy, well-educated children are the future of this nation.



Food Service Contact Information

School	Address	Lead Cook	Phone Number
Becker High School (9-12)	13845 Bradley Blvd Becker, MN 55308	Angie Rowley	763-261-4501 ext. 3164
Becker Middle School (6-8)	13725 Bradley Blvd Becker, MN 55308	Katrina Bender	763-261-6333 ext. 4650
Becker Intermediate School (3-5)	12100 Hancock Becker, MN 55308	Shelly Mattson	763-261-4504 ext. 2120
Becker Primary School (Pre K-2)	12050 Hancock Becker, MN 55308	Jennifer Nelson	763-261-6330 ext. 1214
District Office	12000 Hancock Street, Becker, MN 55308	Felicia Kittok <i>Food Service Director</i> Jen Edling <i>HS Cashier/Admin Assistant</i>	763-261-6302 763-261-4506 ext. 3111

ISD 726 Website

School Website: <http://www.becker.k12.mn.us/home>

Food Service Website: <http://www.becker.k12.mn.us/departments/food-service>

Online Menus: Will be updated 23/24 school year

AESOP/VeriTime

- Access for check stubs, email, time cards, and time off requests; **Regular hour staff are expected to check their school-issued emails regularly**

Smart Schools K12/Wordware

- Families use this software to pay food service balances, observe student purchases, and for other areas in the school district

Emergency Closings/Late Start

- **Check Skyward Emails/Phone Calls, School Website, local news, etc. for updates**
- **School closure (snow day, power outage, etc.):** Food Service employees **DO NOT** report to work; See union contract for details
- **All other delays:** See union contract for specific details



Personnel Details

Job Duty Sheets

- Available at each school for each position; Describes duties and timeframe for completion

Personal Belongings

- Lockers are available at each school; No locks are supplied as lockers are shared

Key Fob

- Fob will be issued by FSD from Technology; Used to scan into buildings.

Accident Reports

- Report all accidents (burns, cuts, etc.) on accident reporting form in Lead Cook's office within 24 hours; Please see contract for workers compensation specific details

Open Door Policy

- The FSD doors are open to you always for open communication, feedback, and discussion about work-related matters

Parking

- PS/IS staff and substitutes please park in the shared front lot and go through the main front entrance.
- MS staff and substitutes please park in the front lot and go through the main front entrance.
- HS regular hourly staff enter the HS at Door #1.
- HS subs park in front lot and enter through Door #2 at the HS to be scanned in.

Certifications

- All regular hour employees have access to obtaining additional training and certifications listed below:
- **ServSafe Manager/MN Certified Food Managers Certificate**-Lead and Assistant Cooks Must Obtain
- **School Nutrition Association Membership**
 - SNA is a national organization which offers professional development and educational opportunities for members. Different levels exist which correspond to hours of education required. Employees are encouraged to obtain a Level 1 membership. Lead and Assistant Cooks must obtain at least a Level 2 membership. Details can be found at: <https://schoolnutrition.org/Certificate/Certificate-Program/>

Resignation Procedure

- Must submit two week notice in writing to Food Service Director.



Employee Dress Code/Breaks

This dress code shall apply uniformly to all employees who work in the Food and Nutrition Services Department. Requests for reasonable accommodations shall be considered when the situation requires an exception for religious practices and disabilities. Failure to adhere to this policy may result in disciplinary action.

- UNIFORM:** Three t-shirts with the Bulldog logo are offered and issued to each union employee annually and must be worn daily. Non-union servers should wear a plain navy blue polo or shirt purchased on their own. Employees are responsible to keep these shirts clean. Pants must be Tan/Khaki pants that are clean and free of holes (No yoga or sweatpants material). Capris of knee-length are allowed during warmer weather. Plastic disposable aprons provided at each school are to be worn daily. (Note: Aprons must be removed before using restroom). Long sleeve, solid colored shirts can be worn underneath the t-shirt during colder months as needed. Specialty school nutrition shirts may be worn on Fridays or for special events with Jeans.
- HAIR RESTRAINTS:** Hair-restraints must be worn at all times when working with food, dishes or when cashiering. If hair is below the jaw line or bangs fall onto the face, the hair must be secured with a clip or rubber band so hair does not hang forward over food. Complimentary hair nets are available at all schools.
- PERSONAL HYGIENE:** Employees are expected to come to work freshly showered or bathed. The application of deodorant or antiperspirant is recommended. Avoid strong fragrances/perfumes as many individuals are sensitive to certain scents.
- SHOES:** Shoes must be clean, completely enclosed with good support and worn with socks; no sandals or clogs are to be worn. All-leather or vinyl shoes are recommended; however nylon or canvas shoes are allowed. (Note: Shoes with nylon or canvas panels can allow hot liquids to soak into skin.)
- FINGERNAILS:** Nails are to be cut short and are not to exceed the tips of the fingers. Nail polish, nail hardener and artificial nails or tips should be avoided because of the possibility of chips or flakes contaminating the food and work areas.
- JEWELRY:** Jewelry, including rings, earrings, bracelets, and necklaces are to be kept to a minimum for safety reasons and because of the possibility that they may fall out into the food. One ring may be worn during food service work shifts. No dangling or hoop earrings are allowed, post style earrings are acceptable. Medical bracelets allowed.
- FOOD/BREAKS:** Eating/drinking is restricted to the designated employee break/cafeteria area which is designated by the Lead Cook. Beverages may be stored in a specific area and container in the cooler. No eating or drinking is allowed in the kitchen, dish room or serving areas. Chewing gum or eating candy is not allowed while working with food preparation and serving. (Note: Cough drops may be used when an employee has a cough that needs to be suppressed while working.) All staff and substitutes are welcome to a free standard meal after serving.
- SMOKING:** No smoking is allowed on school grounds.



Required Training

New Hire District Office In-Person Training:

- Paperwork with Human Resources: 15 minutes
- Employee Handbook/Aesop Tutorial: 30 minutes
- Meal Patterns/Offer Versus Serve Training: 30 minutes
- Civil Rights Training: 25 minutes

<https://education.mn.gov/MDE/VideoNew/?group=Educ&id=MDE059245>

Back to School Annual Training

- Completed with All District Staff in August and with Food Service Staff (OVS, Civil Rights, other)

Online Training:

- **Login:** Sent out annually via email along with directions from Community Ed. Director
- **Required Videos/Documents:**
 - Bloodborne pathogens
 - Bullying Prevention
 - Reporting of Maltreatment
 - Hazard Communication for School Employees

New Cashier Training ONLY

- In-Person training at District Office with Administrative Assistant (30 minutes)

Other Potential All- Food Service Staff Trainings

- All regular hour staff and substitutes may be required to attend up to yearly 4 trainings. These trainings range on a variety of topics which are required by the USDA. Missed trainings may be made up per the discretion of FSD/FNS.



Workplace Safety

Safety Data Sheet (SDS):

Ask Lead Cook in kitchen where this information is located. Located on the district website.

<http://www.becker.k12.mn.us/departments/building-and-grounds/health-and-safety>

- Contains chemical information and what to do in the event on contact with certain chemical

HACCP Overview (see below; full manuals located at each kitchen site):

FROM HACCP MANUAL: HANDWASHING AND GLOVE USAGE

- All Food and Nutrition Staff shall be trained on proper handwashing **annually**.
- Handwashing signs and/or posters in a language understood by all Food and Nutrition Services staff will be posted near all handwashing sinks/food preparation areas/restrooms.
- The designated handwashing sinks shall be used for handwashing only. The sink will not be used for food preparation, dish washing or any other purpose.
- Handwashing stations include warm running water, soap, disposable paper towels, & waste container.
- Handwashing sinks must be kept accessible anytime employees are present.
- **Wash hands:**
 - 1. Before beginning work; before putting on gloves & when changing gloves.
 - 2. Immediately before preparing food or handling food equipment.
 - 3. When moving from one food preparation area to another
 - 4. When switching between working with raw foods and when working with ready to eat foods.
 - 5. After touching face, nose, hair, glasses, clothes, skin or any other body parts.
 - 6. After sneezing or coughing, or using a tissue.
 - 7. After cleaning duties (ex: wiping counters); After handling trash or garbage.
 - 8. After clearing tables, scraping, or washing dirty dishes and utensils.
 - 9. After smoking, eating, drinking, chewing gum, or handling money.
 - 10. In the restroom, after toilet use, and when you return to your workstation.
 - 11. After touching dirty dishes, equipment, or utensils.
 - 12. After any time the hands may become contaminated.



- **Follow proper handwashing procedures as indicated below:**
 - 1. Wet hands vigorously and thoroughly with warm, running water.
 - 2. Apply soap, scrub lathered hands, under fingernails and between fingers for **at least 20 seconds**. Rinse thoroughly under warm running water for 5 to 10 seconds.
 - 3. Use a sanitary nailbrush to get under the fingernails.
 - 4. Dry hands and forearms thoroughly with single-use paper towels.
 - 5. Turn off water using paper towel and use paper towel to open door when exiting restroom.
 - 6. Run nail brushes through dishwasher weekly.
- **Do not use bare hands to handle ready-to-eat foods at any time.**
- Cover cuts and sores on hands, including fingernails, with clean bandages. If hands are bandaged, clean gloves/double gloves or protective coverings should be worn at all times to protect the bandage.

FROM HACCP MANUAL: CONTACT WITH BLOOD AND BODY FLUIDS

- Contact custodial immediately; **DO NOT** begin cleaning
- Contain the source of the bodily fluid (place paper towels over source and a wet floor sign)
- Clean and sanitize any affected food contact surfaces.
- A Blood-Borne Pathogens Kit should be located in the school, to be used by custodial or nursing staff when handling blood.
- *NOTE: Custodial procedure for further bodily fluid handling will be kept in the back of the HACCP manual.*
 - Custodian will bag contaminated tray, rinse & wash at **end of the day** before draining machine.

Illness Guidelines and Reporting:

- Follow *Employee Illness Decision Guidelines* and sign *Employee Reporting Agreement*
- Report symptoms in Aesop per Agreement and per MN Health Department regulations
- **MUST REPORT VOMITING AND DIARRHEA** (See Below)



Employee Reporting Agreement

I agree to report to the Food Service Director or Food & Nutrition Supervisor any of the following symptoms experienced at work or outside of work:

- Diarrhea
- Vomiting
- Fever
- Jaundice
- Lesions containing pus on the hands, wrists, fingers, or exposed body part (such as boils or infected cuts or wounds regardless of size)

OR if I have received a medical diagnosis of:

- Salmonella
- Norovirus/Stomach Flu
- Shigellosis
- Escherichia Coli 0157:H7
- Hepatitis A
- Any other enteric bacterial pathogen capable of being transmitted by food

FOR ALL OTHER ILLNESS:

- Use good judgment with sanitation and ability to perform job duties
- Contact the Food Service Director with questions

By signing this handbook, I understand the requirements and my responsibilities under section MN Rules Chapter 4626.055, 2-201.14 and agree to comply with:

1. Reporting requirements specified above involving symptoms and diagnoses listed above
2. Work restrictions or exclusions that are imposed upon me
3. Good hygienic practices

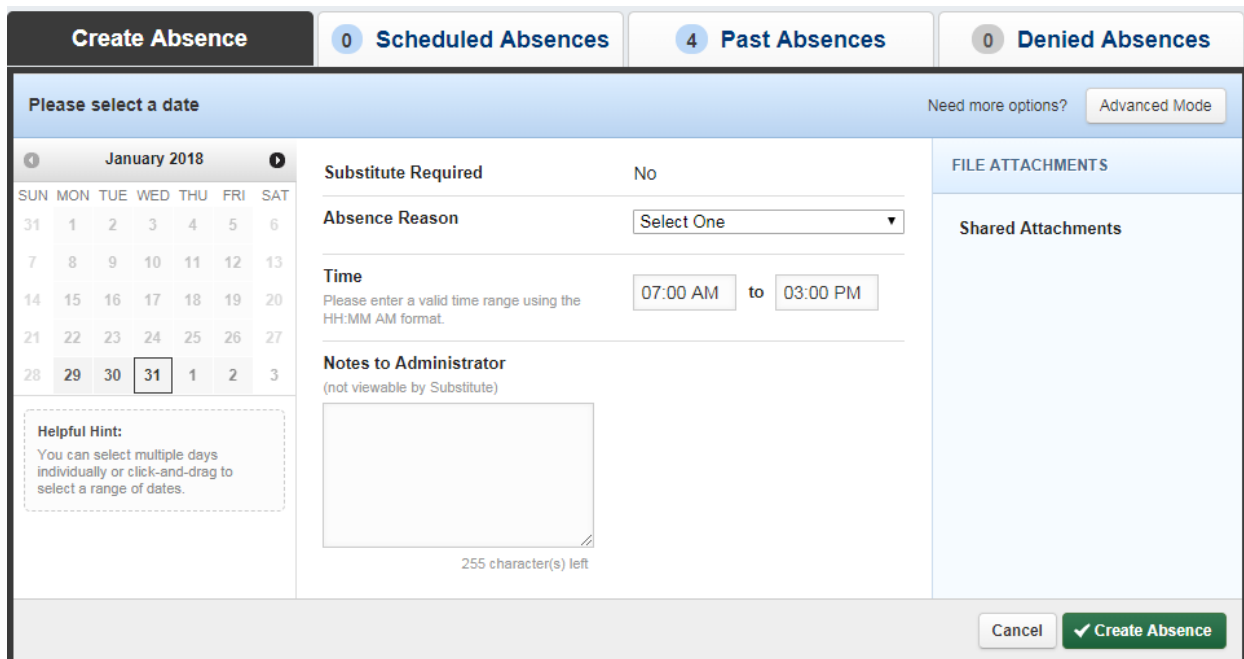
I understand that failure to comply with the terms of this agreement could lead to actions by this food establishment or by the food regulatory authority that may jeopardize my employment.

Expectations

- Employees are expected to be at work and ready to work at their designated start time; employees are welcome to come in early to prepare themselves for the shift, but may not clock in more than **7 minutes before their shift**; If an employee needs to leave early, that time is deducted from regular hours and cannot be made up at a later time, unless discussed with the food service director.
- Employees are expected to work on all school days (see district calendar).
- New employees begin with a three month probation period with no paid leave.
- Please be courteous when planning days off as your absence affects your team. Personal leave must be approved in Aesop by FSD. Personal leave may be denied if multiple people have requested off or if experiencing multiple illnesses.

Aesop

- **Absence Procedure:** Enter reasoning and shift time into Aesop with notes/symptoms entered in box
- **Tardiness Procedure:** Contact Lead Cook immediately to notify of delay
- **Cancellation Procedure:** Substitutes who fall ill or must cancel, please notify FSD as soon as possible before shift. Substitutes must report same MDH specified symptoms to FSD if experienced at or outside of work.
- **Doctor's Note:** A doctor's note is required for any employee who uses sick leave for 5 or more days.
- **Leaves of Absence:** An employee missing 5 or more days of work must submit a leave of absence form and have it approved by the Superintendent.



The screenshot shows the 'Create Absence' form in the Aesop system. At the top, there are four tabs: 'Create Absence' (active), '0 Scheduled Absences', '4 Past Absences', and '0 Denied Absences'. Below the tabs, the form is titled 'Please select a date' and includes a calendar for January 2018. The calendar shows the date 31st selected. To the right of the calendar, there are several input fields: 'Substitute Required' (set to 'No'), 'Absence Reason' (a dropdown menu currently showing 'Select One'), 'Time' (two input boxes for start and end times, currently set to '07:00 AM' and '03:00 PM'), and 'Notes to Administrator' (a text area with a '255 character(s) left' indicator). A 'Helpful Hint' box is visible below the calendar, stating: 'You can select multiple days individually or click-and-drag to select a range of dates.' On the right side of the form, there is a 'FILE ATTACHMENTS' section with a 'Shared Attachments' area. At the bottom right, there are 'Cancel' and 'Create Absence' buttons.

VeriTime

- **Clocking In and Out:** Login to Veritime to clock in and out.



Special Diet Policy and Procedures

- All food service staff and employees are to receive yearly comprehensive training on the special diet process for our food service department. An updated SOP will be provided for all employees and also available in each kitchen. Please review this procedure relevant to your position prior to starting.

Menu Planning

Menus

- Four different menus: Pre-2, 3-5, 6-8, 9-12
- Students have 2-5 menu options per day
- Breakfast menus vary by building; All lunch menus are a 3 week cycle

Offer versus Serve

OVS is one of two meal pattern options mandated by the USDA. This meal pattern allows students to decline certain menu items and take only what they know they can eat, thus reducing waste. Students who follow the correct guidelines under OVS count as a **reimbursable meal**. The guidelines vary for the breakfast and lunch meals.

Breakfast

- K-8 students are offered 3-5 items
- 9-12 students are offered 4-5 items
- All students must take one fruit item
- Students may not take 2 of the same item (ex: 2 fruit juice or 2 string cheeses)
- Items that count as two are communicated to students.

Lunch

- K-12 are offered 5 components: Meat/Meat Alternate, Grain, Fruit, Vegetable, Milk
- Students must take $\frac{1}{2}$ cup of fruit or vegetable with their meal
- Students must take at least 3 components to be a reimbursable meal
- Some entrée items count as two components (ex: Pizza= 2 Meat and 2 Bread)



Customer Service Skills

Who are the customers?

- Students, parents, guardians, grandparents
- School staff and District Office Staff; Visitors (vendors, contractors, etc.)

What do they want?

- Appealing, nutritious, good tasting food in a short period of time
- Value for their money and gracious service

What do we want them to think?

- We want them to enjoy our food and dining experience

How do you answer the phone?

- State where you are, your name, and how you can help them
 - Ex: “Becker High School Food Service, this is _____ speaking. How may I help you?”

Teamwork and Attitude

- Lead by example
- Try to be helpful even if you don't know the answer; Be patient and friendly
- Never say, “I don't know.” Tell customers that you are unfamiliar with that, but will find an answer
- Never say, “It's not my job.” Even if it is not your job, listen to them; Perhaps you can help solve the problem.



Acknowledgement of Employee Handbook

The ISD 726 Food Service Handbook will be given to all Food Service staff following orientation and completion of all required paperwork with Human Resources. New employees are expected to have the handbook prior to the start of work. For current employees, the handbook and/or updates will be provided by the Food Service Director.

Each employee is responsible to read and understand the contents of this handbook.

Upon receipt of the handbook, this page should be removed, signed, dated, and returned to the Food Service Director.

I have received the employee handbook and have read and understand the contents.

Print Name: _____

Employee Signature: _____

Date: _____

School/Position: _____

Community Education Employee Handbook Recommendations - June 2023

The following areas of addition, modification, and deletion are based on recommendations from the CE Director, Camp Opp employees, HR Director, and the payroll department. Upon approval, the handbook would be updated with the designated information and formatting. Please note, some areas are subject to change based on developing legislation.

- Dates - update according to the 2023-2024 school year.
- P. 3 - Remove specific insurance plans and replace with one section defining employer contribution amounts for both 9-month and 12-month employees. The contribution amount is the same for each plan so this will make the information more concise.
- P. 3 - Update the duration of insurance contributions language to align with our current practice which is ceasing district contribution on the last day of the month in which the employee terminates employment.
- P. 4 - Update the look-back period to align with payroll dates.
- P. 6 - Add Juneteenth as a paid holiday for 12-month employees.
- P. 6 - Move Summer Employees Paid Day to the Paid Holidays section.
- P. 7 - P. 9 - Update salary schedules based on the CE Director's recommendation (2% increase on all steps and rates).
- Will be amending the handbook to include the new Earned Safe and Sick Leave law once the DOL prepares the notice language. This goes into effect on January 1, 2024.

2022-2023 Becker Public Schools Nutrition and Wellness Report

06.06.2023

—

Thank you for the opportunity to share what we've been doing in the Food Service Department. We know how important school breakfast and lunch is for children and we in the food service department strive to provide our students with a variety of healthful, appealing, and nourishing foods.

School Breakfast Program and National School Lunch Program

Due to the expiration of federal waivers, students were charged for lunches purchased according to eligibility status (free/reduced/paid) during the 2022-2023 school year. The district continued to offer breakfast for free to all due to the positive fund balance and to encourage participation.

Lunch participation rates decreased in some areas from last year when all meals were free due to Covid-19 related waivers. However, lunch participation rates are still higher than the pre pandemic numbers at all buildings indicating acceptability. This is shown in the table below.

Student Participation Rates:

Lunch	2016-2019 Average (pre pandemic & waivers)	2021/2022 (free lunch for all)	2022/2023
Primary School	69%	88%	70%
Intermediate School	69%	90%	77%
Middle School	54%	74%	63%
High School	53%	67%	69%

Breakfast	2022-2023
Primary School	65%
Intermediate School	52%
Middle School	38%
High School	48%

Wellness Committee

- The committee has representation from all four school buildings and includes teaching staff, administration, nursing and food service. Initiatives this year included adding more staff wellness challenges with prizes.
- A donation from the Bounce Back Program helped support the committee and we were able to purchase an end of the year treat for all staff.

Farm to School

- MN grown or raised foods on the menu this year included: apples, zucchini, peppers, sweet corn, baby red potatoes, tomatoes, ground turkey, wild rice, watermelon, greens, onions, asparagus, beef hot dogs, and turkey hot dogs.

2022-2023 Becker Public Schools Nutrition and Wellness Report

- MN Department of Agriculture FY22 Farm to School Grant recipient for \$5,000 in local food purchases and \$9,344.58 in equipment; used for new reach in freezers for PS, IS, and MS.

A look at the 2023/2024 school year:

- **On Friday, March 17, 2023, Governor Walz signed the Free School Meals bill into law. This will take effect with the July 1, 2023 - June 30, 2024 school year. This legislation provides the reimbursement for a free breakfast and lunch to students who receive meals through their school's participation in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP).**
 - We are still asking families to apply for educational benefits (free and reduced meals) for the upcoming school year. At the point of sale, students are still coded based on their eligibility. The only change is the State of MN will cover the difference between the state and federal reimbursement amount for paid and reduced price status students.
 - The Free School Meals Program legislation contains a "hold-harmless" provision for the next two years related to compensatory funding.
 - Other benefits to completing the application is reduced activity and technology fees.
 - The application for educational benefits isn't available until after July 1st, 2023. School meal information will be shared with families at this point. Applications will be available and families encouraged to fill out during back to school days.
- Becker is the recipient of a Minnesota Department of Agriculture farm to school grant in the amount of \$17,000 to purchase Minnesota grown or raised foods. We will be focusing on bringing in ground beef from a Becker farm to be used in our beef recipes.
- All 4 school buildings will be receiving new serving lines in August.
- Each year the department works to increase the amount of scratch cooking or quick scratch cooking to increase the quality and nutrition of foods served. New ovens being installed at the PS, IS, and MS will help with this.
- Staffing shortages have been ongoing and currently the department has 5 open positions.

Respectfully Submitted,

Felicia Kittok, RDN
Becker Public Schools Food Service Director
fkittok@isd726.org



2023-2024 Fees Schedule

2022-23 2023-24

Admission

Adults		\$7	\$7
Students		\$5	\$5
Punch Pass (20 punches)		\$75	\$75
Student Pass (year)		\$50	\$50
Student Participant In 3 Activities (previous year)		Free	Free

Activities

9-12	Activities	\$170	\$170
	Fine Arts	\$95	\$95
7-8	Activities	\$135	\$135
	Fine Arts	\$85	\$85
Family Maximum		\$700	\$700

Student Parking Fee

\$50 \$50

Graduation Ceremony/Senior Activity Fee

\$35 \$35

Board Member Stipend

Per Meeting		\$50	\$50
All Day Seminars & Meetings that Exceed 4 Hours	\$80	\$80	
Annual Chair Stipend		\$250	\$250
Annual Clerk Stipend		\$150	\$150
Expense Allowance Per Mediation Session Per Board Member	\$175	\$175	

Mileage Reimbursement

IRS Rate IRS Rate

Substitute Teacher Per Day

\$160 \$160

Long-term sub (at least 30 days)		Contract	Contract
	Experience	Experience	

SPONSORSHIP/ADVERTISING AGREEMENT

This Sponsorship/Advertising Agreement (“Agreement”) is entered into by and between Independent School District No. 726, Becker Public Schools (“School District”), located at 12000 Hancock Street, Becker, Minnesota 55308 and Vonco II, LLC, 15301 140th Avenue SE, Becker, MN 55308 (“Sponsor” or “VONCO II, LLC”), together referred to as the “Parties.”

WHEREAS, the School District seeks to purchase and install a ticket booth/entrance at Dwight Lundeen Stadium located at or about 12000 Hancock Street, Becker, MN 55308 (the “Ticket Booth”); and

WHEREAS, the Sponsor seeks to enter into an Agreement to sponsor the Ticket Booth and have advertising opportunities.

NOW, THEREFORE, in consideration of the sponsorship provided herein, the mutual covenants, terms and conditions, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Term.** This Agreement shall be effective on the date of full execution by the Parties and shall remain in force for six (6) years following the effective date, unless terminated by either party or by mutual agreement as set forth herein.

2. **Sponsorship.** During the term of this Agreement or until the date of termination, whichever occurs first, the Ticket Booth shall be identified by the School District as the “Vonco Entrance” The School District shall make reasonable efforts to identify the Ticket Booth by that name in communications or materials disseminated by the School District, including:

(a) Announcing the location of the Ticket Booth prior to each game, including identifying the Ticket Booth as the “Vonco Entrance.”

3. **Advertising.**

(a) The Ticket Booth at Dwight Lundeen Stadium shall include signage on the front that states: “Vonco Entrance.”

(b) Signage shall be placed on the Ticket Booth with a logo as designated by Vonco II, LLC.

(d) This Agreement does not create an exclusive advertising right for the Sponsor. However, the School District shall include the Sponsor in any invitations or requests for proposals extended by the School District.

All advertising shall comply with School District policies and shall be under the control of the School District. The School District shall at all times retain final authority to accept or reject advertising submitted by the Sponsor. All signage and advertising content shall be at the Sponsor’s sole cost and expense. Signage will be installed, at the Sponsor’s expense, at least thirty (30) days before the opening home football game of the season. The School District shall have no obligation to display signage or other advertising containing the Sponsor’s name or other advertising in violation of applicable law, including, without limitation, city ordinances.

4. **Sponsorship Fee.** The Sponsor shall pay the School District a total sponsorship fee of \$100,000 (the “Fee”). An initial payment of \$20,000 shall be paid within ten (10) days after full execution and approval of this Agreement. The remainder of the Fee will be paid in annual installments of \$16,000 due on or before June 1 of each year for the remaining five (5) years of this Agreement. Checks shall be made payable to Independent School District No. 726 and shall be sent to or delivered to the Superintendent at the School District’s address on or before the due date.

5. **Default and Termination.**

A. **Default by Sponsor.** The following shall constitute a default by the Sponsor:

- (i) The Sponsor fails to fulfill any of its monetary obligations under this Agreement for thirty (30) days after receiving written notice from the School District;
- (ii) The Sponsor fails to perform or observe any of its non-monetary obligations or agreements for thirty (30) days after receiving written notice from the School District, provided that if such performance or observance cannot reasonably be accomplished within the thirty (30) day period, a default shall not be deemed to have occurred if the Sponsor begins to cure the breach within the thirty (30) day period and thereafter diligently and in good faith continues to cure the breach until cured;
- (iii) The Sponsor makes a general assignment for the benefit of creditors or takes the benefit of any insolvency act;
- (iv) A receiver or trustee is appointed for the Sponsor or the Sponsor's property;
or
- (v) The Sponsor ceases or takes material steps to cease to carry on its business.

In the event of the Sponsor's default, the School District has the right to take the following actions, which are not exclusive:

- (i) Remove all signage or materials containing or displaying the Sponsor's name, wherever located on District real and personal property with associated costs to be billed to the Sponsor;
- (ii) Seek and obtain injunctive or other legal relief including but not limited to specific performance of the terms of this Agreement; and/or
- (iii) Immediately terminate the Agreement by written notice to the Sponsor.

B. **Default by School District.** The following shall constitute a default by the School District:

The School District fails to perform or observe any of its non-monetary obligations, conditions or agreements to be performed or observed under this Agreement for thirty (30) days after written notice from the Sponsor; provided that if such performance or observance

cannot reasonably be accomplished within the thirty (30) day period, a default shall not be deemed to have occurred if the School District begins to cure the breach within the thirty (30) period and thereafter diligently and in good faith continues to pursue the cure of the breach until cured.

In the event of the School District's default, the Sponsor has the right to take the following actions, which are not exclusive:

- (i) Require the School District to remove all signage or materials displaying the Sponsor's name, wherever located on School District real and personal property, and require the School District to cease and desist any use of the Sponsor's name;
- (ii) Seek and obtain injunctive or other legal relief including but not limited to specific performance of the terms of this Agreement; and/or
- (iii) Immediately terminate this Agreement by written notice to the School District.

The foregoing remedies do not include a right of the Sponsor to enter School District property without permission; therefore, any removal of signage or other Sponsor property by the Sponsor must be arranged for and under the supervision of the School District.

C. **Costs.** The Parties agree that if any Party is successful in a court of competent jurisdiction in obtaining legal or equitable relief arising from a default by the other Party, the successful Party shall be entitled to recover its reasonable costs, fees and legal expenses.

6. **Termination for Reasons Other than Default.**

A. **School District.** The School District may choose to terminate this Agreement without cause if deemed in the best interests of the School District with sixty (60) days written notice to the Sponsor. In addition, if, in the School District's judgment, the rights granted the Sponsor will have a negative impact on the image or reputation of

the School District, it may immediately terminate this Agreement with written notice to the Sponsor. In the event the School District exercises its right of termination under this section, the School District will refund any amounts prepaid by the Sponsor beyond the sixty (60) day notice requirement on a pro-rata basis.

B. **Sponsor.** The Sponsor may terminate this Agreement if deemed to be in the best interest of the Sponsor with one year written notice to the School District. Such notice must be received at least 365 days prior to the due date for an annual installment. The Sponsor's sponsorship rights and advertising rights shall cease immediately upon receipt of the notice and the School District shall remove all signage or other materials displaying or containing the Sponsor's name, wherever located on School District real and personal property with associated costs to be billed to the Sponsor.

C. **Mutual Consent.** This Agreement may be terminated or modified by written agreement of both Parties, as authorized by the School Board of the School District and a duly authorized representative of the Sponsor.

7. **Miscellaneous.**

A. **Nature of the Agreement.** This Agreement does not constitute a lease or license. This Agreement does not form a partnership between the Parties, nor does it create any right, title, interest or claim of ownership of the Sponsor's name or the School District's property.

B. **Assignment.** The Sponsor shall not assign, transfer or convey this Agreement or its rights with any person or entity without the previous written consent of the School District.

C. **Force Majeure.** Neither Party shall be liable for any default or delay in the performance of its obligations under this Agreement if the default or delay is caused, directly or indirectly, from a cause beyond the Parties' reasonable control and without the fault or negligence of the Party claiming excusable delay or failure to perform, such as acts of God, acts of war or terrorism, fires, storms, floods, epidemics and pandemics, civil disorders, or other such similar causes. The Party whose performance is prevented or delayed shall promptly notify the other Party of the occurrence of the Force Majeure event. This provision does not prohibit the Parties from exercising their respective rights to terminate this Agreement.

D. **Mutual Defense and Indemnification.** The Sponsor and School District hereby agree to defend and hold harmless the other Party, their officials, agents, employees and board members from and against all liability, claims, losses, damages, suits, demands, or causes of action arising from any error, omission, or negligent act of the other Party, their officers, agents, employees, subcontractors, invitees, school board members or other person for whom the Sponsor or School District is legally liable related to the performance and implementation of this Agreement. This indemnification provision benefits only the Parties to this Agreement and their respective successors and assigns and nothing in this Agreement, expressed or implied, confers to any third party any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement. This indemnification provision does not constitute a waiver of the statutory limitations on School District liability or any of the immunities and defenses applicable to Minnesota school districts.

E. **Retention of Rights.** The only rights granted to the Parties are those described in this Agreement. The Sponsor hereby retains and does not grant any rights to the School District to use any of its logos, symbols, names or other marks or intellectual property.

F. **Choice of Law.** This Agreement shall be construed under and in accordance with the laws of the State of Minnesota. Any suit or action brought in connection with this Agreement shall have venue in Sherburne County, Minnesota.

G. **Counterparts.** This Agreement may be executed by the Parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute but one and the same Agreement. All signatures need not be on the same counterpart.

H. **Notices.** Any notices or communications required or permitted to be given pursuant to this Agreement shall be in given in writing and delivered in person or by certified mail, return receipt requested to the Parties as indicated below. A Party may change its address by giving written notice to the other Party.

Independent School District No. 726
Becker Public Schools
Attn: Superintendent of Schools
12000 Hancock Street
Becker, Minnesota 55308

Vonco II, LLC
Attn: Chris Guillemette, Vice President
15301 140th Avenue Southeast
Becker, MN 55308

I. **Authority.** Each Party attests that it has full power, authority and legal right to enter into this Agreement and to consummate the transactions contemplated hereby.

This Agreement has been duly authorized by requisite action by the School Board of the School District and the owner of Vonco II, LLC. Upon execution and delivery by each Party of this Agreement, it will be a valid and binding and obligation of each Party enforceable with its terms.

IN WITNESS WHEREOF, the Parties hereby execute and attest to this Agreement by their duly authorized representatives.

Dated: _____

Independent School District No. 726

By _____

Its _____

Approved by School Board

Action on _____ **[insert date]**

Dated: 6/19/2023

Vonco II, LLC

By *Chris Guillemotte*

Its Vice President

Milk Products Bid Results**Becker Public Schools-ISD 726 and Foley Public Schools-ISD 51**

Bids were opened at 12:00 pm on Thursday, June 15, 2023 for Milk Products for the 2023-24 School Year. Bid tabulations are listed below:

Bids (per unit)		Price per 1/2 Pint Unit	
Product	Size	Prairie Farms	Kemps LLC
Skim	1/2 Pint	0.253	0.310
1% Milk	1/2 Pint	0.264	0.321
Chocolate (Skim) Milk	1/2 Pint	0.304	0.323
Lactaid Milk - Lactose Free	1/2 Pint	0.790	0.830

Bids (Estimated Totals)		Total Cost per Usage Estimates	
Product	Est Usage	Prairie Farms	Kemps LLC
Skim	39,000	9,878.70	12,090.00
1% Milk	166,000	43,741.00	53,286.00
Chocolate (Skim) Milk	475,000	144,162.50	153,425.00
Lactaid Milk - Lactose Free	600	474.00	498.00
Totals	680,600	\$198,256.20	\$219,299.00

Both bids received included escaltor/de-escalator clauses based on Federal Milk Market Order #30 pricing. The clauses submitted by these vendors are deemed to be substabtially similar in nature.

Kevin Januszewski, Director of Business Services, recommends contracting with Prairie Farms for Milk Products for the 2023-24 school year based on low bid meeting specifications. This is a joint bid with Foley Public Schools, with district option to renew for up to three additional years.

DONOR	PROGRAM	GIFT DESCRIPTION
Becker Lions	Athletic Dept	Baseball Field Pitching Mound
Clear Lake Lions	Middle School	Middle School Donation
Coborns	Primary School	More Rewards
Coborns	Middle School	More Rewards

SCHOOL RESOURCE OFFICER SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of _____, 2023 (the “Effective Date”) by and between Sherburne County (the “County”), 13880 Business Center Drive, Elk River Minnesota, 55330 and Independent School District No. 726 (the “District”), 12000 Hancock Street, Becker, Minnesota 55308.

WHEREAS, both the County and the District desire to enter into this Agreement for the provision of law enforcement services by the Sherburne County Sheriff’s Office (“SCSO”) to the District, and

WHEREAS, this Agreement is authorized and provided for by Minnesota Statutes sections 126C.44 and 471.59.

NOW, THEREFORE, in consideration of the mutual undertaking and agreements hereinafter set forth, the County and the District agree as follows:

1. TERM.

Notwithstanding the date of the signatures of the parties to this Agreement, the term of this Agreement shall commence on the Effective Date and, unless earlier terminated pursuant to this Agreement, shall terminate on June 30, 2026, provided that the Parties may, in their individual discretion, agree to extend the term of this Agreement for additional one-year terms by executing a written agreement to extend the initial or subsequent term.

2. LAW ENFORCEMENT SERVICES.

2.1 Services. The SCSO will assign one full time licensed peace officer to perform the School Resource Officer (“SRO”) duties relating to crime prevention, detection, investigation and student and staff safety, as described on **Attachment A**. The District Superintendent shall designate the school or event location of the SRO assignment.

2.2 Hours. That the hours of service under this Contract shall be the regular school day. In addition, the SCSO will provide up to 60 hours of SRO services for special events outside of the regular school day as identified on **Attachment A**. Any additional services to be provided by the SRO or other law enforcement personnel may be provided by written addendum to this Agreement or by separate agreement of the Parties. Notwithstanding the foregoing, the parties may informally agree on additional hours to be provided for special event coverage during the term of this Agreement, subject to the District paying for such additional services as provided in section 3.2.

2.3 Assignment of SRO. The SCSO shall be solely responsible for assigning a deputy to serve as the SRO pursuant to this Agreement, provided that the District may request the replacement of the assigned deputy for any legitimate nondiscriminatory reason related to the deputy’s performance or fitness for the assignment. Notwithstanding the

foregoing, the County's Authorized Representative retains final authority on assignment of the SRO based on availability of SCSO personnel.

3. PAYMENT FOR SERVICES.

3.1 Annual Fee. The District shall pay to the County the amount of \$50,000.00 for the SRO for each school year during the initial term of this Agreement. The payment is intended to cover a reasonable amount of the cost the County incurs in paying wages, providing benefits and providing transportation for the peace officer assigned to SRO duties. Payment in full shall be made within 30 days of receipt of an invoice from the County, which shall be submitted on or about September 1. In the event the Parties agree to extend the term of this Agreement for one or more annual terms, the Parties shall agree on a reasonable adjustment to the fee for SRO services as a part of any such extension.

3.2 Hourly Fee for Additional Special Event Coverage. If the District requests and the SCSO agrees to provide SRO services for special events over the 60 hours provided for in this Agreement, the District agrees to pay for such additional services at the rate of \$70.00 per hour. Payment in full shall be made within 30 days of receipt of an invoice from the SCSO identifying the additional hours provided.

4. SRO EMPLOYMENT STATUS.

At all times and for all purposes, the County is and will remain the exclusive employer of all peace officers who perform services pursuant to this Agreement. No SRO may be considered to be an official, employee, agent, or educational service provider, or representative of the District. The SCSO shall be solely responsible for assigning a deputy to serve as the SRO pursuant to this Agreement, provided that the District may request the replacement of the assigned deputy for any legitimate nondiscriminatory reason related to the deputy's performance or fitness for the assignment. The County maintains full control over the peace officers it employs and is solely responsible for all employment and administrative functions related to its employees, including, but not limited to, supervision and evaluation, payroll and deductions, maintenance of all required insurance (e.g. workers' compensation insurance, unemployment insurance, liability insurance), and any labor disputes or grievances.

5. DISTRICT RESPONSIBILITIES.

In addition to making payments as described in this Agreement, the District, at its expense, will provide the SRO with access to necessary equipment including, but not limited to, an office, land telephone line, internet access and a desktop computer. The District and its officers, agents and employees will provide guidance and assistance to the SRO as needed so as to facilitate the performance of this Agreement. The Parties acknowledge that the SRO or other law enforcement officer may not participate in recommending or determining student discipline or in investigating incidents of student discipline which do not involve potential violations of the law

6. ACCESS TO EDUCATION RECORDS.

School officials shall allow the SRO to inspect and copy any public records maintained by the school including student directory information. The SRO may not, however, inspect and/or copy private educational data except in emergency situations. If some private educational data is needed in a health and safety emergency or to protect the health or safety of the student or other individuals, school officials may disclose that information to the SRO to the extent needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety, or the need for the data to address the emergency situation and the extent to which time is of the essence. If private educational data is needed, but no emergency situation exists, the information may be released according to such procedures as required by applicable law.

7. DATA PRACTICES.

The County and District must comply with the Family Educational Rights and Privacy Act ("FERPA") and the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by District in accordance with this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the County pursuant to this Agreement.

8. AUTHORIZED REPRESENTATIVES.

Joel Brott, Sherburne County Sheriff, shall serve as the County's Authorized Representative and as the liaison with the District in matters relating to this Agreement. Jeremy Schmidt, District Superintendent, shall serve as the District's Authorized Representative and as the liaison with the County in matters relating to this Agreement. The Parties shall have the right to change their Authorized Representatives or appoint Designees from time to time by providing written notice to the other Party. The Authorized Representatives shall have the express authority to resolve any disputes relating to the administration of this Agreement and the performance of the Parties' duties under this Agreement.

9. RELATIONSHIP BETWEEN THE PARTIES.

9.1 Independent Contractor. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint ventures, or an association, nor shall the SRO be considered an employee, agent or representatives of the District. The Parties shall be and shall remain independent contractors with respect to all services performed under this Agreement.

9.2 Assignment and Delegation. Neither Party shall assign its rights or delegate its duties under this Agreement without receiving the prior written consent of the other Party.

10. LIABILITY AND INSURANCE.

Each Party shall be liable for the acts and omissions of its own agents and employees and not the acts and omissions of the other Party's agents and employees. The Parties' liability shall be limited by the provisions of Minn. Stat. Ch. 466 or other applicable law. Each Party shall procure and maintain a program of insurance or self-insurance to cover claims arising under this Agreement due to its own acts and omissions and the acts and omissions of its agents and employees.

11. NOTICE.

Any notices required or permitted to be given under this Agreement shall be sent to the Party's Authorized Representative and: (i) shall be in writing; (ii) shall be deemed given or delivered (a) if delivered personally, when received, (b) if sent from within the United States by registered or certified mail, postage prepaid, return receipt requested, on the third business day after mailing, or (c) if sent by messenger or reputable overnight courier service, on the next business day after mailing; and (iii) shall be addressed to each party at its address set forth in this Agreement, or at such other address as the parties shall designate in writing by personal delivery, certified mail, or overnight courier service.

12. TERMINATION.

Either Party may terminate this Agreement upon thirty (30) days written notice to the other Party. All payments due pursuant to this Agreement shall be prorated in the event of such termination.

13. SURVIVAL.

The provisions of this Agreement which, by their terms, impose obligations that are continuing in nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: Sections 7 (Data Practices), 10 (Liability and Insurance) and 16 (Governing Law; Jurisdiction; Venue).

14. ENTIRE AGREEMENT; AMENDMENTS; CONFLICTS. This Agreement (including the exhibits attached hereto) constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, documents and proposals, oral or written, between the parties with respect thereto. Any amendment or modification to this Agreement shall not be valid unless such amendment or modification (i) is in writing and signed by authorized representatives of both parties and (ii) references this Agreement. The terms and conditions of the exhibits are integral parts of this Agreement and are fully incorporated herein by this reference.

15. COMPLIANCE WITH APPLICABLE LAW. The Parties agree to comply with federal, state and local laws and applicable regulations and professional licensing requirements and standards established by any agency, as may be applicable to this Agreement.
16. GOVERNING LAW; JURISDICTION; VENUE. This Agreement shall be governed by the laws of the State of Minnesota, without regard to its conflict of laws rules. For the purpose of resolving conflicts related to or arising out of this Agreement, the Parties expressly agree that venue shall be exclusively in state courts located in Sherburne County, Minnesota.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the Effective Date set forth above.

SHERBURNE COUNTY

ISD 726

By: _____

By: _____

Print Name

Print Name

Title

Title

Date: _____

Date: _____

ATTACHMENT A

SRO DUTIES

1. The SRO will assist in the establishment and coordination of a cooperative community approach among schools, parents, police, and other resources in meeting the students and community's needs.
2. The duties of the SRO shall include:
 - (a) Conferring with school staff, parents, neighbors and other city and community members regarding pre-delinquent behaviors.
 - (b) Identifying problems and potential problems by inspecting school areas, grounds and property while observing for suspicious activity in high delinquency areas.
 - (c) Conducting investigations within the school and school community.
 - (d) Investigating juvenile crimes as assigned by the SCSO. These cases, including emergencies that may arise from time to time, will vary in number and complexity, thereby requiring flexibility in the hours that the SRO works and requiring the SRO to leave the school building(s) at various times.
3. The provision of enforcement services provided herein, the selection of deputies to serve as SRO, performance standards and discipline of deputies and any other personnel matters incidental to the performance of services shall remain with the SCSO. The District; however, may provide input of an advisory nature in connection with the selection and evaluation of the SRO.
4. The Parties will cooperate to ensure a deputy serving as an SRO receives training as necessary to permit the SRO to effectively perform their duties in the context of the school's educational mission, including training on some or all of the following topics:
 - Understanding school violence and victimization
 - Preventing violence in school settings
 - School safety and emergency plans
 - Social and emotional learning
 - Restorative problem solving
 - Positive behavior interventions and supports
 - Trauma informed care
 - Cultural competency
 - Bullying prevention
 - Suicide prevention/postvention
 - School mental health
 - Youth brain development

5. The SRO will provide statistical reports on selected data, as agreed to by the District and the SCSO, a minimum of two times per school year (mid-year and end-of-year reports).
6. In the event that the SRO or other law enforcement official from the SCSO, upon written request of the District's Authorized Representative, perform other services not herein described or which exceed the agreed upon level of services provided herein, such services shall be billed, in addition to the stated agreement payment, based on the direct and actual costs of services requested by the District.
7. School sponsored activities outside of the normal school day scope of duties, such as sporting events, dances, graduation, shall be considered special events. SCSO agrees to provide 60 hours of special event coverage to the District at no additional fee each contract year. All hours beyond 60 will be billed to the District at the rate of \$70.00 per hour.



Minnesota Model Policy Revisions

2023 Minnesota Legislative Changes

The MSBA/MASA model policies are now updated to reflect Minnesota laws enacted in 2023. Because the revisions potentially concern matters of stakeholder interest, MSBA recommends that, when possible, school boards consider using the multiple meeting revision process set forth in their Model Policy 208.

Because some revisions are effective immediately or in the Summer 2023—and because the revisions are largely taken word-for-word from 2023 legislation—school boards may choose to adopt changes in a single meeting or as an emergency (pursuant to Model Policy 208). This is a local decision for school boards. Whether policy language has been formally adopted, school districts must follow the laws related to the policies.

Number	Title	Primary Revisions
102	Equal Educational Opportunity	Adds equal athletic opportunity paragraph
418	Drug-Free Workplace/Drug-Free School	Reflects marijuana legalization *Education program not required until 26-27 SY
419	Tobacco-Free Environment	Adds loose tobacco/tribal ritual exception
424	License Status	Adds annual report to PELSB requirement
425	Staff Development	Adds paraprofessional paid orientation or professional development
504	Student Appearance <i>(substantially revised)</i>	
506	Student Discipline	Adds substantial revisions: Nonexclusionary disciplinary practices, reasonable force, recess, etc.
507	Corporal Punishment <i>and Prone Restraint</i>	Adds Prohibitions article; prone restraint prohibition
509	Enrollment of Nonresident Students	Adds application provisions
513	Student Promotion, Retention, and Program Design	Adds Gifted and Talented Student provisions; early admissions

514	Bullying Prohibition Policy	Adds malicious and sadistic conduct prohibition; updates General Policy Statement and Notice
516.5	Overdose Medication	Adds school district policy requirements and prescription authorizations
524	Internet Acceptable Use and Safety Policy	Adds cell phone provisions
532	Use of Peace Officers and Crisis Teams	Adds reasonable force provision
534	School Meals Policy	Updates policy to reflect new free meals law
601	School District Curriculum and Instruction Goals	Adds definitions; updates WBWF plan; deletes obsolete provisions on reading
602	Organization of School Calendar and School Day	Adds E-learning provisions
603	Curriculum Development	Updates District Advisory Committee provisions; deletes curriculum development process (Art. VI)
604	Instructional Curriculum	Updates required academic standards; prohibits curriculum discrimination/discipline
613	Graduation Requirements	Updates definitions; adds ethnic studies course provision
616	School District System Accountability	Deletes "graduation standards"; adds reports; updates District Advisory Committee provisions
617	School District Ensurance of Standards	Deletes Profile of Learning reference
618	Assessment of Student Achievement	Updates definitions
620	Credit for Learning	Removes online learning (see updated Policy 624); updates definitions; adds health care credit
621	<i>Literacy and the READ Act (New)</i>	New policy on the READ Act requirements
624	<i>Online Instruction (New)</i>	New policy on online instruction (policy number remains the same)
708	Transportation of Nonpublic School Students	Allows written plan for nonpublic pupil transportation
709	Student Transportation Safety Policy	Adds active transportation safety training requirements; adds Type III bus change
806	Crisis Management Policy	Adds active shooter drill requirements

Please note that Model Policy 621 (Literacy and the READ Act) is an entirely new policy. Model Policy 624 (Online Instruction) maintains an existing policy number, but its text has been entirely deleted and replaced with new Minnesota law.



Instructions to access the Policy Manual online

1. Please visit www.mnmsba.org.
2. Go to the Resources tab and select Policies
3. Log into the Members area (access is limited to Policy Services subscribers)
4. Click on a desired policy
5. A clean version (e.g., Policy 418) and a redlined version (e.g., Policy 418 Redline) can be found at the bottom of the policy page, below the Legal References and Cross References.

NOTE: If you experience trouble viewing the **redlined** version, please go to the Review tab on Microsoft Word and ensure that “All Markup” is clicked in the Tracking section. If the “Simple Markup” box is checked, one cannot see the redlined changes.

Redlines: To clean up the policy library, we removed redlines that are more than ten years old to reduce possible confusion. The removed redlines are available upon request.

The current and recent Policy Services Newsletters can be found on the MSBA website under Services/Policy Services.

If you have questions about Policy Services, how to navigate the online Policy Reference Manual, or the content of the model policies, please contact Terry Morrow at (507) 934-8126 or (800) 324-4459 or by email at tmorrow@mnmsba.org

Jaymyson Sillman (jsillman@mnmsba.org) can assist if technological issues arise related to accessing the model policies or the revisions.



Adopted: _____

MSBA/MASA Model Policy 102

Orig. 1995

Revised: _____

Rev. 2023

102 EQUAL EDUCATIONAL OPPORTUNITY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully 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. The school district also makes reasonable accommodations for students with disabilities.
- B. The school district prohibits harassment and discrimination of any individual based on any of the protected classifications listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).
- C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).
- D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).
- E. The school district shall provide equal opportunity for members of each sex and to members of all races and ethnicities to participate in its athletic program. In determining whether equal opportunity to participate in athletic programs is available for the purposes of this law, at least the following factors shall be considered to the extent that they are applicable to a given situation: whether the opportunity for males and females to participate in the athletic program reflects the demonstrated interest in athletics of the males and females in the student body of the educational institution; whether the opportunity for members of all races and ethnicities to participate in the athletic program reflects the demonstrated interest in athletics of members of all races and ethnicities in the student body of the educational institution; whether the variety and selection of sports and levels of competition effectively accommodate the

demonstrated interests of members of each sex; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of all races and ethnicities; the provision of equipment and supplies; scheduling of games and practice times; assignment of coaches; provision of locker rooms; practice and competitive facilities; and the provision of necessary funds for teams of one sex.

- F. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- G. Every school district employee shall be responsible for complying with this policy.
- H. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
[Minn. Stat. § 121A.04 \(Athletic Programs; Sex Discrimination\)](#)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References:
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

Adopted: May 3, 2004

Revised/

Reviewed: January 9, 2023

102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully 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. The school district also makes reasonable accommodations for students with disabilities.
- B. The school district prohibits harassment and discrimination of any individual based on any of the protected classifications listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).
- C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).
- D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).
- E. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- F. Every school district employee shall be responsible for complying with this policy.
- G. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: Policy 413 (Harassment and Violence)
Policy 521 (Student Disability Nondiscrimination)
Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

Adopted: _____

MSBA/MASA Model Policy 418

Orig. 1995

Revised: _____

Rev. 2023~~2~~

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, ~~(including 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, ~~(including 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, ~~(including 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.~~any route of administration.~~

- 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. includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.~~

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.

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.

[Note: School districts are required by Minnesota Statutes, section 121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: "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 provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, in accordance with school district procedures."]

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.

[Note: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition. 41 United States Code section 8103; 34 Code of Federal Regulations Part 84. An acknowledgment will document satisfaction by the school district of this federal requirement.]

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.

VI. 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 (including 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)

Adopted: February 22, 2005

Revised: June 5, 2023

418 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.

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.

VI. 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: Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Policy 416 (Drug and Alcohol Testing)
Policy 417 (Chemical Use and Abuse)
Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
Policy 506 (Student Discipline)
Policy 516 (Student Medication)

Adopted: _____

MSBA/MASA Model Policy 419

Orig. 1995

Revised: _____

Rev. 2023

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minnesota Statutes, section 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minnesota Statutes, section 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.]

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.

[Note: The following language is not required by law, but is recommended by MSBA for inclusion in 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.

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.

[NOTE: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]

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.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)

Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: February 22, 2005

Revised: August 1, 2022

419 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 device, 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 knowingly 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 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.

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.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Policy 506 (Student Discipline)

Adopted: _____

MSBA/MASA Model Policy 424

Orig. 1999

Revised: _____

Rev. 2023

424 LICENSE STATUS

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.
- D. The school district must annually report to the Professional Educator Licensing and Standards Board: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of

duty which are grounds for immediate discharge from employment.

- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)
Minn. Stat. § 122A.40, ~~Subd. 13~~ (Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Cross References: None

Adopted: November 17, 2003

Revised: March 16, 2004

424 LICENSE STATUS AND SUBSTITUTE TEACHER PAY

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies through the Minnesota education licensing system available on the Minnesota Department of Education website that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure

to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.

- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.
- E. Parents shall be notified according to state and federal statutes regarding the licensure of certified and non-certified staff members working with their children.
- F. Daily Substitute Pay. A person who is subject to call as a replacement for any regular teacher for any period of time under fifteen (15) consecutive days. Daily pay is to be established by the School Board.
- G. Short Term Substitute Pay. A person who is employed as a substitute teacher for a period of (15) consecutive days for the same regular teacher, but not to exceed a maximum of thirty (30) consecutive days. A short term sub after teaching fifteen (15) consecutive days shall have their salary adjusted to the starting salary of the BA degree and retroactive to the first day.
- H. Long Term Substitute Teacher. A person who is employed as a substitute teacher for a period of time over thirty (30) consecutive days for the same regular teacher. This person shall receive a substitute teacher contract and be subject to and governed by the Master Contract.
- I. Long Term Substitute Teacher – Rehire of Retired Becker Staff Member
A Becker staff member who retires, may be hired back as a long term substitute teacher after one day of retirement. This person will receive a substitute teaching contract and be subject to and governed by the Master Contract.

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Recording of Teacher Licenses)
Minn. Stat. § 122A.40, Subd. 13 (Employment ; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639, 1993 Minn. App. Lesis 442 (Minn. App. 1993), April 27

Cross References:

Adopted: _____

MSBA/MASA Model Policy 506

Orig. 1995

Revised: _____

Rev. 2023

506 STUDENT DISCIPLINE

[Note: School districts are required by statute to have a policy addressing these issues.]

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 his or her lawful authority, may use reasonable force when it is necessary under the circumstances to ~~correct or~~ restrain a student ~~to~~ prevent imminent bodily harm or death to the student or another.
- 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. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to ~~correct or~~ restrain a student ~~to~~ prevent imminent bodily harm or death to the student or another.
- 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 his or her 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.
- 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 imminent 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 imminent 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 Acceptable Use and Safety Policy;
22. ~~Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy; Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;~~
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.

[Note: The following Sections C. - J. must be developed and inserted by each school

district based upon individual district practices, procedures, and preferences. School districts may consider developing and inserting procedures identified in Sections K-N.]

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

1. Specify procedures to remove a student from a class to be followed by a teacher, school administrator, or other school district employee ~~to remove a student from a class~~;
2. Specify required approvals necessary;
3. Specify paperwork and reporting procedures.

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. Designation of where student is to go when removed;
2. Designation of how student is to get to designated destination;
3. Whether student must be accompanied;
4. Statement of what student is to do when and while removed;
5. Designation of who has control over and responsibility for student after removal from class.

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

1. Specification of procedures;
2. Actions or approvals required such as notes, conferences, readmission plans.

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. ~~Specification of Procedures; Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;~~
2. Actions or approvals required, such as notes, conferences, readmission plans.

H. Disabled Students; Special Provisions.

1. Procedures for consideration of whether there is a need for further assessment;
2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled

student who is removed from class or disciplined; and

3. Any procedures determined appropriate for referring students in need of special education services to those services.

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

1. Establishment of a chemical abuse preassessment team pursuant to Minnesota Statutes, section 121A.26;
2. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minnesota Statutes, section 121A.29.

J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

K. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

L. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

M. Any Procedures Determined Appropriate for Referring a Student in Need of Special Education Services to Those Services; and

N. Any Procedures Determined Appropriate for Ensuring Victims of Bullying who Respond with Behavior not Allowed under the School's Behavior Policies have Access to a Remedial Response, Consistent with Minnesota Statutes, section 121A.031.

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 ~~provide alternative educational services~~ 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.

- 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 one school day or less, 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 (6th) consecutive day of suspension or the tenth (10th) 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. The school administration shall implement alternative educational services when the suspension exceeds five (5) 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 ~~alternative educational services~~ 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 ~~shall~~ 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 ~~shall~~must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan ~~may~~must include measures to improve the student's behavior, ~~including 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 student-pupil, and each pupil withdrawal agreement within thirty (30) days of the assault effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the alternative educational services nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the student-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 student's-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.

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.582 (Student Discipline; Reasonable Force)
Minn. Stat. §§ 121A.60 (Definitions)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
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 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)

Adopted: August 2, 2004

Revised/

Reviewed: July 11, 2022

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 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, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 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. 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 his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- 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. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- 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 his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- 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.

IV. STUDENT RIGHTS

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

V. 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.

VI. 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 trip. 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 or 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, 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 Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
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' 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;
45. 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.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district 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 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.

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

- 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. Specify procedures to be followed by a teacher, administrator or other school district employee to remove a student from a class;
 - 2. Specify required approvals necessary;
 - 3. Specify paperwork and reporting procedures.
- D. Responsibility for and Custody of a Student Removed From Class.
 - 1. Designation of where student is to go when removed;
 - 2. Designation of how student is to get to designated destination;
 - 3. Whether student must be accompanied;
 - 4. Statement of what student is to do when and while removed;
 - 5. Designation of who has control and responsibility for student after removal from class.
- E. Procedures for Return of a Student to a Class From Which the Student Was Removed.
 - 1. Specification of procedures;
 - 2. Actions or approvals required such as notes, conferences, readmission plans.
- F. Procedures for Notification.
 - 1. Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;
 - 2. Actions or approvals required, such as notes, conferences, readmission plans.
- G. Disabled Students; Special Provisions.

1. Procedures for consideration of whether there is a need for further assessment;
 2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and
 3. Any procedures determined appropriate for referring students in need of special education services to those services.
- H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
1. Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;
 2. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.
- I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.
- J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.
- K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

IX. 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 provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- 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. 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. 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.
3. 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.

4. 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 (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) 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 Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. §120B.02, although in a different setting.
6. 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.
7. 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 Minn. Stat. Ch. 260C.

8. 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, Minn. Stat. §§ 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.)
9. 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.
10. 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.
11. 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) days.

D. 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, Minn. Stat. §§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, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services 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 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 the Minnesota Department of Education (MDE).

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 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 Minn. Stat. § 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.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require 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.

XI. 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 physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault 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 student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

It is the policy of the school district 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, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

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.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 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 (Minn. Stat. Ch. 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.

XV. 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.

XVI. 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 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.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References:

Policy 413 (Harassment and Violence)
Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
Policy 501 (School Weapons)
Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Policy 503 (Student Attendance)
Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
Policy 514 (Bullying Prohibition Policy)
Policy 524 (Internet Acceptable Use and Safety Policy)
Policy 525 (Violence Prevention)
Policy 526 (Hazing Prohibition)
Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
Policy 610 (Field Trips)
Policy 709 (Student Transportation Safety Policy)
Policy 711 (Video Recording on School Buses)
Policy 712 (Video Surveillance Other Than on Buses)

(Sample Form)
NOTICE OF SUSPENSION
(Date)

(Name of Parent or Guardian)
(Address)
(City, State, Zip)

Dear (Parent or Guardian)

(Name of Student) has been suspended from (name of school) for (number of days) commencing on (date).

The grounds for suspension are:

Briefly, the facts that have been determined are:

The testimony received was:

An administrative conference to determine the above was conducted before

_____, at _____ on _____
(Name of Administrator) (Time) (Date)

pursuant to Minn. Stat. §§ 121A.40-121A.56, a copy of which is enclosed.

The plan of readmission is:

Alternative educational services in the form of homework will be available to be picked up at the school after _____ [date] _____.

While suspended, the student may not come on any school campus except with you for the purpose of discussing conduct.

If you have any questions, please call.

Sincerely,

Administrator

Enc: Minn. Stat. §§ 121A.40-121A.56

Adopted: _____

MSBA/MASA Model Policy 509

Orig. 1995

Revised: _____

Rev. 2023

509 ENROLLMENT OF NONRESIDENT STUDENTS

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The school district desires to participate in the Enrollment Options Program (Open Enrollment) established by Minnesota Statutes, section 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

The school board adopts specific standards for acceptance and rejection of Open Enrollment applications.

III. OPEN ENROLLMENT PROCESS

A. Open Enrollment applications will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minnesota Statutes, section 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. If the school district limits enrollment of nonresident students pursuant to this section, the district shall report to the Commissioner of the Minnesota Department of Education (MDE) by July 15 on the number of nonresident pupils denied admission due to the limitations on the enrollment of nonresident pupils.

IV. BASIS FOR DECISIONS

A. Standards that may be used for rejection of application

In addition to the provisions above, the school district may refuse to allow a pupil who is expelled under Minnesota Statutes, section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with except that such term does

~~not include the exception of~~ a pocket knife with a blade less than two and one-half inches in length, at school or a school function;

2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

C. Standards that may not be used for rejection of application

The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in this policy.

D. Application

The student and parent or guardian must complete and submit the "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education (or the Statewide Enrollment Options Application for State-funded Voluntary Prekindergarten (VPK) or School Readiness Plus (SRP) Application if applicable) developed by MDE and available on its website.

The school district may require a nonresident student enrolled in a program under Minnesota Statutes, section 125A.13, or in a preschool program, except for a program under Minnesota Statutes, section 124D.151 or Laws 2017, First Special Session chapter 5, article 8, section 9, to follow the application procedures under this subdivision to enroll in kindergarten. A district must allow a nonresident student enrolled in a program under Minnesota Statutes, section 124D.151 or Laws 2017, First Special Session chapter 5, article 8, section 9, to remain enrolled in the district when the student enters kindergarten without submitting annual or periodic applications, unless the district terminates the student's enrollment under subdivision 12.

The school district shall notify the parent or guardian in writing by February 15 or within ninety (90) days for applications submitted after January 15 in the case of achievement and integration district transfers whether the application has been accepted or rejected. If an application is rejected, the district must state in the notification the reason for rejection. The parent or guardian must notify the nonresident district by March 1 or within ten (10) business days whether the pupil intends to enroll in the nonresident district.

E. Lotteries

If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

1. the student's resident district does not operate a school building;
2. the municipality is located partially or fully within the boundaries of at least five school districts;
3. the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
4. no other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established by school board policy and posted on the school district's website.

F. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minnesota Statutes, section 124D.03 or 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 under Minnesota Statutes, chapter 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a 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 in a school year and who has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8.

A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal References: Minn. Stat. § 120A.22, Subd. 3(e) and Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (~~The~~-Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Definitions)
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)
[18 U.S.C. 930, para. \(g\)\(2\) \(Definition of weapon\)](#)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 517 (Student Recruiting)

Adopted: March 20, 2006

Revised: July 3, 2017

509 ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. It is the purpose of this policy to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or

4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
- C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:
1. previous academic achievement of a student;
 2. athletic or extracurricular ability of a student;
 3. disabling conditions of a student;
 4. a student's proficiency in the English language;
 5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
 6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F. of this policy.
- D. Application. The student and parent or guardian must complete and submit a School District Enrollment Options Program application developed by the Minnesota Department of Education (that enrollment form follows this policy).
- E. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. Siblings of currently enrolled students, applications related to an approved integration and achievement plan, and children of the school district's staff must receive priority in the lottery. The process for the school district lottery must be established by the Superintendent and posted on the school district's website if invoked.
- F. Exclusion
1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
 2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the

superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 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 under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days 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 and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

- H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal References: Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)
Minn. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Op. Minn. Atty. Gen. No. 169-f (August 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. App. 2005) (unpublished)

Cross References: Policy 506 (Student Discipline)
Policy 517 (Student Recruiting)
MSBA Service Manual, Chapter 5, Various Educational Programs

Adopted: _____

MSBA/MASA Model Policy 514

Orig. 2003

Revised: _____

Rev. 2023~~2~~

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 as defined in this policy, 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, ~~or cyberbullying as defined in this policy, 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, bullying.
- 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 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 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.
- 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.

- 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.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall 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. This policy ~~or a summary thereof~~ must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. This policy must be ~~distributed~~given to each school district or school employee and independent contractor at the time of hiring or contracting. ~~who regularly interacts with students at the time of initial employment with the school district.~~
- D. 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.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

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.0312 (Malicious and Sadistic Conduct)
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.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)

Adopted: May 3, 2004

*Revised/
Reviewed: July 11, 2022*

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 on school premises, on school district property, at school functions or activities, or on school transportation. 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.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. 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.

- G. 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 as defined in this policy.

- 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. "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.

- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "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.
- H. "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 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 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.

- 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.
- 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.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall 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. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the

school district.

- D. 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.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

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 Minn. Stat. § 121A.031 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.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: Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Policy 413 (Harassment and Violence)
Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
Policy 423 (Employee-Student Relationships)
Policy 501 (School Weapons Policy)
Policy 506 (Student Discipline)
Policy 507 (Corporal Punishment)
Policy 515 (Protection and Privacy of Pupil Records)
Policy 521 (Student Disability Nondiscrimination)

Policy 522 (Title IX Sex Nondiscrimination Policy)
Policy 524 (Internet Acceptable Use and Safety Policy)
Policy 525 (Violence Prevention)
Policy 526 (Hazing Prohibition)
Policy 529 (Staff Notification of Violent Behavior by Students)
Policy 709 (Student Transportation Safety Policy)
Policy 711 (Video Recording on School Buses)
Policy 712 (Video Surveillance Other Than on Buses)

Adopted: _____

MSBA/MASA Model Policy 516.5

Orig. 2023

Revised:

Rev: June 2023

516.5 OVERDOSE MEDICATION

[Note: The 2023 Minnesota legislature enacted legislation requiring school districts to maintain a supply of opiate antagonists. School districts and their employees are legally permitted to purchase, store, and administer Naloxone (Narcan) in response to an opiate overdose in schools and those who do assist with such administration are immune from civil liability as well as exempt from criminal prosecution from possession, use, etc. of medication. The provisions of this policy outline the requirements of the law with respect to the use of Naloxone (Narcan) in schools.]

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), 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.
- 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. District Collaborative Planning and Implementation Team

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.

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)
Minnesota Department of Health Toolkit on the Administration of Naloxone

ⁱ Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

Adopted: _____

MSBA/MASA Model Policy 524

Orig. 1996

Revised: _____

Rev. 2023

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

[Note: School districts are required by statute to have a policy addressing these issues.]

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," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
- 7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 - 8. 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.
 - 9. 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.
 - 10. 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

[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts seeking technology revenue pursuant to Minnesota Statutes section 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]

ALTERNATIVE NO. 1

[Note: For a school district that does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under Minnesota Statutes section 125B.15.]

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

[Note: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use "other effective methods" to restrict student access to such materials.]

ALTERNATIVE NO. 2

[Note: Technology revenue is available to school districts that meet the additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the following language. However, the school district is not required to do so.]

- A. All school district computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.
- B. All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

ALTERNATIVE NO. 3

[Note: School districts that receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy that contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.]

- 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.

[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]

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

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

[Note: This language aligns with the provisions found in the MSBA Model Student Handbook. As an alternative to stating specific cell phone rules in a school district policy, a school board could choose to direct school administration to establish cell

phone rules. This approach enables administrators to craft flexible and specific rules that are specific to grade levels and buildings.]

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. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
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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: June 21, 2004

Revised/
Reviewed: July 11, 2022

524 INTERNET 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. 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.
 - 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,” “Twitter,” “Instagram,” “Snapchat,” and “Reddit,” and similar websites or applications.
- 7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 - 8. 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.
 - 9. 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.

10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy 514. 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. 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 include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. 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 have the right at any time to investigate or review the contents of their child's files and e-mail files. 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 Minn. Stat. Ch. 13 (the 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 mis-deliveries or non-deliveries 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 Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
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.

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

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- 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.
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Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
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47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
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Policy 522 (Student Sex Nondiscrimination)
Policy 603 (Curriculum Development)
Policy 604 (Instructional Curriculum)
Policy 606 (Textbooks and Instructional Materials)
Policy 806 (Crisis Management Policy)
Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: _____

MSBA/MASA Model Policy 532

Orig. 2003

Revised: _____

Rev. 2023

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

[Note: School districts are required by statute to have a policy addressing these issues.]

[Note: Minnesota Laws 2009, Chapter 96, made a number of changes to the laws and rules governing the use of "conditional procedures" with respect to special education students. Specifically, Chapter 96 repealed, EFFECTIVE AUGUST 1, 2011, Minnesota Statutes sections 121A.66, 121A.67, Subd. 1, as well as Minnesota Rules 3525.0210, Subparts 5, 6, 9, 13, 17, 29, 30, 46, 47, and 3525.2900, Subp. 5. These laws and rules were replaced, effective August 1, 2011, with a restrictive procedures law which generally addresses the restraint of special education students. Also note that the restrictive procedures law contains a significant staff training component, found at Minnesota Statutes section 125A.0942, Subds. 1, 2, and 5. Staff who intend to use restrictive procedures must be trained in the areas specified in Subd. 5 to use these procedures.]

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Crisis team" means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- B. "Emergency" means a situation where immediate intervention is needed to protect a child or other individual from physical injury.

- C. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- D. "Police liaison officer" is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- E. The phrase "remove the student from school grounds" is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student's behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team may be summoned. The crisis team may attempt to de-escalate the student's behavior by means including, but not limited to, those described in the student's IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family

Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

[Note: If the school district uses a different reference name for its student records policy, insert that name in place of the reference to Protection and Privacy of Pupil Records, which is the title of MSBA/MASA Model Policy 515.]

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

1. In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another
2. In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:
 - a. Corporal punishment prohibited by Minnesota Statutes, section 121A.58;
 - b. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
 - c. Totally or partially restricting a child's senses as punishment;
 - d. Denying or restricting a child's access to equipment and devices such as walkers, wheelchairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
 - e. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minnesota Statutes, Chapter 260E;
 - f. Physical holding (as defined in Minnesota Statutes, section 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
 - g. Withholding regularly scheduled meals or water; and/or
 - h. Denying a child access to toilet facilities.
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.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minnesota Statutes, section 125A.0942, subdivisionSubd. 5, and otherwise comply with the requirements of section§ 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67 (Removal by Police Officer)
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Act)
34 C.F.R. § 300.535 (Referral to and Action by Law Enforcement and Judicial Authorities)

Cross References: 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 525 (Violence Prevention)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

Adopted: May 15, 2006

Revised: April 4, 2022

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.

- C. “Police liaison officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation where immediate intervention is needed to protect a child or other individual from physical injury.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student’s behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student’s behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team, building administrator, or the building administrator’s designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minnesota Statutes section 121A.58;
2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. Totally or partially restricting a child's senses as punishment;
4. Denying or restricting a child's access to equipment and devices such as walkers, wheelchairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;

5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minnesota Statutes Chapter 260E;
6. Physical holding (as defined in Minnesota Statutes section 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
7. Withholding regularly scheduled meals or water; and/or
8. Denying a child access to toilet facilities.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minnesota Statutes section 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the

Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67, Subd. 2 (Aversive and Deprivation Procedures)
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

Cross References: 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 525 (Violence Prevention)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

Adopted: _____

MSBA/MASA Model Policy 534

Orig. 2017

Revised: _____

Rev. 2023

534 SCHOOL MEALS POLICY

[Note: In 2021, the Minnesota legislature amended Minnesota Statutes, section 124D.111, ~~that now states to require~~ that Minnesota school districts that participate in the national school lunch program **must** adopt a school meals policy. In 2023, the Minnesota legislature amended the statute to create the free school meals program].

[Note: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]

[Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid a la carte items or second meal charges.]

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 school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

[Note: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]

A. [OPTION 1: All a la carte items or second meal purchases are to be prepaid before meal service begins. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).] A student who does not have sufficient funds will not be allowed to charge ~~meals or~~ a la carte items or a second meal until additional money is deposited in the student's account.]

[OPTION 2: Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$[insert amount] or [insert number of meals] to this account]. When an account reaches this limit, a student shall not be allowed to charge ~~further second~~ meals or a la carte items until the negative account balance is paid. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).]

[OPTION 3: Insert a school district-specific process for payment of a la carte items or second meals.]

If the school district 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.

B. A 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.

C. Each school that participates in the free school meals program must:

(1) participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and

(2) 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.

~~If the school district receives school lunch aid under Minnesota Statutes section 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.~~

~~C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.~~

~~D. A student who has been determined to be eligible for free and reduced-price lunch always must be served a reimbursable meal even if the student has an outstanding debt.~~

~~D. 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.~~

~~E. 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.~~

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 balance once the negative balance reaches \$*[insert amount]* or *[insert number of meals]*. Families will be notified by *[insert the method used to notify families (e.g., automated calling system, email, 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. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.
- 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 of more than \$*[insert amount]*, not paid prior to *[enter time period (e.g., end of the month, end of the semester, end of the school year)]*, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. 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: December 6, 2021

Revised/

Reviewed: January 9, 2023

534 SCHOOL MEALS

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 school 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. When the balance reaches zero, a student may charge no more than a standard complete meal to this account. Seconds and a la carte items may not be charged until the negative account balance is paid and the balance is positive. Families may add money into their meal account by bringing cash or a check to any school buildings front office or pay online through the Meal Account portal; Wordware. Families also have the option to set up autopay through their Wordware account.
- B. If the school district receives school lunch aid under Minnesota Statutes section 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. A student who has been determined to be eligible for free and reduced-price lunch always must be served a reimbursable meal even if the student has an outstanding debt.
- D. When a student has a negative account balance, the student will not be allowed to charge ala carte snack items, second entrees, or second meals. Once informed by the cashier that there are not adequate funds to purchase the item(s), they can either return the snack items or the cashier will return it for the student.
- E. Payments added to the meal account will be shared between all students in the family.

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 a low balance once the meal account reaches \$15.00. Families will be notified through automated emails and calling system. Families with a negative meal account balance will receive these automated messages Monday-Friday.
- 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 first meals, withdrawing a first meal that has been served, announcing or listing students' names publicly, 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. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- 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 of more than \$25, not paid prior to the end of the school year will be turned over to the Director of Business Services for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. 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, in addition to providing the required written notification described above.

VI. ANGEL FUND

- A. The Becker School District maintains a donation account through the Wordware meal account software. Individuals and/or groups are able to donate to the Angel Fund. Funds are used to pay off negative meal account balances for families that accrued the balance before they qualified for free and reduced meals. Funds are also used for families experiencing temporary financial struggles that do not qualify for free and reduced price lunches as well as other unique circumstances.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111 (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: _____

MSBA/MASA Model Policy 601

Orig. 1995

Revised: _____

Rev. 2023~~2~~

601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

[Note: Minnesota Statutes section 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minnesota Statutes section 120B.11.]

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with creating the world's best workforce.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish the "world's best workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

III. DEFINITIONS

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Antiracist" means actively working to identify and eliminate racism in all forms in order to change policies, behaviors, and beliefs that perpetuate racist ideas and actions.
- C. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- D. "Culturally sustaining" means integrating content and practices that infuse the culture and language of Black, Indigenous, and People of Color communities who have been and continue to be harmed and erased through the education system.
- E. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- F. "Ethnic studies" as defined in Minnesota Statutes, section 120B.25, has the same meaning for purposes of this section. Ethnic studies curriculum may be integrated in existing curricular opportunities or provided through additional curricular offerings.
- G. "Experiential learning" means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.
- H. "Institutional racism" means structures, policies, and practices within and across

institutions that produce outcomes that disadvantage those who are Black, Indigenous, and People of Color.

- I. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements including applied and experiential learning.
- J. "Performance measures" are measures to determine school district and school site progress in striving to create the world's best workforce and must include at least the following:
 - 1. the size of the academic achievement gap; ~~and~~ rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;
 - 2. student performance on the Minnesota Comprehensive Assessments;
 - 3. high school graduation rates; and
 - 4. career and college readiness under Minnesota Statutes, section 120B.30, subdivision 1.
- K. "World's best workforce" means striving to: meet school readiness goals; ~~have all third-grade students achieve grade-level literacy;~~ close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, ~~shall~~ must adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world's best workforce and includes the following:
 - 1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in Minnesota Statutes, section 120B.345, subdivision 3, paragraph (b)(2), state and federal law;

[Note: MSBA/MASA Model Policy 601, Section IV.B. and MSBA/MASA Model Policy 616 address this requirement.]

- 2. a process to assess and evaluate each student's progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and services and accelerate their instruction, adopt early-admission procedures consistent with Minnesota Statutes, section 120B.15 for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and identifying the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students' progress and growth toward career and college readiness and leading to the world's best workforce;

[Note: MSBA/MASA Model Policy 618 addresses this requirement.]

3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes, section 123B.147, subdivision 3, students' access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minnesota Statutes, section 120B.35, subdivision 3(b)(2), and teacher evaluations under Minnesota Statutes, section 122A.40, subdivision~~Subd.~~ 8, or 122A.41, subdivision 5;

[Note: MSBA/MASA Model Policy 616 addresses this requirement.]

4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;

[Note: MSBA/MASA Model Policy 616 addresses this requirement.]

5. a process to examine the equitable distribution of teachers and strategies to ensure children in low-income and minority children families, children in families of People of Color, and children in American Indian families are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;

6. education effectiveness practices that

- a. integrate high-quality instruction, rigorous curriculum, technology, and curriculum that is rigorous, accurate, antiracist, and culturally sustaining;

- b. ensure learning and work environments validate, affirm, embrace, and integrate cultural and community strengths for all students, families, and employees;

- c. provide a collaborative professional culture that develops and supports seeks to retain qualified, racially and ethnically diverse staff effective at working with diverse students while developing and supporting teacher quality, performance, and effectiveness; and

7. an annual budget for continuing to implement the school district plan; and-

8. identifying a list of suggested and required materials, resources, sample curricula, and pedagogical skills for use in kindergarten through grade 12 that accurately reflect the diversity of the state of Minnesota.

B. The school district is not required to include information regarding literacy in a plan or report required under this section, except with regard to the academic achievement of English learners.

School district site and school site goals shall include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.* These skills include the following:

~~**[*Note: The criteria for acceptable performance in basic skills areas may need to be modified for students with unique learning needs. These modifications will be reflected in the Individualized Education Program (IEP) or Rehabilitation Act Section 504 Accommodation plan.]**~~

- ~~a. reading, writing, speaking, listening, and viewing in the English language;~~
 - ~~b. mathematical and scientific concepts;~~
 - ~~c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);~~
 - ~~d. creative and critical thinking, decision making, and study skills;~~
 - ~~e. work readiness skills;~~
 - ~~f. global and cultural understanding.~~
2. ~~Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:~~
- ~~a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;~~
 - ~~b. bring many perspectives, including historical, to contemporary issues;~~
 - ~~c. develop an appreciation and respect for democratic institutions;~~
 - ~~d. communicate and relate effectively in languages and with cultures other than the student's own;~~
 - ~~e. practice stewardship of the land, natural resources, and environment;~~
 - ~~f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.~~
3. ~~Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.~~
4. ~~School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:~~
- ~~a. establishing and achieving personal and career goals;~~
 - ~~b. adapting to change;~~
 - ~~c. leading a healthy and fulfilling life, both physically and mentally;~~
 - ~~d. living a life that will contribute to the well-being of society;~~
 - ~~e. becoming a self-directed learner;~~
 - ~~f. exercising ethical behavior.~~

5. ~~Students will be given the opportunity to acquire human relations skills necessary to:~~
 - a. ~~appreciate, understand, and accept human diversity and interdependence;~~
 - b. ~~address human problems through team effort;~~
 - c. ~~resolve conflicts with and among others;~~
 - d. ~~function constructively within a family unit;~~
 - e. ~~promote a multicultural, gender-fair, disability-sensitive society.~~

[Note: School district and site goals example courtesy of the Winona School District.]

- C. Every child is reading at or above grade level every year, beginning in kindergarten, and multilingual learners and students receiving special education services are receiving support in achieving their individualized reading goals pursuant to Policy XXX (Reading and the Read Act)

~~Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.~~

1. ~~The school district must identify, before the end of kindergarten, grade 1, and grade 2, all students who are not reading at grade level. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.~~
2. ~~Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.~~

[Note: According to Minnesota statutes, dyslexia screening is to be conducted in a locally determined manner.]

3. ~~Reading assessments in English and in the predominant languages of 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 English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment and annually report summary assessment results to the Commissioner of Education by July 1.~~
4. ~~The school district must annually report to the Commissioner of Education by July 1 a summary of the district's efforts to screen and identify students who demonstrate characteristics~~

of dyslexia using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist. With respect to students screened or identified under paragraph (1), the report must include:

- a. a summary of the district's efforts to screen for dyslexia;
 - b. the number of students screened for that reporting year; and
 - c. the number of students demonstrating characteristics of dyslexia for that year.
5. A student identified as having a reading difficulty must be provided with alternate instruction under Minnesota Statutes section 125A.56, subdivision 1.
6. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:
- a. the student's reading proficiency as measured by a locally adopted assessment;
 - b. reading-related services currently being provided to the student and the student's progress; and
 - c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

This provision may not be used to deny a student's right to a special education evaluation.

7. For each student who is not reading at or above grade level, the school district shall provide 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. If a student does not read at or above grade level by the end of grade 3, the school district must continue to provide reading intervention until the student reads at grade level. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring 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.

[Note: School districts are strongly encouraged, but not required, to provide personal learning plans, as provided in Paragraph 8.]

8. The school district will provide a personal learning plan for a student who is unable to demonstrate grade-level proficiency, as measured by the statewide reading assessment in grade 3. The school district will determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school district will develop the personal learning plan in consultation with the student's parent or guardian. The personal learning plan will address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the school day, periodic assessments, and reasonable timelines. The personal learning plan may include grade retention if it is in the student's best interest. The student's school will 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.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements)

for Minnesota Students)

Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)

Minn. Stat. § 120B.12 (~~Reading Proficiently no Later than the End of Grade 3~~ **Read Act Goal and Interventions**)

Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)

Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)

Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)

Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)

Minn. Stat. § 123B.147, Subd. 3 (Principals)

Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required before Assessment Referral)

20 U.S.C. § 5801, *et seq.* (National Education Goals)

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 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)

Adopted: February 9, 2004

Revised: November 9, 2020

601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with creating the world's best workforce.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish the "world's best workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

III. DEFINITIONS

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- D. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. "Performance measures" are measures to determine school district and school site progress in striving to create the world's best workforce and must include at least the following:
 - 1. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;
 - 2. student performance on the Minnesota Comprehensive Assessments;

3. high school graduation rates; and
 4. career and college readiness under Minn. Stat. § 120B.30, Subd. 1.
- F. “World’s best workforce” means striving to: meet school readiness goals; have all third-grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.
- G. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

IV. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in state and federal law;
 2. a process to assess and evaluate each student’s progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and identify the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students’ progress and growth toward career and college readiness and leading to the world’s best workforce;
 3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, students’ access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minn. Stat. § 120B.35, Subd. 3(b)(2), and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;
 4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;

5. a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
 6. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and
 7. an annual budget for continuing to implement the school district plan.
- B. School district site and school site goals shall include the following:
1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning. These skills include the following:
 - a. reading, writing, speaking, listening, and viewing in the English language;
 - b. mathematical and scientific concepts;
 - c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);
 - d. creative and critical thinking, decision making, and study skills;
 - e. work readiness skills;
 - f. global and cultural understanding.
 2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
 - a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
 - b. bring many perspectives, including historical, to contemporary issues;
 - c. develop an appreciation and respect for democratic institutions;
 - d. communicate and relate effectively in languages and with cultures other than the student's own;
 - e. practice stewardship of the land, natural resources, and environment;
 - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.

3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
 4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
 - a. establishing and achieving personal and career goals;
 - b. adapting to change;
 - c. leading a healthy and fulfilling life, both physically and mentally;
 - d. living a life that will contribute to the well-being of society;
 - e. becoming a self-directed learner;
 - f. exercising ethical behavior.
 5. Students will be given the opportunity to acquire human relations skills necessary to:
 - a. appreciate, understand, and accept human diversity and interdependence;
 - b. address human problems through team effort;
 - c. resolve conflicts with and among others;
 - d. function constructively within a family unit;
 - e. promote a multicultural, gender-fair, disability-sensitive society.
- C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.
1. The school district must identify, before the end of kindergarten, grade 1, and grade 2, all students who are not reading at grade level. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.

2. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
3. Reading assessments in English and in the predominant languages of 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 English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment and annually report summary assessment results to the Commissioner of Education by July 1.
4. The school district must annually report to the Commissioner of Education by July 1 a summary of the district's efforts to screen and identify students who demonstrate characteristics of dyslexia using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist. With respect to students screened or identified under paragraph (1), the report must include:
 - a. a summary of the district's efforts to screen for dyslexia
 - b. the number of students screened for that reporting year; and
 - c. the number of students demonstrating characteristics of dyslexia for that year.
5. A student identified as having a reading difficulty must be provided with alternate instruction under Minn. Stat. § 125A.56, Subd. 1.
6. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:
 - a. the student's reading proficiency as measured by a locally adopted assessment;
 - b. reading-related services currently being provided to the student and the student's progress; and
 - c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

This provision may not be used to deny a student's right to a special education evaluation.

7. For each student who is not reading at or above grade level, the school district shall provide 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.

If a student does not read at or above grade level by the end of grade 3, the school district must continue to provide reading intervention until the student reads at grade level. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring 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.

8. The school district will provide a personal learning plan for a student who is unable to demonstrate grade-level proficiency, as measured by the statewide reading assessment in grade 3. The school district will determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school district will develop the personal learning plan in consultation with the student's parent or guardian. The personal learning plan will address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the school day, periodic assessments, and reasonable timelines. The personal learning plan may include grade retention if it is in the student's best interest. The student's school will 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.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required)
20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: Policy 104 (School District Mission Statement)
Policy 613 (Graduation Requirements)
Policy 614 (School District Testing Plan and Procedure)
Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
Policy 616 (School District System Accountability)
Policy 618 (Assessment of Student Achievement)

Adopted: _____

MSBA/MASA Model Policy 602

Orig. 1995

Revised: _____

Rev. 2023

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.

[Note: The annual school calendar must include at least 425 hours of instruction for a kindergarten student without a disability, 935 hours of instruction for a student in grades 1 through 6, and 1,020 hours of instruction for a student in grades 7 through 12, not including summer school. The school calendar for all-day kindergarten must include at least 850 hours of instruction for the school year. If a voluntary prekindergarten program is offered by the school district, a prekindergarten student must receive at least 350 hours of instruction for the school year. A school board's annual calendar must include at least 165 days of instruction for a student in grades 1 through 11 unless a four-day week schedule has been approved by the Minnesota Commissioner of Education under Minnesota Statutes, section 124D.126. A school board's annual school calendar may include plans for up to five days of instruction provided through online instruction due to inclement weather. The inclement weather plans must be developed according to Section V., below.]

[Note: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minnesota Statutes section 122A.40, subdivisions 7 and 7a, or Minnesota Statutes section 122A.41, subdivisions. 4 and 4a, the school district shall adopt as its school calendar a total of 240 days of student instruction and staff development, of which the total number of staff development days equals the difference between the total number of days of student instruction and 240 days. The school board may schedule additional staff development days throughout the calendar year.]

- 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.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

[Note: The provisions of the prior law requiring the school board to adopt the calendar for the next school year by April 1 have been repealed. The school board should still attempt to establish the calendar as early as possible so proper planning can take place by all members of the school community.]

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: February 9, 2004

Revised: October 9, 2006

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

It is important to parents, students, employees, and the general public to have advance knowledge of the school calendar and school day to effectively plan for 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 and inservice 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 unless beginning the school year earlier will accommodate a construction or remodeling project of \$400,000 or more, which affects a district's school facility. Days devoted to teacher's workshop and inservice may be held before Labor Day.
- 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 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.

Legal References: Minn. Stat. § 120A.40 (School Calendar)
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
Minn. Stat. § 124D.11, Subd. 9 (Revenue for Results Oriented Charter School)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

Cross References: MSBA/MASA Model Policy 425 (Staff Development)

Adopted: _____

MSBA/MASA Model Policy 603

Orig. 1995

Revised: _____

Rev. 2023

603 CURRICULUM DEVELOPMENT

[Note: Minnesota Statutes section 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 618-620 provide procedures to further implement the requirements of Minnesota Statutes section 120B.11.]

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long-range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.

IV. DISTRICT ADVISORY COMMITTEE

- A. The school board ~~shall~~must establish an advisory committee to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
- B. The District Advisory Committee, to the extent possible, ~~shall~~must reflect the diversity of the district and its school sites, include teachers, parents, support staff, students, and other community residents, and provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents ~~shall~~must comprise at least two-thirds of ~~advisory~~ committee members.
- C. The District Advisory Committee ~~shall~~must pursue community support to accelerate the academic and native literacy and achievement of English learners with varied needs, from young children to adults, consistent with Minnesota Statutes, section 124D.59, subdivisions 2 and 2a.
- D. The school district may establish site teams as subcommittees of the District Advisory Committee.
- E. The District Advisory Committee ~~shall~~must recommend to the school board

1. rigorous academic standards, student achievement goals and measures consistent with Minnesota Statutes, sections 120B.11, subdivision 1a, ~~section 120B.022 subdivisions 1a and 1b, and section 120B.35~~
 2. district assessments;
 3. means to improve students' equitable access to effective and more diverse teachers; ~~and~~
 4. strategies to ensure the curriculum is rigorous, accurate, antiracist, culturally sustaining, and reflects the diversity of the student population;
 5. strategies to ensure that curriculum and learning and work environments validate, affirm, embrace, and integrate the cultural and community strengths of all racial and ethnic groups; and
 6. program evaluations.
- F. School sites may expand upon district evaluations of instruction, curriculum, assessments, or programs.

V. SCHOOL SITE TEAM

Each school must establish a site team to develop and implement strategies and education effectiveness practices to improve instruction, curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. The site team must include an equal number of teachers and administrators and at least one parent. The site team advises the board and the advisory committee about developing the annual budget and creates an instruction and curriculum improvement plan to align curriculum, assessment of student progress, and growth in meeting state and district academic standards and instruction.

VI. CURRICULUM DEVELOPMENT PROCESS

[Note: In light of changes in Minnesota law regarding curriculum, MSBA encourages school districts to consider deleting Article VI, Section A or revising it to reflect local curriculum development processes. Literacy planning is now addressed in new model policy 621: Literacy and the READ Act.]

- ~~A. Within the ongoing process of curriculum development, the following needs shall be addressed:~~
- ~~1. Provide for articulation of courses of study from kindergarten through grade twelve.~~
 - ~~2. Identify minimum objectives for each course and at each elementary grade level.~~
 - ~~3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.~~
 - ~~4. Provide a program for ongoing monitoring of student progress.~~
 - ~~5. Provide for specific, particular, and special needs of all members of the student community.~~

- ~~6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.~~
 - ~~7. Integrate required and elective course standards in the scope and sequence of the district curriculum.~~
 - ~~8. Meet all applicable requirements of the Minnesota Department of Education and federal law.~~
- ~~B. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. See Minnesota Statutes section 120B.12, Subd. 2.~~
- A. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minnesota Statutes, section 120A.20, [subdivision](#) 1(c). A student's plan under this section shall continue while the student is enrolled.
 - B. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.
 - C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References: Minn. Stat. § [120A.20 \(Admission to Public School\)](#)
[Minn. Stat. § 120B.10](#) (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process [for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce](#))
Minn. Stat. § 120B.12 (Reading Proficiently No Later than the End of Grade 3)
Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment; [Personal Learning Plans](#))
[Minn. Stat. § 124D.59 \(Definitions\)](#)
Minn. Rules Part 3500.0550 (Inclusive Educational Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (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)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 605 (Alternative Programs)
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 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

Adopted: February 9, 2004:

MSBA/MASA Model Policy 603

Orig. 1995

Revised: April 4, 2022:

Rev. 2022

603 CURRICULUM DEVELOPMENT

~~*[Note: Minnesota Statutes section 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 618-620 provide procedures to further implement the requirements of Minnesota Statutes section 120B.11.]*~~

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.
- B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its school sites, and shall include parent, teacher, support staff, student, community residents, and administration representation, and shall provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.
- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
 - 1. Provide for articulation of courses of study from kindergarten through grade twelve.
 - 2. Identify minimum objectives for each course and at each elementary grade

level.

3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.
 4. Provide a program for ongoing monitoring of student progress.
 5. Provide for specific, particular, and special needs of all members of the student community.
 6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.
 7. Integrate required and elective course standards in the scope and sequence of the district curriculum.
 8. Meet all applicable requirements of the Minnesota Department of Education and federal law.
- D. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. See Minnesota Statutes section 120B.12, Subd. 2.
- E. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minnesota Statutes section 120A.20, Subd. 1(c). A student's plan under this section shall continue while the student is enrolled.
- F. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.
- G. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References: Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.12 (Reading Proficiently No Later than the End of Grade 3)

Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment)
Minn. Rules Part 3500.0550 (Inclusive Educational Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (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)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

~~MSBA/MASA Model~~ Policy 604 (Instructional Curriculum)
~~MSBA/MASA Model~~ Policy 605 (Alternative Programs)
~~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 619 (Staff Development for Standards)
~~MSBA/MASA Model~~ Policy 620 (Credit for Learning)
~~MSBA/MASA Model~~ Policy 623 (Mandatory Summer School Instruction)

Adopted: _____

MSBA/MASA Model Policy 604

Orig. 1995

Revised: _____

Rev. 2023

604 INSTRUCTIONAL CURRICULUM

I. PURPOSE

The purpose of this policy is to provide for the development of course offerings for students.

II. GENERAL STATEMENT OF POLICY

A. Instruction must be provided in at least the following subject areas:

1. ~~Language arts and~~ basic communication skills including reading and writing, literature, and fine arts;
2. ~~M~~mathematics and science;
3. ~~S~~social studies, including history, geography, economics, government, and citizenship that includes civics (see II.I.);
4. ~~H~~health and physical education;

[Note: Health curriculum may include child sexual abuse prevention in consultation with other federal, state, or local agencies and community-based organizations to identify research-based tools, curricula, and programs.]

5. The arts;
6. Career and technical education; and
7. World languages.

[Note: The school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages. World languages programs should be developed and implemented to acknowledge and reinforce the language proficiency and cultural awareness that non-English language speakers already possess and encourage students' proficiency in multiple world languages. Programs also must encompass indigenous American Indian languages and cultures, among other world languages and cultures. School districts may award Minnesota World Language Proficiency Certificates ~~or Minnesota World Language High Achievement Certificates~~ consistent with Minnesota Statutes section 120B.022, subdivision 1.]

- B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education (MDE) and ~~all~~ courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.
- C. ~~Public E~~elementary and middle schools ~~shall~~ must offer at least three, and require at least two, of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three, and require at least one, of the following five arts

areas: dance, media arts, music, theater, and visual arts.

- D. The school district must establish and regularly review its own standards for career and technical education (CTE) programs. Standards must align with CTE frameworks developed by the Department of Education, standards developed by national CTE organizations, or recognized industry standards.
- E. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.
- F. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.
- G. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.
- H. The school district or charter school may not discriminate against or discipline a teacher or principal on the basis of incorporating into curriculum contributions of persons in a federally protected class or state protected class when the included contribution is in alignment with standards and benchmarks adopted under Minnesota Statutes, sections 120B.021 and 120B.023.

III. REQUIRED ACADEMIC STANDARDS

- A. The following subject areas are required for statewide accountability:
 - 1. language arts;
 - 2. mathematics, encompassing algebra II, integrated mathematics III, or an equivalent in high school, and to be prepared for the three credits of mathematics in grades 9 through 12, the grade 8 standards include the completion of algebra;
 - 3. science, including earth and space science, life science, and the physical sciences, including chemistry and physics;
 - 4. social studies, including history, geography, economics, and government and citizenship that includes civics;
 - 5. physical education;
 - 6. health, for which locally developed academic standards apply; and
 - 7. the arts.
- B. Elementary and middle schools must offer at least three and require at least two of the following five arts areas: dance, media arts, music, theater, and visual arts. High schools must offer at least three and require at least one of the following five arts areas: media arts, dance, music, theater, and visual arts.

PARENTAL CURRICULUM REVIEW

The school district shall have a procedure for a parent, 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 and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

IV. CPR AND AED INSTRUCTION

The school district will provide onetime cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum.

- A. In the school district's discretion, training and instruction may result in CPR certification.
- B. CPR and AED instruction must include CPR and AED training that have been developed:
 - 1. by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
 - 2. using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
- C. The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
- D. A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.

[Note: If a school district requests resources, the Minnesota Resuscitation Consortium must provide them to the school district for instruction and training provided to students under this section.]

V. COLLEGE AND CAREER PLANNING

- A. The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must:
 - 1. provide a comprehensive plan to prepare for and complete career and college-ready curriculum by meeting state and local academic standards and developing career and employment-related skills such as teamwork, collaboration, creativity, communication, critical thinking, and good work habits;
 - 2. emphasize academic rigor and high expectations and inform the student, and

the student's parent or guardian if the student is a minor, of the student's achievement level score on the Minnesota Comprehensive Assessments that are administered during high school;

3. help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
 4. set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals;
 5. help students access education and career options;
 6. integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
 7. help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
 8. help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and
 9. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work.
- B. The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select or pursue a career, career interest, employment goals, or related job training.
- C. Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School districts must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and sufficient resources to enable English learners to become career-ready.
- D. When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, school districts must recognize the unique possibilities of each student and ensure that the contents of each student's plan reflect the student's unique talents, skills, and abilities as the student grows, develops, and learns.

- E. If a student with a disability has an Individualized Education Program (IEP) or standardized written plan that meets the plan components herein, the IEP satisfies the requirement, and no additional transition plan is needed.
- F. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of the compulsory attendance law. A student’s plan under this provision shall continue while a student is enrolled.

VI. CIVICS TEST

- A. A student enrolled in a public school must correctly answer at least 30 of 50 civics test questions. A school or district may record on a student’s transcript that the student answered at least 30 of 50 civics test questions correctly.
- B. “Civics test questions” means 50 of the 100 questions that, as of January 1, 2015, United States Citizenship and Immigration Services officers use to select the questions they pose to applicants for naturalization so the applicants can demonstrate their knowledge and understanding of the fundamentals of United States history and government, as required by federal law. The Learning Law and Democracy Foundation, in consultation with Minnesota civics teachers, must select by July 1 each year 50 of the 100 questions under this paragraph to serve as the state’s civics test questions for the proximate school year and immediately transmit the 50 selected civics test questions to MDE and to the Legislative Coordinating Commission, which must post the 50 questions it receives on the Minnesota’s Legacy website by August 1 of that year.
- C. The school district may exempt a student with disabilities from this requirement if the student’s IEP team determines the requirement is inappropriate and establishes an alternative requirement.
- D. The school district may administer the civics test questions in a language other than English to students who qualify for English learner services.
- E. The school district may administer civics test questions as part of the social studies curriculum.
- F. The school district must not prevent a student from graduating or deny a student a high school diploma for failing to correctly answer at least 30 of 50 civics test questions.
- G. The school district cannot charge a fee related to this requirement.

[Note: This requirement is effective for students enrolling in grade 9 in the 2017-2018 school year and later.]

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
[Minn. Stat. § 120B.101 \(Curriculum\)](#)
 Minn. Stat. § 120B.125 (Planning for Students’ Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
 Minn. Stat. § 120B.20 (Parental Curriculum Review)
 Minn. Stat. § 120B.021 (Required Academic Standards)
 Minn. Stat. § 120B.022 (Elective Standards)
[Minn. Stat. § 120B.023 \(Benchmarks Implement, Supplement Statewide Academic Standards\)](#)
 Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)

Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 605 (Alternative Programs)

Adopted: February 9, 2004

Revised: August 2, 2021

604 INSTRUCTIONAL CURRICULUM

I. PURPOSE

The purpose of this policy is to provide for the development of course offerings for students.

II. GENERAL STATEMENT OF POLICY

- A. Instruction must be provided in at least the following subject areas:
1. Language arts and basic communication skills including reading and writing, literature, and fine arts;
 2. Mathematics and science;
 3. Social studies, including history, geography, economics, government, and citizenship; that includes civics (see II.1);
 4. Health and physical education;
 5. The arts;
 6. Career and technical education; and
 7. World languages.
- B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education (MDE) and all courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.
- C. Elementary and middle schools shall offer at least three, and require at least two, of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three, and require at least one, of the following five art areas: media arts, dance, music, theater, and visual arts.
- D. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.
- E. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials,

minimum student competency levels, and methods for student evaluation.

- F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.
- G. The school district will provide onetime cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum for all students in that grade beginning in the 2014-2015 school year and later.
 - 1. In the school district's discretion, training and instruction may result in CPR certification.
 - 2. CPR and AED instruction must include CPR and AED training that have been developed:
 - a. by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
 - b. using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
 - 3. The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
 - 4. A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.
- H. The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must:
 - 1. provide a comprehensive plan to prepare for and complete career and college-ready curriculum by meeting state and local academic standards and developing career and employment-related skills such as team work, collaboration, creativity, communication, critical thinking, and good work habits;
 - 2. emphasize academic rigor and high expectations and inform the student

and the student's parent or guardian, if the student is a minor, of the student's achievement level score on the Minnesota Comprehensive Assessments that are administered during high school;

3. help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
4. set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals;
5. help students access education and career options;
6. integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
7. help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
8. help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and
9. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work.

The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select or pursue a career, career interest, employment goals, or related job training.

Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School districts must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and sufficient resources to enable English learners to become career

and college-ready.

When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, school districts must recognize the unique possibilities of each student and ensure that the contents of each student's plan reflect the student's unique talents, skills, and abilities as the student grows, develops, and learns.

If a student with a disability has an Individualized Education Program (IEP) or standardized written plan that meets the plan components herein, the IEP satisfies the requirement, and no additional transition plan is needed.

Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of the compulsory attendance law. A student's plan under this provision shall continue while a student is enrolled.

- I. A student enrolled in a public school must correctly answer at least 30 of 50 civics test questions. A school or district may record on a student's transcript that the student answered at least 30 of 50 civics test questions correctly.
 1. "Civics test questions" means 50 of the 100 questions that, as of January 1, 2015, United States citizenship and immigration services officers use to select the questions they pose to applicants for naturalization so the applicants can demonstrate their knowledge and understanding of the fundamentals of United States history and government, as required by federal law. The Learning Law and Democracy Foundation, in consultation with Minnesota civics teachers, must select by July 1 each year 50 of the 100 questions under this paragraph to serve as the state's civics test questions for the proximate school year and immediately transmit the 50 selected civics test questions to MDE and to the Legislative Coordinating Commission, which must post the 50 questions it receives on the Minnesota's Legacy website by August 1 of that year.
 2. A school or district may exempt a student with disabilities from this requirement if the student's IEP team determines the requirement is inappropriate and establishes an alternative requirement.
 3. A school or district may administer the civics test questions in a language other than English to students who qualify for English learner services.
 4. Schools and districts may administer civics test questions as part of the social studies curriculum.
 5. A district must not prevent a student from graduating or deny a student a high school diploma for failing to correctly answer at least 30 of 50 civics

test questions.

6. The school district cannot charge a fee related to this requirement.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.125 (Planning for Students’ Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction)

Cross References: Policy 603 (Curriculum Development)
Policy 605 (Alternative Programs)

Adopted: May 2, 2022

Revised:

722 PUBLIC DATA ACCESS REQUESTS

1. PURPOSE

Becker Public School District 726 (the “school district”) recognizes its responsibility for transparency **relative to the collection, maintenance, and dissemination of public data as provided in state statutes** ~~and establishing physical data storage components that isolate non-public data from public data, collecting data, determining whether it is public nor non-public, storing the data in the appropriate data storage component, maintaining the data, and disseminating the data as provided in state statutes.~~

2. GENERAL STATEMENT OF POLICY

~~The school district recognizes its responsibility to keep all records containing government data in a segregated arrangement between public and non-public data, and in such manner as to make all public data easily and conveniently accessible for access by the public while maintaining the privacy and security of all non-public data.~~

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data.

This policy will become effective on the date of its adoption by the school board.

3. DEFINITIONS

A. Government Data

“Government data” means all data collected, created, received, maintained or disseminated by the School District, regardless of its physical form, storage media, or conditions of use.”
Minn. Stat. § 13.02, subd. 7.

B. Requester

“Requester” as set forth in Minn. Stat. § 13.03, subd. 8, is defined as any individual who makes a request under this policy to access school district government data.

C. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for collecting data, classifying data as public or as non-public pursuant to statute, or temporary classification pursuant to section of Minn. Stat. Section 13.06, or federal law,

~~storing the data in separate public and non-public storage components according to its classification, maintaining the data, disseminating the data, and arranging for inspection and or copying of data when requested. In storing non-public data, where practical, the responsible authority will also store a duplicate of the data in the public storage component with the confidential or non-public portions thereof redacted, in order that the public portions of such data may be released as public data.~~ Until an individual is designated by the school board, the responsible authority is the superintendent.

D. Inspection

“Inspection” means the in-person, visual inspection 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. Public data that is maintained only in paper form will be made available to the requester for on-site inspection. Public data that is stored in digital or electronic form will be made available to the requester for inspection on-site, utilizing the school district’s own equipment.

E. Public Data

“Public data” means all government data unless otherwise classified by statute, or temporary classification pursuant to statute or federal law, as nonpublic or protected nonpublic data, or with respect to data on individuals as private or confidential data.

F. 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 reasonably be used to identify an individual is ascertainable. Summary data is presumptively public data unless otherwise classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law.

4. REQUEST FOR PUBLIC DATA

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 requester (such as phone number, address, or email address).

2. Unless as specifically authorized by statute, a requester is not required to explain the reason for the data request or justify a request to gain access to public government data. A requester may be asked to provide certain identifying or clarifying information for the purpose of facilitating access to public government data sought.

3. The identity of the requester is public, if provided, but cannot be required by the school district. ~~However, if the district provides internet access to public data, it may require a username and password.~~

4. The responsible authority may seek clarification from the requester if the request is not reasonably 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 requester 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 requester; or

(i) If the responsible authority determines that the requested data is classified so that access to the requester is denied, the responsible authority will inform the requester 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.

(ii) Upon the request of a requester 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 arrange for inspection of the data if so requested. If the requester seeks printed or digital copies of the data, provide the cost of such copies and identify when the data will be available for pick-up, or indicate that upon receipt of payment, the data will be sent by mail or email. If the requester does not appear at the time and place established for inspection, or copies are not retrieved within ten (10) business days after the requester is notified, then the school district will conclude that the data is no longer wanted and consider the request closed.

2. The school district's response time may be affected by the size and complexity of the request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.

3. Upon request, the school district will provide an explanation of technical terminology,

abbreviations, or acronyms contained in the responsive data.

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 usually keep the data in that form or arrangement in the school district's ordinary and usual data collection practices.

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.

5. REQUEST FOR SUMMARY DATA

A. A request for the preparation of summary data **as defined in 3.F.** 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 requester (phone number, address, or email address).

B. The responsible authority will respond within ~~a reasonable period~~ **10 business days** of the receipt of a request to prepare summary data and inform the requester 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 requester's access would compromise the private or confidential data.

C. The school district requires the requester to pre-pay all of the cost of creating the summary data before the school district begins to prepare the summary data in accordance with the policy provisions outlined below.

6. COSTS

A. Public Data Costs

1. The requester may not be charged for any copies made by the school district if not specifically agreed to in writing by both the school district and the requester. Such

agreement will include a good faith estimate by the school district of the costs involved and will promptly notify the requester if the actual costs will exceed the estimate and may only be charged if requester expressly agrees to the additional costs in writing.

Should such a written agreement is **be** made between the school district and the requester, the school district ~~may~~ **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 printed pages or copies on other materials of printed data or printed pages of electronic or digital data 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, **flash drive**, 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~~ in advance of receiving the copies.

B. Summary Data Costs

1. Any costs incurred in the preparation of summary data shall be paid by the requester prior to preparing or supplying the summary data.

2. The school district may assess reasonable costs associated with the preparation of summary data as follows:

a. The reasonable cost of materials, including paper, the reasonable cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any reasonable 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 requester.

~~7. DATA PRACTICES AUDIT AND DISPUTE RESOLUTION~~

~~1. The responsible authority will commission an independent audit of all data subject to and governed by this policy at a minimum of every two years commencing with an initial~~

~~independent audit commissioned within two (2) months of the adoption of this policy. The independent auditor will be selected by approval of the school board by majority vote. Upon completion of the data audit the independent auditor will certify to the school board the results of its audit, noting any material deficiencies of the implementation of this policy including but without limitation, any misclassification of data as to public or non-public.~~

~~21. Any disputes arising between a requester and the responsible authority from the implementation of this policy and its procedures will first be informally negotiated by the parties. If no resolution is reached the school board will convene a board meeting to attempt to mediate resolution of the dispute. If no resolution is reached the requester or the school district agree to seek an advisory opinion from the Data Practices Officer the relevant state agency at no cost to the requester.~~

~~32. If no resolution between the requester and the responsible authority is reached after following the informal dispute resolution as stated above, then both parties are free to pursue whatever remedies are available under Minnesota law.~~

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act); Minn. Rules Part s 1205.0100-1205.2000.

Cross References: Policy 406 (Public and Private Personnel Data)
Policy 515 (Protection and Privacy of Pupil Records)