

Regular Meeting \*Ryan Hubbard  
Attending Remotely From 3716 Coronado  
Dr., Williams, MN  
Monday, November 6, 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. Presentation(s)
2. REPORTS
  - 2.A. Student Report
  - 2.B. Superintendent's Report
  - 2.C. Committee Reports
3. CONSENT AGENDA
  - 3.A. Minutes
  - 3.B. Financial Report
  - 3.C. Disbursements
  - 3.D. Personnel
  - 3.E. Resolution Establishing Combined Polling Places
4. GIFTS
5. FIRST READINGS
6. POLICY REVIEW
7. ADJOURN



A LEGENCE Company



# ISD #726 – BECKER AREA PUBLIC SCHOOLS REFERENDUM PROJECTS

Progress Update  
November 1<sup>st</sup>, 2023

# Agenda:

Progress Update

Q&A

# Transportation Building Project Update

- Design team finalizing Proposal Request for adding a VAV to the restrooms and a CUH in the Men's restroom. Work likely to take place over Winter break or will be coordinated with staff (ceiling comes down, duct work added)
- Still waiting on permanent Generator, current ship date given to Hubbard 1/23/24
- Infiltration basin. Wruck dug test basins and they are holding water. Per Civil Engineer, likely to run test basins in the spring.

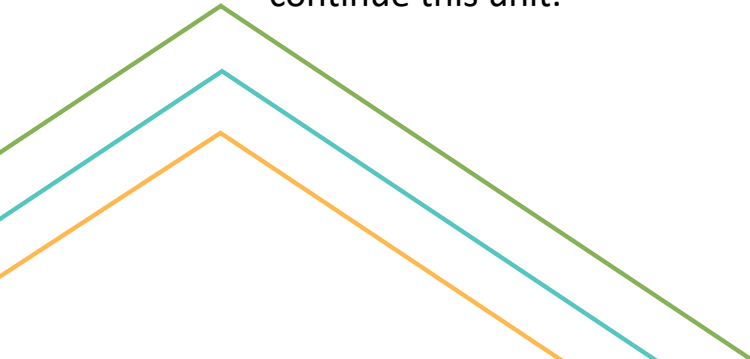
# Middle School & High School Project Update



## Middle School

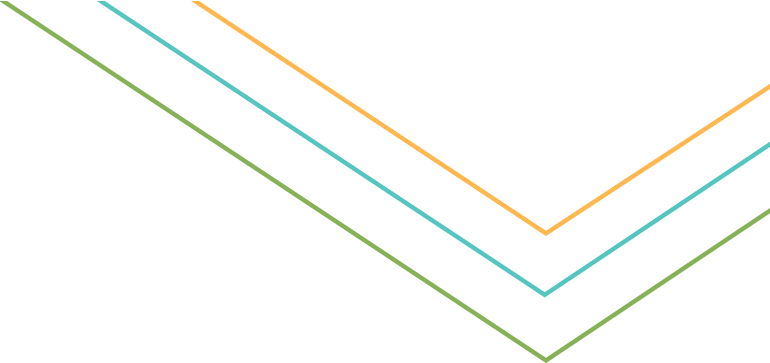
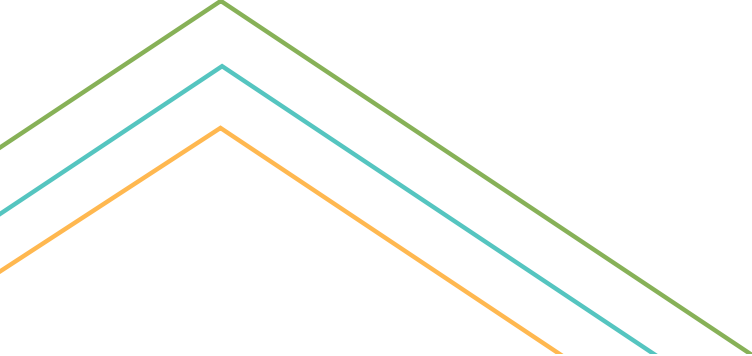
- Proposal Request out to add casework and a sink into the general nurses' s space.
- Finalizing closeout documents

## High School

- Manufacturer for the dust collection system was onsite and ran testing, everything is running as specified.
  - Braun Intertec was out last week and preformed air quality tests on the return air. There were no significant findings and they will have a report/summary out to us soon.
  - There is a Proposal Request out to add an exhaust to the space to help remove the shop smell out of the building, via a VAV exhaust fan to the space.
  - There is also a Proposal Request out to add an exhaust to one of the welding stations for Oxy fuel welding. Waiting on a response from the instructor if he is going to continue this unit.
- 

# Intermediate Project Update

- Finishing remaining punchlist items
- Phase II coordination and planning



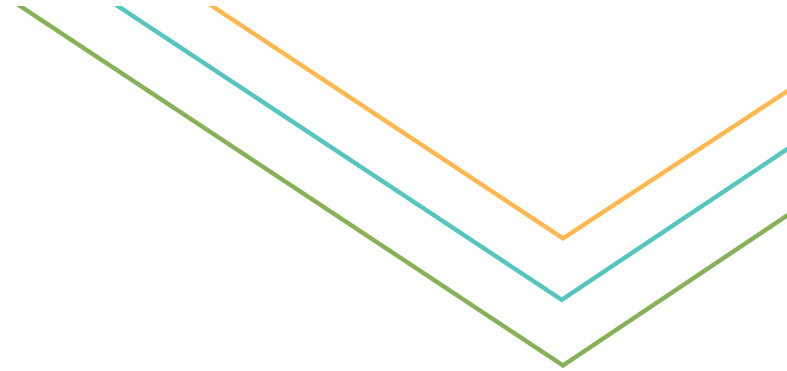
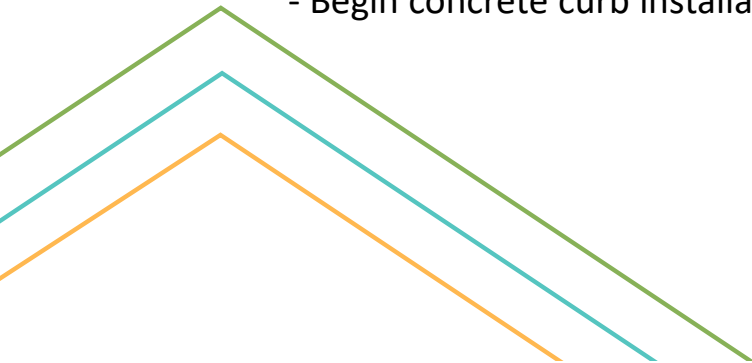
# Primary/ECFE Additions & Renovations Project

## **Main Entry Addition**

- Hardware started
- Casework is installed and tops are scheduled next week

## **ECFE**

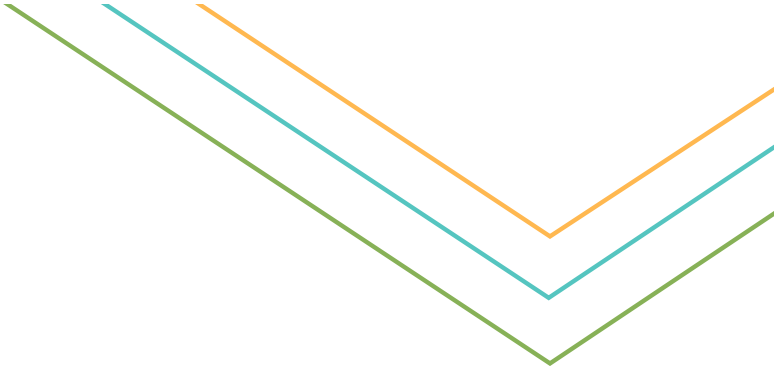
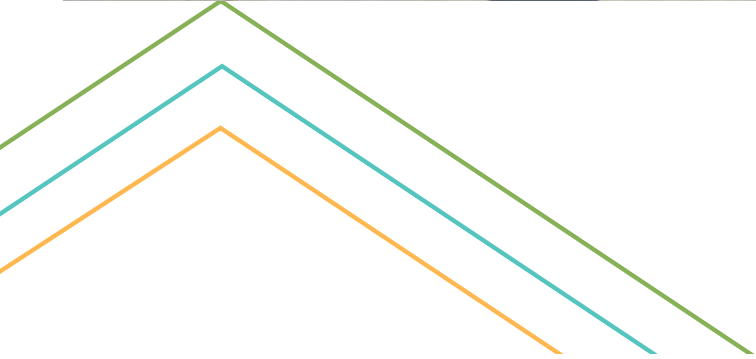
- Mechanical and electrical rough-ins.
- Exterior brick installation.
- Interior steel stud framing.
- Paving of parking lots.
- Window installation.
- Installation of ships ladders and other miscellaneous steel items.
- Install gas line to maintenance building.
- Begin concrete curb installation.



# Primary/ECFE Additions & Renovations Project



# Primary/ECFE Additions & Renovations Project





# Q&A



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# COMMITTEE MEETINGS 2023

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 Organizational Board Meeting 6:30pm  
23 ECFE 6:00 pm  
23 Activities 7:00 am

July

S	M	T	W	T	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10 Board Meeting 6:30 pm

February

S	M	T	W	T	F	S
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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

S	M	T	W	T	F	S
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27	28	29	30	31		

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

March

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

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

S	M	T	W	T	F	S
					1	2
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6 Policy 5:30 pm CANCELED  
11 Curriculum 5:30 pm  
11 Board Meeting 6:30 pm  
18 ECFE 6:00 pm  
19 TRAK 5:30 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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30	31					

2 Curriculum 5:30 pm  
2 EC Advisory 6:00 pm  
2 Board Meeting 6:30 pm  
18 Policy 5:30 pm  
23 Community Education 3:30 pm

May

S	M	T	W	T	F	S
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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

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
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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
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24

5 Curriculum 5:30 pm  
5 Board Meeting 6:30 pm  
13 Policy 5:30 pm

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

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

25	26	27	28	29	30		28 Finance 7:00 am 28 Facilities 4:30 pm

24	25	26	27	28	29	30	
31							

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

Chair Jurek called the regular meeting of the School Board of District #726 to order on the 2nd day of October, 2023 at 6:30 p.m. in the Teaching & Learning Center.

**Roll Call.**

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

**Members absent:** None

**Others present:** Jeremy Schmidt, Superintendent  
Kevin Januszewski, Director of Business Services

**CITIZEN COMMENTS:** None

**PRESENTATIONS:**

- Ryan Obermoller, Dylan’s Hope Update and Donation to Becker Public Schools for \$15,000.00
- Dave Kreft: Student Leadership

**REPORTS/UPDATES:**

- Student Representatives
- Superintendent
- Committees: *Facilities, Early Childhood, Facilities, TRAK*

Motion by Troy Berning, seconded by Ryan Hubbard to *Approve the Consent Agenda* as presented:

**CONSENT AGENDA**

**MINUTES FROM THE SEPTEMBER 11, 2023 REGULAR SCHOOL BOARD MEETING**

**FINANCIAL REPORT**

**EXPENDITURES**

Fund	2023-24	August 2023	2023-24	Remaining	%
	Budget		Year-to-Date	Budget	Spent
General	39,144,118	1,407,664	2,206,085	36,938,033	5.64%
Food Service	2,471,330	367,696	378,572	2,092,758	15.32%
Community Service	1,750,471	132,532	180,247	1,570,224	10.30%
Debt Service	3,820,887	-	318,944	3,501,943	8.35%
	<b>\$ 47,186,806</b>	<b>\$ 1,907,912</b>	<b>\$ 3,083,848</b>	<b>\$ 44,102,958</b>	<b>6.54%</b>

**DISBURSEMENTS** – in the amount of \$6,349,029.60

**PERSONNEL**

Name	Status	Job Title	Location	Hrs Per Day/FTE	Group	Replacing	Effective	Wage
Amundson, Jennifer	End of Assignment	Special Education Paraprofessional	MS	7 Hours Per Day	Multi Unit	n/a	9/15/23	n/a
Barringer, Ann	New	Ala Carte Cashier	HS	2.5 Hours Per Day	Non Union	J. Rosenow	9/13/23	\$15.25 Per Hour
Bass, Gerry	Resignation	9th Grade Girls Basketball Coach	HS	Seasonal	BEA - Schedule C	n/a	8/31/23	n/a
Bass, Gerry	Resignation	7th Grade Girls Basketball Coach	MS	Seasonal	BEA - Schedule C	n/a	8/31/23	n/a
Bell, Sharon	New	Food Service Worker	IS	2.5 Hours Per Day	Non Union	n/a	9/13/23	\$15.25 Per Hour
Bell, Sharon	Resignation	Food Service Worker	IS	2.5 Hours Per Day	Non Union	n/a	9/19/23	n/a
Chapman, Tricia	Resignation	Special Education Paraprofessional	MS	7 Hours Per Day	Multi Unit	n/a	9/8/23	n/a
Frerich, Justin	Resignation	Musical Tech/AV Director	HS	Seasonal	BEA - Schedule C	n/a	9/19/23	n/a
Frerich, Justin	Resignation	PAC Coordinator	HS	Seasonal	BEA - Schedule C	n/a	09/19/23	n/a
Goenner, Corrina	New	ECSE Teacher	PS	1 FTE	BEA	A. Cotton	10/2/23	BA Lane, Step 1:

Grems, Cheryl	Resignation	Food Service Worker	IS	2.5 Hours Per Day	Non Union	n/a	9/18/23	n/a
House, Kelsey	New (Additional) Assignment	Playground Supervisor	PS	3.5 Hours Per Day	Multi Unit	n/a	9/7/23	Step 1: \$17.34 Per Hour
House, Kelsey	New (Additional) Assignment	Special Education Paraprofessional (also Camp Opportunity)	EC/PS	3.25 Hours Per Day	Multi Unit	M Aeshliman	9/11/23	Use Current
Kolbinger, Jackie	Change in Assignment	Day Lead Custodian	IS	8 Hours Per Day	Multi Unit	G. Gaebel	9/11/23	Use Current Step on Day Lead Salary Schedule
Lagergren, Susan	New	Food Service Worker	MS	2.5 Hours Per Day	Non Union	n/a	9/25/23	Step 1: \$15.25 Per Hour
Lea, Sheila	New	District Custodian	HS/MS	8 Hours Per Day	Multi Unit	J. Hansen	9/25/23	Step 1: \$17.50 Per Hour
Lea, Sheila	Resignation	District Custodian	HS/MS	8 Hours Per Day	Multi Unit	n/a	09/26/23	n/a
Marquardt, Melissa	New	Special Education Paraprofessional	PS	6.75 Hours Per Day	Multi Unit	A. Lawrance	09/13/23	Step 1: \$17.34 Per Hour
McDermond, Cassie	New	Food Service Worker	IS	2.75 Hours Per Day	Non Union	n/a	9/20/23	Step 1: \$15.25 Per Hour
Pingrey, Penny	Resignation	Spring Play Technical Director	HS	Seasonal	BEA - Schedule C	n/a	8/2/23	n/a
Pingrey, Penny	Resignation	Musical Tech Director	MS	Seasonal	BEA - Schedule C	n/a	8/2/23	n/a
Riley, Weston	Extracurricular Assignment	7th Grade Boys Basketball Coach	MS	Seasonal	BEA - Schedule C	T. Schuster	01/02/24	\$2,285 Per Season
Ross, Alysia	New	Special Education Paraprofessional	IS	6.75 Hours Per Day	Multi Unit	n/a	9/25/23	Step 1: \$17.34 Per Hour
Shutrop, Tiffany	Resignation	Camp Opportunity Lead	Camp Opportunity	8 Hours Per Day	Community Education	n/a	9/11/23	n/a
St. Denis, Jaime	Extracurricular Assignment	JV Girls Soccer Coach	HS/MS	Seasonal	BEA - Schedule C	A. Rothstein	8/14/23	\$3,431 Per Season

Strand, Ellen	New	Food Service Worker	IS	2.5 Hours Per Day	Non Union	S. Bell	9/27/23	Step 1: \$15.25 Per Hour
Thompson, Christine	Additional Assignment	Breakfast Cashier	IS	1 Hour Per Day	Multi Unit	n/a	9/25/23	Step 2: \$17.50 Per Hour
Updike, Jamie	New	District Custodian	HS	8 Hours Per Day	Multi Unit	J. Kolbinger	9/25/23	Step 1: \$17.50 Per Hour
Vilmo, Justine	Resignation	Asst. Gymnastics Coach	HS	Seasonal	BEA - Schedule C	n/a	9/7/23	n/a
Weyer, Diane	Additional Assignment	Breakfast Server	IS	1 Hour Per Day	Multi Unit	n/a	9/28/23	Use Current

TENDER & RELEASE AGREEMENT, as presented

MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION RESOLUTION, as presented

Motion carried unanimously.

Motion by Connie Robinson, seconded by Corey Stanger, to *Accept the Following Gifts*:

DONOR	PROGRAM	GIFT DESCRIPTION	AMOUNT
Baseball Boosters	Baseball	Home Plate Tarp Covers	\$ 150.00
Becker Football Boosters	Football	Additional Coaches	\$ 5,147.00
Becker Lions Club	DECA		\$ 3,000.00
Byers, Y.	GSA		\$ 25.00
Krenz, K.	Baseball	Home Plate Tarp Covers	\$ 200.00
Liberty Diversified International	Baseball	Home Plate Tarp Covers	\$ 500.00

Motion carried unanimously.

Motion by Troy Berning, seconded by Pete Weismann, to *Approve the Following Policy Recommendations*:

- 421.1 Retirement Gifts
- 450 District-Sponsored Workshops, Conferences, Meetings & Memberships
- 460 Temporary Duty Assignment for Work-Related Injuries

Motion carried unanimously.

The School Board entered into a Closed Session to Discuss Negotiations Strategy at 7:11 p.m.

The meeting was *adjourned* at 8:22 p.m.

Aaron Jurek, Chair

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Pete Weismann, Clerk

Recorder: Angela Oswald

**BECKER PUBLIC SCHOOLS  
MONTHLY FINANCIAL REPORT  
October 2023**

**EXPENDITURES**

<b>Fund</b>	<b>2023-24 Budget</b>	<b>October 2023</b>	<b>2023-24 Year-to-Date</b>	<b>Remaining Budget</b>	<b>% Spent</b>
General	39,144,118	3,562,173	9,467,329	29,676,789	24.19%
Food Service	2,471,330	256,005	719,336	1,751,994	29.11%
Community Service	1,750,471	160,570	459,413	1,291,058	26.25%
Debt Service	3,820,887	-	318,944	3,501,943	8.35%
	<b>\$ 47,186,806</b>	<b>\$ 3,978,748</b>	<b>\$ 10,965,022</b>	<b>\$ 36,221,784</b>	<b>23.24%</b>

Name	Status	Job Title	Location	Hrs Per Day/FTE	Group	Replacing	Effective	Wage
Aho, Kathi	Resignation	Special Education Paraprofessional	IS	6.75 Hours Per Day	Multi Unit	n/a	11/16/23	n/a
Balsamo, Sarah	New	District Custodian	MS	8 Hours Per Day	Multi Unit	B. Blad	10/26/23	Step 2: \$18.24 Per Hour
Blad, Ben	Building Change	Night Custodian	HS (was IS)	8 Hours Per Day	Multi Unit	E. Knudsen	10/9/23	Use Current
Brady, Henry	New	Asst. Boys Hockey Coach	HS	Seasonal	BEA - Schedule C	n/a	11/13/23	\$3,782 Per Season
Bruska, Justine	New	Camp Opportunity Lead	Camp Opportunity	5 Hours Per Day	Community Education	n/a	11/6/23	\$16.35 Per Hour
Doss, Joshua	Long Term Substitute	Science Teacher	HS	1 FTE	BEA	S. Midas	10/23/23	BA Lane, Step 1: \$236.04 Per Day (10/23/23 - 12/20/23 Approx.)
Eichler, Jo	Building Change	Art Teacher	HS (was HS/MS)	1 FTE	BEA	n/a	9/5/23	n/a
Gorman, Carrie	New	Special Education Paraprofessional	MS	7 Hours Per Day	Multi Unit	J. Amundson	10/4/23	Step 1: \$17.34 Per Hour
Gudmundson, Linda	Resignation	Special Education Paraprofessional	HS	7 Hours Per Day	Multi Unit	n/a	11/29/23	n/a
Hanson, Kathryn	New	Special Education Paraprofessional	MS	7 Hours Per Day	Multi Unit	T. Chapman	10/22/23	Step 4: \$19.56 Per Hour
House, Kelsey	Change in Assignment	Camp Opportunity Lead (was Assistant)	Camp Opportunity	Up to 6.25 Hours Per Week	Community Education	n/a	10/24/23	\$16.35 Per Hour
Knudsen, Eric	Position & Building Change	Night Lead Custodian (was Night Custodian)	IS (was HS)	8 Hours Per Day	Multi Unit	D. Luethmers	10/9/23	\$18.74 Per Hour
Krogstad, Emily	Extracurricular Assignment	PAC Coordinator	HS	Seasonal (All Year)	BEA - Schedule C	J. Frerich	10/28/23	\$5,039 Per Year
Krogstad, Emily	Extracurricular Assignment	Musical Asst. Director - Music Director	MS	Seasonal	BEA - Schedule C	M. Kiminski	1/2/24	\$3,031 Per Season
Marholz, Cynthia	Long Term Substitute	Kindergarten Teacher	PS	1 FTE	BEA	K. Holt	10/12/23	MA60 Lane, Step 13: \$432.44 Per Day (10/12/23 - 1/19/24 Approx.)
Otto, Josh	Extracurricular Assignment	Weight Room Supervisor	HS	Seasonal	BEA - Schedule C	C. DeWall	09/11/23	\$625.00 (9/11/23 - 12/31/23)
Pingrey, Penny	Extracurricular Assignment	Musical Director	MS	Seasonal	BEA - Schedule C	G. Lynch	1/2/24	\$3,334 Per Season

Name	Status	Job Title	Location	Hrs Per Day/FTE	Group	Replacing	Effective	Wage
Puzach-Acker, Paige	Resignation	Camp Opportunity Assistant	Camp Opportunity	5 Hours Per Day	Community Education	n/a	10/31/23	n/a
Riley, Weston	Extracurricular Assignment	Musical Asst. Director - Sound & Lights	HS	Seasonal	BEA - Schedule C	J. Frerich	10/3/23	\$3,334 Per Season
Schendzielos, Elle	Resignation	Camp Opportunity Assistant	Camp Opportunity	4 Hours Per Day	Community Education	n/a	10/20/23	n/a
Schleif, Mary Jane	Resignation	Van Paraprofessional	Bus Garage	3.5 Hours Per Day	Multi Unit	n/a	1/2/24	n/a
Schleif, Mary Jane	Resignation	Food Service Worker	HS	2.5 Hours Per Day	Multi Unit	n/a	12/20/23	n/a
Thoma, William	New	Field House Supervisor	Field House	Varies (2-7 Hours Per Day)	Community Education	P. Brenstrom	11/1/23	\$15.00 Per Hour
Weyer, Diane	Correction to Salary for Assignment Approved Oct, 2023	Breakfast Server	IS	1 Hour Per Day	Multi Unit	n/a	9/28/23	Step 2: \$16.25 Per Hour
Wieber, Holly	Resignation	Media Specialist	MS/HS	1 FTE	BEA	n/a	10/5/23	n/a

RESOLUTION ESTABLISHING COMBINED POLLING PLACES  
FOR MULTIPLE PRECINCTS AND  
DESIGNATING HOURS DURING WHICH THE POLLING  
PLACES WILL REMAIN OPEN FOR VOTING  
FOR SCHOOL DISTRICT ELECTIONS NOT HELD  
ON THE DAY OF A STATEWIDE ELECTION

BE IT RESOLVED by the School Board of Independent School District No.726, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. Each combined polling place must be a polling place that has been designated for use as a polling place by a county or municipality. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

Combined Polling Place:

Becker Community Center, 11500 Sherburne Avenue SE, Becker, MN 55308

This combined polling place serves all territory in Independent School District No.726 located in Sherburne County, Minnesota.

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

By the Becker School Board on November 6, 2023, attested to by:

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Chair

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Clerk



DONOR	PROGRAM	GIFT DESCRIPTION	AMOUNT
Becker Band Boosters	Band Progrm		\$ 57,496.39
Becker Football Boosters	Football	Additional Coaches	\$ 5,147.00
Becker PTSA	NHS Leadership	Professional Develop	\$ 200.00
Becker Robotics Booster	Robotics	Worlds Bus	\$ 15,000.00
Beckers Lions Club	Boys Cross Cour	Upgrading Equipmen	\$ 1,500.00
Beckers Lions Club	Girls Cross Cour	Upgrading Equipmen	\$ 1,500.00
BYSA Youth Football		Crown Awards	\$ 464.28
Dylan's Hope Foundation			\$ 15,000.00
Y. Byers	GSA		\$ 25.00

*Adopted: June 3, 2013*

*Revised:*

## **470 POLITICAL CAMPAIGNS AND ACTIVITIES**

### **I. PURPOSES**

The purpose of this policy is to recognize the participation of students and employees in political issues. Further, the purpose of this policy is to define limitations on procedures and guidelines for the participation of students and employees in political campaigns, partisan or non-partisan election activities, and the distribution of political or partisan materials.

### **II. GENERAL STATEMENT OF POLICY**

A. The school district will maintain neutrality as to all political campaigns and issues. The school district will not expend public funds or resources to advocate for particular candidates or for only one side of a controversial question. However, the school district may expend reasonable amounts to apprise voters in the school district of facts pertinent to school election, bond issue or referendum.

B. The school district recognizes the rights of students and employees to participate in political campaigns and political issues, elections and public service and the right of students to pursue an education conducted in a suitable academic environment free from disruption.

C. To protect First Amendment rights, while at the same time preserving the integrity of the education objectives and responsibilities of the school district, the school board adopts the following regulations and procedures.

### **III. DEFINITIONS**

A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, or posting or displaying material. This includes, but not limited to, posting on a wall, bulletin board or other building surface, or anywhere on school district property; leaving items for pick up by interested persons; directly giving items to persons; or placing items in rooms in a school district building.

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

C. “Nonschool person” means any person who is not currently enrolled as a student in or employed by the school district.

D. “Political materials” include, but are not limited to, any paper, handbill, poster, booklet, brochure, advertisement, sample ballot, display, or audio or video presentation, that pertains to a political candidate or political issue.

E. “Political issue” is an issue that is the subject of a public referendum which is being debated by political candidates or organizations.

F. “Political candidate” is a person who seeks nomination or election to partisan or nonpartisan public or party office or who has filed as candidate for election.

G. A “political activity” is an act that is of a nature, done with intent, or done in a way to influence or tend to influence, directly or indirectly, voting at a primary or if it is done because a person is about to vote, has voted, or has refrained from voting at a primary or an election.

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

I. “Work hours” for school district employees refer to the period between the time an employee is scheduled to begin work and the end of the employee’s assigned work day (excluding the employee’s lunch and break periods), and any paid overtime hours or extra-duty hours for which the employee has volunteered or been assigned.

#### **IV. PROCEDURES**

##### **A. Political Activities Of Employees In General**

1. Employees of the school district, while acting in the capacity of a school district employee, shall not engage in any political activity during the school day, during work hours or at school activities.

2. School district employees shall be free to engage in political activities outside of the school day, work hours or school activities and to campaign and run for political office. Employees shall not allow such political activities to interfere with the proper performance of their school duties and shall not use school time, supplies, or equipment in these activities.

3. A school district employee or official shall not use his or her official authority or influence to compel a person to take part in a political activity, to pay or promise to pay a political contribution, or apply for membership in or become a

member political organization.

4. Teachers or other school district employees may not use or recruit pupils during the school day, during work hours or at school activities for either distribution of political materials or other political activities.

5. School district employees, while acting in the capacity of a school district employee, shall refrain from any conduct that is intended to be or that reasonably could be perceived as endorsing or opposing specific political issues or political candidates.

6. The implementation of and compliance with this Policy shall be coordinated by the Superintendent. All inquires regarding school district elections referendum candidates and campaigns shall be referred to the Superintendent.

B. Distribution of Political Materials

1. The distribution of political materials on school district property by nonschool persons is governed by Policy 904, Distribution of Materials on School District Property by Nonschool Persons.

2. The distribution of political materials on school district property by students and employees is governed by Policy 505, Distribution of Nonschool-sponsored Materials on School Premises by Students and Employees.

C. School District Property, Facilities and Activities

1. Non-public forums. All school district property and facilities are nonpublic forums that are designated as reserved for their intended purpose of education and education-related activities. Political activities will not be allowed in such non-public forums unless it is part of approved curriculum. Further, reasonable time, place and manner restrictions may be imposed in such a nonpublic forum.

2. Public forums by designation. The building principal, with approval of the superintendent, may designate specific property for facilities of the school district as limited public forums open for certain expressive activity such as political speech. The open character of such property or facilities will not be retained indefinitely. Further, reasonable time, place and manner restrictions may be imposed. The building principal and the superintendent are responsible for establishing the time, place and manner restrictions and for ensuring equality of treatment toward all candidates and issues when such a designated public forum is created.

## **V. VIOLATION OF POLICY**

A. Violation of this policy by a student will be halted and appropriate disciplinary action will be taken in accordance with the school district's student discipline policy and/or any governing statute.

B. Violation of this policy by an employee will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing state.

C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, law enforcement will be called. In addition, other action may be taken, if appropriate.

## **VI. IMPLEMENTATION/NOTICE OF POLICY**

A. A copy of this policy will be posted on the district website.

B. The school district administration may develop any additional guidelines and procedures necessary to implement his policy.

***Legal References:*** Minn. Stat. § 10A.01, Subd. 5  
Minn. Stat. § 43A.32  
Minn. Stat. § 211A.02, Subd.8  
Minn. Stat. § 211B.09 (Prohibited public employee activities)  
Op. Minn. Atty. Gen. 159a-3 (May 24, 1966) (concluding that a school district could not make expenditure of public funds for printing and mailing of literature urging passage of a bond issue)

*Adopted: June 3, 2013*

*Revised:*

## **505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

### **III. DEFINITIONS**

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
  - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - 2. The material depicts or describes, in a manner that is patently offensive to

prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and

3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minor” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
  2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

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

- F. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

#### **IV. GUIDELINES**

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials

listed below is always prohibited. Material is prohibited that:

1. is obscene to minors;
2. is libelous or slanderous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
4. advertises or promotes any product or service not permitted to minors by law;
5. advocates violence or other illegal conduct;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

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

1. whether the material is educationally related;
2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;

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

## **V. TIME, PLACE, AND MANNER OF DISTRIBUTION**

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

## **VI. PROCEDURES**

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
  1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
  2. Date(s) and time(s) of day intended for distribution.
  3. Location where material will be distributed.
  4. If intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not

receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the Superintendent to verify that the lack of response is not due to an inability to locate the person.

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

## **VII. DISCIPLINARY ACTION**

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

## **VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES**

A copy of this policy will be posted on the district website.

## **IX. IMPLEMENTATION**

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

**Legal References:** U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)  
*Bethel Sch. Dist. No. 403 v. Fraser*, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*Bystrom v. Fridley High School*, 822 F.2d 747 (8<sup>th</sup> Cir. 1987)  
*Roark v. South Iron R-1 School Dist.*, 573 F.3d 556 (8<sup>th</sup> Cir. 2009)  
*Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist.*, 640 F.3d 329 (8<sup>th</sup> Cir. 2011)

***Cross References:*** Becker Policy 506 (Student Discipline)  
Becker Policy 512 (School-Sponsored Student Publications)  
Becker Policy 904 (Distribution of Materials on School District Property  
by Nonschool Persons)

*Adopted:* March 16, 2005

*Revised:* October 4, 2021

## **501 SCHOOL WEAPONS POLICY**

### **I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

### **II. GENERAL STATEMENT OF POLICY**

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### **III. DEFINITIONS**

#### **A. “Weapon”**

1. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- #### **B. “School Location”**
- includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.
- D. “Dangerous Weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

#### IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
  - 1. active licensed peace officers;
  - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  - 3. persons authorized to carry a pistol under Minnesota Statutes, section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  - 4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes sections 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes, section 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any

portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.

5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes, section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

**V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION**

- A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:
  1. immediate out-of-school suspension;

2. confiscation of the weapon;
  3. immediate notification of police;
  4. parent or guardian notification; and
  5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.
- D. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## **VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS**

- A. Employees
1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
  2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
  3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.
- B. Other Nonstudents
1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the

person is a student in another school district, that school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

## **VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES**

- A. The school district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.

***Legal References:*** Minn. Stat. § 97B.045 (Transporting Firearms)  
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)  
Minn. Stat. § 609.02, subd. 6 (Definition of Dangerous Weapon)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 609.66 (Dangerous Weapons)  
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)  
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)  
18 U.S.C. § 921 (Definition of Firearm)  
*In re C.R.M.*, 611 N.W.2d 802 (Minn. 2000)  
*In re A.D.*, 883 N.W.2d 251 (Minn. 2016)

***Cross References:*** Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Policy 506 (Student Discipline)  
Policy 525 (Violence Prevention)  
Policy 903 (Visitors to School District Buildings and Sites)

*Adopted:* April 18, 2005

*Revised:* \_\_\_\_\_

**502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON**

**I. PURPOSE**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

**II. GENERAL STATEMENT OF POLICY**

**A. Lockers and Personal Possessions Within a Locker**

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

**B. Desks**

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

**C. Personal Possessions and Student's Person**

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

**D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.**

### **III. DEFINITIONS**

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.
- B. “Personal possessions” includes but is not limited to purses, backpacks, bookbags, packages, and clothing.
- C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

### **IV. PROCEDURES**

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student’s person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.

- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

## **V. DIRECTIVES AND GUIDELINES**

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

## **VI. SEIZURE OF CONTRABAND**

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

## **VII. VIOLATIONS**

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

**Legal References:** U. S. Const., amend. IV  
Minn. Const., art. I, § 10  
*New Jersey v. T.L.O.*, 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)  
Minn. Stat. § 121A.72 (School Locker Policy)

**Cross References:** MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)  
MSBA/MASA Model Policy 501 (School Weapons)  
MSBA/MASA Model Policy 506 (Student Discipline)

*Adopted: June 7, 2004*

*Revised: August 7, 2017*

## **503 STUDENT ATTENDANCE**

### **I. PURPOSE**

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

### **II. GENERAL STATEMENT OF POLICY**

#### A. Responsibilities

##### 1. Student's Responsibility

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

##### 2. Parent or Guardian's Responsibility

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

##### 3. Teacher's Responsibility

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

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

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

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
  - (1) Illness.
  - (2) Serious illness in the student's immediate family.
  - (3) A death or funeral in the student's immediate family or of a close friend or relative.
  - (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
  - (5) Court appearances occasioned by family or personal action.
  - (6) Religious instruction not to exceed three hours in any week.

- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within one day from the date of the student's return to school. Any work not completed within this period may result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

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

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family.

- (6) Personal trips to schools or colleges.
- (7) Absences resulting from cumulated unexcused tardies (three tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences may not be allowed to make up work missed due to such absence.
  - (a) From the first through the third cumulated unexcused absence in a trimester the student will not be allowed to make up work missed due to such absence.
  - (b) After the third cumulated unexcused absence in a trimester a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of seven unexcused absences.
  - (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. See student handbook at each school.

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

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.

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

### **III. RELIGIOUS OBSERVANCE ACCOMMODATION**

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

### **IV. DISSEMINATION OF POLICY**

- A. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.
- B. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

### **V. REQUIRED REPORTING**

#### **A. Continuing Truant**

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

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

#### **B. Reporting Responsibility**

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

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes section 120A.22 and parents or guardians

who fail to meet this obligation may be subject to prosecution under Minnesota Statutes section 120A.34;

4. That this notification serves as the notification required by Minnesota Statutes section 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes Chapter 260C;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes Chapter 260A.

***Legal References:*** Minn. Stat. § 120A.05 (Definitions)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 120A.26 (Enforcement and Prosecution)  
Minn. Stat. § 120A.34 (Violations; Penalties)  
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 260A.02 (Definitions)

Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)

Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)

Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)

*Goss v. Lopez*, 419 U.S. 565 (1975)

*Slocum v. Holton Bd. of Educ.*, 429 N.W.2d 607 (Mich. App. Ct. 1988)

*Campbell v. Bd. of Educ. of New Milford*, 475 A.2d 289 (Conn. 1984)

*Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113*, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)

*Gutierrez v. Sch. Dist. R-1*, 585 P.2d 935 (Co. Ct. App. 1978)

*Knight v. Bd. of Educ.*, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)

*Dorsey v. Bale*, 521 S.W.2d 76 (Ky. 1975)

***Cross References:*** MSBA/MASA Model Policy 506 (Student Discipline)

*Adopted:* October 6, 2003

*Revised:* December 7, 2020

## **511 STUDENT FUNDRAISING**

### **I. PURPOSE**

The purpose of this policy is to address student fundraising efforts.

### **II. GENERAL STATEMENT OF POLICY**

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.

### **III. RESPONSIBILITY**

- A. It shall be the responsibility of the building administrators to develop recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents and students. Consideration of student safety must be the first consideration in determining an appropriate fundraiser.
- B. All fundraising activities must be approved in advance by the administration. Participation in non-approved activities shall be considered a violation of school district policy.
- C. It shall be the responsibility of the superintendent to approve and provide coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

### **IV. ANNUAL REPORT**

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

***Legal References:*** Minn. Stat. § 123B.36 (Authorized Fees)

***Cross References:*** Policy 506 (Student Discipline)

Fundraiser Request Form

*All fundraisers must be approved by the Superintendent*

This request form should include fundraisers between the months of October and September of each year.

**Complete the form below** and have it approved by your building principal or program supervisor who will then forward the request for consideration by the Superintendent.

Type of Fundraiser \_\_\_\_\_

Name of Fundraising Company \_\_\_\_\_

Projected Gross Amount Raised \_\_\_\_\_

Projected Net Amount Raised \_\_\_\_\_

Name of Organization \_\_\_\_\_

Name of Advisor \_\_\_\_\_

Name of Organization President \_\_\_\_\_

Inclusive Dates of Fundraiser \_\_\_\_\_

How will proceeds be used? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Organization President Signature*

\_\_\_\_\_  
*Advisor Signature*

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*Principal/Program Supervisor Signature*