

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138  
 NORTH BRANCH AREA EDUCATION CENTER, BOARD ROOM, ROOM C120  
 38705 GRAND AVENUE  
 NORTH BRANCH, MN 55056  
 REGULAR SCHOOL BOARD MEETING  
 JULY 10, 2025  
 5:30 PM**

**AGENDA**

- I. Call to Order
- II. Roll Call
  - A. School Board Member Jesse LaValla is attending the meeting remotely for personal reasons.
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. School Board Recognition
  - A. Spring Sports Recipients 5  
 Videos will be uploaded to the North Branch Area Public Schools website in the News section after the July 10th Board Meeting.
- VI. Superintendent’s Report 7
- VII. Removal of Consent Items for Discussion
- VIII. Approval of Consent Items
  - A. Minutes of June 12, 2025 Regular School Board Meeting 19
  - B. Minutes of June 12, 2025 School Board Retreat 28
  - C. Authorization of Payments, Transfers, and Investment Activity 29
  - D. Personnel
    - 1. Thomas McCarthy, resignation effective June 23, 2025, as Academic Dean for Student Success at North Branch Area High School
    - 2. Stephanie Mohs, resignation effective June 30, 2025, as Special Education Teacher at North Branch Area Middle School
    - 3. Devon Riveness, resignation effective June 6, 2025, as Lunchroom/Playground Assistant at North Branch Area Education Center
    - 4. Mikaela Erickson, leave request approximately September 24, 2025 for 10 weeks, as School Age Care Senior Adult Assistant at North Branch Area Education Center
    - 5. Stacy Redding, leave request for the 2025-26 School Year, as Counselor at North Branch Area High School
    - 6. Art Tobin, extension of leave request through December 31, 2025, as the Director of Buildings and Grounds at North Branch Area Public Schools
    - 7. Nicole Wallgren, extension of leave request for an additional three weeks with a return date of August 4, 2025, as Office Clerk at North Branch Area Education Center
    - 8. Denise Besch, retirement effective at the end of the 2024-25 School Year, as an Elementary Teacher at Sunrise River Elementary School

9. Jeanne Degerstrom, retirement effective at the end of the 2024-25 School Year, as an Elementary Teacher at Sunrise River Elementary School
  10. Pauline Dockendorf, termination effective June 6, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School
  11. Lisa Olivo, termination effective June 30, 2025, as Special Education Assistant at Life Work Center
  12. Amanda Partridge, termination effective June 6, 2025, as Special Education Assistant at North Branch Area High School
  13. Kristina Dreon, BS, Step 12, beginning with the 2025-26 School Year, as a Licensed School Nurse at North Branch Area Public Schools
  14. Whitney Murphy, BS, Step 5, One-Year Contract for the 2025-26 School Year, as Tier 2 License Special Education Teacher at North Branch Area High School
  15. Claire Patterson, BA, Step 5, beginning with the 2025-26 School Year, as Math Teacher at North Branch Area High School
  16. Sebastian Studier, BA, Step 1, beginning with the 2025-26 School Year, as English Teacher at North Branch Area High School
  17. Amanda Tessmer, MS, Step 8, effective at the beginning of the 2025-26 School Year, contract changed from one-year to continuing contract as Counselor at North Branch Area High School
  18. Kandi Bleecker, employment effective May 19, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
  19. Kayla Gearin, employment effective May 28, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
  20. Christine Hartgers, employment effective May 19, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
  21. Christine Jones, employment effective June 9, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
  22. Shirle Schulze, employment effective May 27, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
- E. Designation of Identified Official with Authority for the MDE External User Access Recertification System The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOWA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. 30

Your school board or equivalent governing board must designate an IOWA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

The Board recommends authorizing Sara Paul to act as the Identified Official with Authority (IOwA) and Pakou Lee to act as the IOwA Proxy to add and remove names only for LEA for North Branch Area Public Schools.

- F. Acceptance of Donations 31  
 Minnesota Statute 123B.02 permits school boards to "...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof."

Therefore, the Superintendent recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 138 that the School Board accept with appreciation the following contributions and permit their use as designated by the donors.

- IX. **Open Mic:** Open mic is a time for public comment. However, it is not a means to have issues added to this evening's agenda. It is also not a means to discuss specific individuals negatively in public, either by name or position. If you would like district follow up to comments, please leave appropriate contact information on the open mic sign-in sheet. Please limit your comments to three minutes.
- X. Old Business
  - A. Consider Acceptance of Summary of Bids for Diesel Fuel and Gasoline 32
  - B. Consider Second Reading of the Following Policies
    - 1. Policy 510 - School Activities 33
    - 2. Policy 613 - Graduation Requirements 35
- XI. New Business
  - A. Consider First and Final Reading for the Following Policies
    - 1. Policy 533 - Wellness 42
    - 2. Policy 534 - School Meals Policy 56
  - B. Consider Agreement to Provide School Resource Officer (SRO) Services Between the City of North Branch and Independent School District No. 138 (North Branch) for 2025-26
  - C. Consider the 2025-2026 Resolution for Membership in the Minnesota State High School League Membership Renewal Form 70
  - D. Consider the Letter of Agreement between Independent School District No. 138, North Branch and the North Branch Principals Association from July 1, 2024 through June 30, 2026
  - E. Consider E-Learning Plan 72
  - F. Consider the 2025-26 Student and Parent Handbook 87
  - G. Consider Superintendent's Contract
  - H. Consider canceling the July 22, 2025 Special School Board Meeting
- XII. Addendum
- XIII. Information
- XIV. Board Requests
- XV. Committee Reports
- XVI. Dates to Remember

- A. July 22, 2025 at 5:00 PM - Special School Board Meeting, North Branch Area Education Center, Board Room, Room C120
  - B. August 7, 2025 at 3:30 PM - Negotiations Committee Meeting, North Branch Area Education Center
  - C. August 7, 2025 at 4:00 PM - NBEA Negotiation Session, North Branch Area Education Center, DO Conference Room B122
  - D. August 14, 2025 at 4:30 PM - Policy Committee Meeting, North Branch Area Education Center, DO Conference Room B122
  - E. August 14, 2025 at 5:30 PM - Regular School Board Meeting, North Branch Area Education Center, Board Room, Room C120
  - F. August 26, 2025 at 4:00 PM - Negotiations Committee Meeting, North Branch Area Education Center
  - G. August 26, 2025 at 4:30 PM - Custodian Negotiations Session, North Branch Area Education Center, DO Conference Room B122
  - H. August 28, 2025 at 5:30 PM - School Board Work Session, North Branch Area Education Center, Board Room, Room C120
- XVII. Adjournment

First Name	Last Name	Sport	All Conference	AC Honorable Mention	Academic AC	All State
Isabella	Folkema	Softball	All Conference			All State
Maggie	Hunter	Softball			Academic All Conference	
Morgan	Mann	Softball			Academic All Conference	
Madison	Orf	Softball			Academic All Conference	
Sophia	Petersen	Softball			Academic All Conference	
Abigail	Pfeifer	Softball	All Conference		Academic All Conference	
Alyssa	Rediske	Softball			Academic All Conference	
Kara	Sullivan	Softball			Academic All Conference	
Henry	Christensen	Baseball			Academic All Conference	
Noah	Daas	Baseball			Academic All Conference	
Carter	Drill	Baseball	All Conference			All Section Team, All Section Tournament Team
Lucas	Goggin	Baseball			Academic All Conference	
James	Gosiak	Baseball			Academic All Conference	
Bo	Pederson	Baseball		All Conference Honorable Mentior		All Section Team
Jackson	Puelston	Baseball			Academic All Conference	
Jacob	Robillard	Baseball		All Conference Honorable Mentior	Academic All Conference	
Drake	Dimich	Boys Golf	All Conference			
Carter	Magnison	Boys Golf		All Conference Honorable Mentior		State Participant
Nicholas	Melvin	Boys Golf	All Conference			State Participant
Tyler	Minke	Boys Golf	All Conference		Academic All Conference	
Ashley	Bistodeau	Girls Golf	All Conference		Academic All Conference	State Participant
Annabelle	Lattimore	Girls Golf		All Conference Honorable Mentior	Academic All Conference	
Jenna	Minke	Girls Golf	All Conference		Academic All Conference	
Lauren	Thiel	Girls Golf			Academic All Conference	
Jack	Baker	Boys Tennis			Academic All Conference	All State Academic
Stephen	Gerten	Boys Tennis			Academic All Conference	
Wyatt	Helberg	Boys Tennis	All Conference			State Participant
Parker	Krosschell	Boys Tennis		All Conference Honorable Mentior		
Drake	Mellen	Boys Tennis		All Conference Honorable Mentior	Academic All Conference	All State Academic
Ethan	Thelander	Boys Tennis		All Conference Honorable Mentior	Academic All Conference	
Brody	Rothe	Boys Track	All Conference	All Conference Honorable Mentior		
Eli	Steinke	Boys Track			Academic All Conference	
Jordan	Stumm	Boys Track		All Conference Honorable Mentior	Academic All Conference	
Andrew	Witkowski	Boys Track			Academic All Conference	
Josh	Halseth	Boys Track		All Conference Honorable Mentior		
Kylie	Andreotti	Girls Track			Academic All Conference	
Sophia	Benedict	Girls Track	All Conference			State Participant
Derrian	Dick	Girls Track		All Conference Honorable Mentior	Academic All Conference	
Ella	Dick	Girls Track	All Conference			State Participant
Dakota	Esget	Girls Track	All Conference	All Conference Honorable Mentior	Academic All Conference	State Participant
Brooke	Giese	Girls Track	All Conference			State Participant
Ruby	Hanson	Girls Track			Academic All Conference	
Heidi	Hedberg	Girls Track			Academic All Conference	
Kailie	Kopp	Girls Track	All Conference			
Ella	Kuhlman	Girls Track	All Conference		Academic All Conference	State Participant
Amelia	Lattimore	Girls Track			Academic All Conference	
Brooklyn	Maki	Girls Track			Academic All Conference	
Asaysha	Olson	Girls Track		All Conference Honorable Mentior		
Shanna	Swanstrom	Girls Track			Academic All Conference	
Sophia	Thorsen	Girls Track	All Conference		Academic All Conference	State Participant
Ava	Witkowski	Girls Track			Academic All Conference	
Tucker	Allaman	Clay Target & Skeet	All Conference			
Brenden	Donahue	Clay Target	All Conference			
Cole	Duffee	Clay Target & Skeet	All Conference			
Dayne	Meyer	Clay Target	All Conference			
Tanner	Nyssee	Clay Target & Skeet	All Conference			
Noah	Bodsberg	Adapted Bowling				State Participant
Benjamin	Elliott	Adapted Bowling				State Participant
Ian	Gilkerson	Adapted Bowling				State Participant
Danica	Nelson	Adapted Bowling				State Participant
LeeAnn	Otterson	Adapted Bowling				State Participant

Madelyn	Phillips	Adapted Bowling				State Participant
Rachel	Anderson	Knowledge Bowl			Academic All Conference	
Aaron	Goeltl	Knowledge Bowl	All Conference		Academic All Conference	
Drake	Mellen	Knowledge Bowl			Academic All Conference	
Joseph	Mench	Knowledge Bowl			Academic All Conference	
Camden	Rafferty	Knowledge Bowl	All Conference			
Jackson	Thelander	Knowledge Bowl	All Conference		Academic All Conference	
Karen	Yang	Knowledge Bowl	All Conference		Academic All Conference	
Alice	Arbogast	Speech			Academic All Conference	
Jolynn	Moritz	Speech			Academic All Conference	
Zachary	Petrik	Speech			Academic All Conference	
Helen	Pust	Speech	All Conference			State Participant
Victoria	White	Speech			Academic All Conference	State Participant
Kylie	Grams	One Act Play	All Conference Tech		Academic All Conference	
Cadence	Hannigan	One Act Play		All Conference Honorable Mention Tech		
Elliot	Leroux	One Act Play		All Conference Honorable Mention Acting		
Gao Choua	Lor	One Act Play	All Conference Acting			
Taylor	Lutzke	One Act Play		All Conference Honorable Mention Acting		
Kathleen	Neu	One Act Play		All Conference Honorable Mention Tech	Academic All Conference	
Adaley	Roy	One Act Play			Academic All Conference	
Evan	Spinler	One Act Play	All Conference Acting			
Rylee	Zarbok	One Act Play	All Conference Acting		Academic All Conference	

# Superintendent Update

July 10, 2025



# At the forefront of educational excellence



## **WHAT WE INTEND TO CREATE**

*Inspire dreams, build integrity and instill hope  
in our students, our staff, our families and our communities.*

## **OUR PURPOSE**

*Partner with students, staff, families and communities to challenge all  
students to achieve their greatest potential and become informed and  
engaged citizens.*

# New Coaches, Lasting Impact



# Beyond the Classroom: Middle School Students Walk Through History in Washington, D.C.



NBAMS students visited Washington DC in mid-June!

Day one included visits to the Capitol, Iwo Jima Memorial, the Pentagon, and the 9/11 Memorial with many stops along the way.

Day two saw NBAMS students selected to lay a 10 wreath at the Tomb of the Unknown Soldier! Students also experienced the National Mall, including the Korean War Veterans Memorial, Vietnam Veterans Memorial, Lincoln Memorial and WWII Memorial, among many others.



Day three included a visit to the International Spy Museum, Smithsonian, and Ford's Theater.

# Beyond the Classroom: Spanish Comes to Life in Spain



High school Spanish students just got home from an amazing 8-day trip to Spain! They had a great time exploring the cities of Barcelona, Zaragoza, Madrid, and Toledo, and immersing themselves in the language and culture. <sup>11</sup>

Highlights included touring the famous Sagrada Familia cathedral in Barcelona, trying new foods such as "paella" and "tortilla española," and browsing the jewelry and swords in the famous Toledo sword shop!

# A Viking Kind of Summer: Learning, Fun & Community



## Summer School Highlights

- 130+ K–8 students engaged in academic support
- Project SEEK for accelerated learners (grades 1–7)
- 100 HS students earning credits & graduating
- Focus on growth, confidence & personalized support

## Youth Programs

- Dungeons & Dragons Quest (grades 6–12)
- Battlebot Olympics (grades 3–7)
- Art, slime & creativity with Kidcreate Studio
- Theatre Camps: Rainbow Fish & Alice in Wonderland

## Sports & Family Fun

- Camps: basketball, flag football, volleyball, dance
- Pickleball (8–14 yrs) & clogging (3–8 yrs)
- Free: Concerts in the Park, Move & Learn Room, Baby Cafe
- Adult class: Unlock Long-Term Success



# Still Rockin' This Summer: Free Concert Series Continues



Each event included food trucks and fun at 6 p.m., Story time at 6:45 p.m., and a concert starting at 7 p.m.



## NORTH BRANCH SUMMER CONCERT SERIES



Tuesday evenings  
Food trucks & fun begins at 6 PM  
Story Time at 6:45 PM  
Concerts start at 7 PM



This concert series is brought to you by:

**JUNE 17**  
Viking Plaza  
NBHS

**Minnesota State Band**  
Official Band of Minnesota

**JUNE 24**  
NB Central  
Park

**Native American Dance & Drum Exhibition**  
Keith Secola - Musician

**JULY 8**  
NB Central  
Park

**Church of Cash**  
Johnny Cash Tribute Band

**JULY 15**  
NB Central  
Park

**The Whitesidewalls**  
Doo-wop, Rockabilly,  
Rock & Roll

**JULY 22**  
NB Central  
Park

**On Tap**  
Country and Rock Band

**JULY 29**  
NB Central  
Park

**Monroe Crossing**  
Bluegrass Band

**AUGUST 5**  
NB Central  
Park

**Night 2 Unite - No Band**  
Community Night: Out

**AUGUST 12**  
NB Central  
Park

**Hard Days Night**  
Beatles Tribute Band

**AUGUST 19**  
NB Central  
Park

**AJ Spoff**  
Andy Spofford  
Variety of Hits



June 17-July 15, July 29, and August 12  
funded by EOPAC Funding

August 19 funded by  
The North Branch Area  
Education Foundation

# Chisago County Fair this weekend



# Chisago County hosting Fix-It Clinic July 15



FREE



## CHISAGO COUNTY FIX-IT CLINIC

Mend, fix, and save!



Something broken? Bring it to a Fix-It Clinic! Whether it's small appliances, clothing, electronics, toys, or other household items, volunteers will help you fix or mend your things for free.

- No pre-registration required.
- Items should be carry-in size for hands-on repair.
- First-come, first-served. Limit 2 items per household.
- Items accepted until 30 minutes before the event ends.

**Tuesday, July 15, 2025  
4 - 7 pm**

North Branch Library  
6355 379th Street  
North Branch, MN



Co-hosted with



[chisagocountymn.gov/1453/Fix-It-Clinics](https://chisagocountymn.gov/1453/Fix-It-Clinics)

Funding for this event is provided by the Minnesota Pollution Control Agency's Statewide Waste Reduction and Reuse grant.

Chisago County is hosting a Fix-It Clinic at the North Branch Library on Tuesday, July 15, 4 - 7 p.m.

- Handy people will be available to fix small appliances, clothing, electronics, toys, and other household items.
- The clinics are also looking for volunteers and are accepting donations of hand tools and parts for a wide variety of fixes.

# Welcome to North Branch: August 12 Realtor Breakfast

Who: Local Realtors

When: August 12, 9:00 am

Where: North Branch Area High School

Why: North Branch Area Public Schools is proud to host a Realtor Breakfast to build strong partnerships with local real estate professionals. This event provides an opportunity to share the district's vision, academic offerings, and community strengths, ensuring realtors are well-informed ambassadors for families considering a move to our area. By fostering collaboration, we aim to highlight how NBAPS supports student success, promotes vibrant community connections, and helps make North Branch a destination for quality living and learning.

## Realtor Resources

**Inspiring dreams, building integrity, and instilling hope every day!**

Thank you for taking the time to learn about North Branch Area Public Schools! Making a home purchase is a major decision, and we are here to provide you with information about our programs and we welcome the opportunity for you and prospective home buyers to come for a visit!

Viking Pride is evident across our community. If you would like to have a conversation about North Branch Area Public Schools, please feel free to <sup>16</sup>contact Superintendent Sara Paul at 651-338-1302. She can connect you with staff across the district that can answer questions and make an in person connection.

SKOL! Vikings!



# Advancing Teacher Apprenticeships



## Statewide Transition

NBAPS will join the MN Teacher JATC and no longer serve as a standalone sponsor. Sara Paul and David Gryte will represent NBAPS on the JATC governing board.

## Funding Access

Transition creates a clearer path to newly allocated state apprenticeship funds.

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## Program Updates

- Special Education apprenticeships will shift under JATC
- Early Learning program remains unchanged with MN Child Care Aware
- STEM-focused apprenticeship launching Fall 2026 with Concordia St. Paul University



**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138  
REGULAR SCHOOL BOARD MEETING  
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM  
June 12, 2025**

The School Board of Independent School District 138 met in regular session on Thursday, June 12, 2025, at 4:30 p.m. in the Boardroom at the North Branch Area Education Center.

Chair MacMillan called the meeting to order.

**Roll Call:** Sarah Grovender, Shelly Johnson, Jesse LaValla, Tim MacMillan, Heather Naegele (remote), Superintendent Paul, and Adam Trampe

**Absent:** None

**Notes:**

- Member Johnson arrive at 4:36 p.m.
- Due to remote attendance and technical difficulties, Member Naegele abstained from voting during the meeting. The Board proceeded with standard voting rather than roll-call voting.

**Others in Attendance:**

Blake Dufeck, Gina Dufeck, Stephen Dufeck, Rachel Kytonen, Pakou Lee, Max Malmquist, Dan Meyer, Bethany Stiles, Paul Stiles, Todd Tetzlaff and David Treichel

The Pledge of Allegiance was said by all.

**Approval of Agenda:**

Moved by Grovender, seconded by LaValla and carried unanimously to approve the agenda.

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

**SUPERINTENDENT'S REPORT**

Superintendent Paul spotlighted another school year from start to finish, legislative win advancing Teacher Apprenticeships, return of full-time School Resource Officer (SRO) position, representation from the Sheriff's Department for Crisis Management, summer building walkthroughs with the county and local officials, and The Max Impact.

**Removal of Consent Items for Discussion:**

None

## **CONSENT ITEMS**

Moved by Grovender, seconded by Trampe and carried unanimously to approve the consent agenda.

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

- A. Minutes of May 8, 2025 Policy Committee Meeting
- B. Minutes of May 8, 2025 Regular School Board Meeting
- C. Minutes of May 22, 2025 Work Session
- D. Authorization of Payments, Transfers, and Investment Activity
  - Accounts Payable, Bank 07 – \$1,229,575.49
  - Auxiliary, Bank 12 - \$16,366.68
  - Payroll, Bank 13 - \$3,383,041.04
  - Scholarship, Bank 18 - \$0.00
  - High School Student Activities, Bank 31 - \$14,341.78
  - Middle School Student Activities, Bank 32 - \$0.00
- E. Personnel
  - 1. Amy DeWitt, resignation effective May 29, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
  - 2. Juliana Orellano-Tirado, resignation effective May 27, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
  - 3. Juliet Orellano-Tirado, resignation effective May 12, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
  - 4. Theresa Running, resignation effective May 16, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
  - 5. Ashlie Sawka, resignation effective May 23, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
  - 6. Emily Striefel, resignation effective at the end of the 2024-25 School Year, as Agriculture Teacher at North Branch Area Middle School and Norse Area Learning Center
  - 7. Christopher Thompson, resignation effective at the end of the 2024-25 School Year, as ALC Teacher/Coordinator at Norse Area Learning Center

8. Kelsey Lien, leave request approximately October 16, 2025 for 13 weeks, returning on January 5, 2026, as Early Childhood Special Education Teacher at North Branch Area Education Center
9. Sherri Matheson, leave request from April 22, 2025 through June 6, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School
10. Samantha Nuthak, leave request effective approximately October 1, 2025 through January 19, 2026, as Spanish Teacher at North Branch Area High School
11. Cynthia Scheele, leave request effective May 29, 2025 through June 22, 2025, as Youth Connections Program Manager at North Branch Area Education Center
12. Samantha Stoesz, leave request effective approximately November 10, 2025 for 12 weeks, as English Teacher at North Branch Area Middle School
13. Kyle Joos, employment effective April 28, 2025, as Schoolkeeper at North Branch Area Public Schools
14. Theresa Running, employment effective May 12, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
15. Ashlie Sawka, employment effective May 12, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
16. Heather Stilwell-Brandt, employment effective May 12, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
17. Kayla Anderson, BA, Step 5, beginning with the 2025-26 School Year, as Elementary Teacher at Sunrise River Elementary School
18. Michele Anderson, MA, Step 17, One-Year Contract for the 2025-26 School Year, as Tier 2 License Special Education Teacher at North Branch Area High School
19. Alissa Glines, MEd+15, Step 6, beginning with the 2025-26 School Year, as Elementary Teacher at Sunrise River Elementary School
20. Jon Griffith, BS+15, Step 2, One-Year Contract for the 2025-26 School Year, as Tier 2 License Special Education Teacher at North Branch Area High School
21. Charles Linder, BA, Step 4, One-Year Contract for the 2025-26 School Year, as Tier 2 License Special Education Teacher at North Branch Area High School

22. Madeline Nelson, MA, Step 2, change from Tier 2 License to Continuing Contract effective 2025-26 School Year, as Early Childhood Special Education Teacher at North Branch Area Education Center

23. Deanna Wilson, BA, Step 4, One-Year Contract for the 2025-26 School Year, as Tier 2 License English Teacher at North Branch Area Middle School

24. Eric Wilson, BS+45, Step 9, beginning with the 2025-26 School Year, as Elementary Teacher at Sunrise River Elementary School

25. Kaitlyn Wolff, BA, Step 7, beginning with the 2025-26 School Year, as Special Education Teacher at Sunrise River Elementary School

26. 2024-25 Activity Advisor Position

a) Brian Moffet, Class 3, Step 1, as Auditorium Coordinator/Tech Club Advisor

b) James Pope, Class 7, Step 10, as Musical Assistant (Band) Advisor

F. Q-Comp Report

G. Acceptance of Donations

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
5/2/25	North Branch Fire Relief Association, PO Box 245, North Branch, MN 55056	NBHS Scholarship A/C	\$5,000.00	Scholarship Donation
5/8/25	Anonymous	Sunrise River Elem.	\$64.00	Fun Run Donation
5/15/25	Almelund Threshing Company, 17760 St. Croix Trl, Taylor Falls, MN 55084	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
5/15/25	East Central Energy, PO Box 39, Braham, MN 55006	NBHS Scholarship A/C	\$4,500.00	Scholarship Donation
5/15/25	Sons of The American Legion, PO Box 87, North Branch, MN 55056	NBHS Scholarship A/C	\$2,000.00	Scholarship Donation
5/15/25	St. Francis Blue Line Club (Northern Edge), PO Box 153, St. Francis, MN 55070	NBHS Scholarship A/C	\$750.00	Scholarship Donation
5/22/25	Cyber Grants/US Bank (Matching Gift-D. Cash)	Sunrise River Elem.	\$64.00	Fun Run Donation
5/22/25	Lakes Region EMS, 40245 Fletcher Ave, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
5/22/25	Lloyd's Construction Services, 6528 County Rd 101 E, Shakopee, MN 55379	NBHS	\$100.00	Career Day Sponsor Donation
5/22/25	NB Area Hockey Association, PO Box 541, North Branch, MN 55056	NBHS Scholarship A/C	\$400.00	Scholarship Donation
5/22/25	North Branch Traveling Baseball, PO Box 644, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
			\$15,878.00	
May	Anderson & Koch Ford, PO Box 158, North Branch, MN 55056	NBHS		*Donated a 2012 Ford Taurus to the High School Auto Shop class
May	Empowered HQ	NBHS		*Donated a \$500 Gift Card toward Auto Class purchases

**OPEN MIC**

No one signed up for open mic.

**NEW BUSINESS**

A. Approval of Revisions to the 2024-25 Budget and Adoption of 2025-26 Budget  
 Todd Tetzlaff, Director of Finance and Human Resources, presented a brief summary on the proposed revised FY 2024-25 budget and the adoption of the 2025-26 budget.

Moved by Trampe, seconded by LaValla and carried unanimously to approve the revisions to the 2024-25 budget and adoption of 2025-26 Budget.

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

B. Public Hearing on Student Fees for the 2025-26 School Year

Todd Tetzlaff, Director of Finance and Human Resources, gave a presentation on the recommendations of student fees beginning with the 2025-26 school year. There are some proposed fee increases for 2025-26.

After the presentation, the public was invited to ask questions and comments on the recommendation of student fees. The public is also invited to contact Todd Tetzlaff with any questions at 651-674-1009 or [ttetzlaf@isd138.org](mailto:ttetzlaf@isd138.org).

C. Approval of the Student Fees for the 2025-26 School Year

Moved by Trampe, seconded by LaValla and carried unanimously to approve the Student Fees for the 2025-26 School Year with amendments to one free milk for all students and one free breakfast and lunch for any distant learning students who is on site for learning during the breakfast and/or lunch period.

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

D. Approval of the Long-Term Facilities Maintenance Plan

Moved by Grovender, seconded by LaValla and carried unanimously to approve the Long-Term Facilities Maintenance Plan and ten-year expenditure plan.

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

E. Approval of the Resolution Approving Long-term Facility Maintenance Program Budget and Authorizing the Inclusion of a Proportionate Share of those Projects in the District's Application for Fiscal Year 2027 Long-term Facility Maintenance Revenue

Member Trampe introduced the following resolution and moved its adoption:

**Resolution approving long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of those projects in the district's application for fiscal year (FY) 2027 long-term facility maintenance revenue**

**Be it resolved** by the School Board of District No. 138, State of Minnesota, as follows:

1. The Governing Board of St. Croix River Education District has approved a long-term facility maintenance program budget for its facilities for the 2026-2027 school year (FY 2027) in the amount of \$104,902 of which District Number 138's proportionate share is \$28,302.56 consisting of \$28,302.56 for pay as you go projects. The various components of this program budget are attached as Exhibit A hereto and are

incorporated herein by reference. Said budget is hereby approved. (Exhibit A)

2. Minnesota Statutes, section 123B.53, subdivision 1, as amended, provides that if a special education district's long-term facility maintenance budget is approved by the school boards of each of the education district's member school districts, each member district may include its proportionate share of the costs of the education school district's program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the education district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the education district's long-term facility maintenance program times the most current finalized year end ADM percentage of participation in the education district. For school year 2026-27 (fiscal year 27), the long-term facility maintenance costs shall be funded through annual levy. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for FY 27 is hereby approved, subject to approval by the Commissioner of Education. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the education district's program, the district shall promptly pay to the education district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Johnson and, upon vote being taken thereon, the following voted in favor thereof:

Grovender, LaValla, MacMillan

and the following voted against: None

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

F. Approval of the Clifton Larson Allen, LLP Service Agreement for Financial Audit at North Branch Area Public Schools

Moved by Grovender, seconded by Trampe and carried unanimously to approve the Clifton Larson Allen, LLP Service Agreement for Financial Audit at North Branch Area Public Schools.

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

G. Approval of Renewal of Membership in Minnesota School Boards Association (MSBA)

Moved by Grovender, seconded by LaValla and carried unanimously to approve the Renewal of Membership in Minnesota School Boards Association (MSBA) in the amount of \$11,873.00.

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

H. Approval of Renewal of Membership in Resource Training and Solutions

Moved by Grovender, seconded by LaValla and carried unanimously to approve the Renewal of Membership in Resource Training and Solutions in the amount of \$3,676.96.

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

I. Request to Bid for Garbage Services

Moved by Grovender, seconded by Johnson and carried unanimously to request bids for garbage services.

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

J. Request to Bid for Fuel and Gasoline

Moved by Trampe, seconded by LaValla and carried unanimously to request bids for fuel and gasoline.

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

K. Approval of the first Reading for the Following Policies

Moved by Trampe, seconded by Johnson and carried unanimously to approve the first reading of the following policies.

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

1. Policy 510 - School Activities
2. Policy 511 - Fund-Raising and Solicitation
3. Policy 613 - Graduation Requirements

**ADDENDUM**

A. Approval of the Resolution Certifying the District Population Estimate for the 2025 Payable 2026 Levy of Independent School District #138

Motion by Member LaValla to approve the following resolution:

**Certification of Updated District Population Estimate**

**RESOLUTION CERTIFYING THE POPULATION ESTIMATE FOR THE 2025 PAYABLE 2026 LEVY OF INDEPENDENT SCHOOL DISTRICT #138**

**WHEREAS**, the Independent School District #138 has experienced an increase in population from the 2020 census figure of 20,964 to the current census figure of 22,696 as determined by the State Demographer.

**BE IT RESOLVED**, by the School Board of Independent School District #138 that the census figure of 22,696 be certified to the State Demographer for approval of use in the 2025 payable 2026 revenue calculations.

For the adoption of the foregoing resolution was duly seconded by Member Trampe and upon vote being taken thereon, the following voted in favor thereof:

Grovender, Johnson, MacMillan

and the following voted against: None

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

Whereupon said resolution was declared duly passed and adopted.

Date: June 12, 2025

**INFORMATION**

None

**BOARD REQUESTS**

Board member Trampe requested to bring Policy 511 - Fund-Raising and Solicitation back to the Policy Committee for further review.

**COMMITTEE REPORTS**

Member Grovender gave an update on SCRED's purposed budget and special report.

**DATES TO REMEMBER**

- A. June 17, 2025 at 3:30 PM - Negotiations Committee Meeting, North Branch Area Education Center
- B. June 17, 2025 at 4:00 PM - NBEA Negotiation Session, North Branch Area Education Center - DO Conference Room B122
- C. July 2, 2025 at 3:00 PM - Negotiations Committee Meeting, North Branch Area Education Center
- D. July 10, 2025 at 4:30 PM - Policy Committee Meeting, North Branch Area Education Center - DO Conference Room, B122

E. July 10, 2025 at 5:30 PM - Regular School Board Meeting, North Branch Area Education Center - Board Room, C120

F. July 22, 2025 at 5:00 PM – Special Board Meeting, North Branch Area Education Center - Board Room, C120

Adjournment

Moved by Trampe, seconded by LaValla and carried unanimously to adjourn the regular meeting at 5:49 PM.

Abstention: Member Naegele abstained from voting due to remote attendance and technical difficulties.

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Heather Naegele, Clerk

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138**  
**SCHOOL BOARD RETREAT**  
**June 12, 2025**

The School Board of Independent School District 138 held a school board retreat on Thursday, June 12, 2025, at 6:00 p.m. in the Boardroom at the North Branch Area Education Center.

Members Present: Sarah Grovender, Shelly Johnson, Jesse LaValla, Tim MacMillan, Heather Naegele (remote), Superintendent Paul, and Adam Trampe

Absent: None

The School Board Retreat held on June 12, 2025, that opened with an icebreaker and celebration of the year's accomplishments. The agenda focused on key district priorities, including a facilities study, school safety, and the superintendent evaluation. The board reviewed current building utilization and discussed a recommended facilities option that reconfigures grade levels and reallocates space for improved efficiency. A school safety Q&A allowed for discussion of protocols and targeted strategies for improvement, followed by a conversation around the superintendent's performance.

The board adjourned the retreat at 8:10 p.m.

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Heather Naegele, Clerk

**ELECTRONIC FUND TRANSFERS  
JUNE 2025**

Direct Dep Cks		\$1,827,350.03	
ACHS		<u>\$11,472.96</u>	
		<b>\$1,838,822.99</b>	
OPEB Wells Fargo Transfer to General Operating:			6/30/2025 <b>\$208,298.00</b>
Other Electronic Fund Transfers:			
Federal/FICA Taxes			6/2/2025 \$84,053.23
(Also reflected in P/R info)			6/2/2025 \$127,912.42
			6/16/2025 \$92,317.34
			6/16/2025 \$322,216.07
			6/30/2025 \$26,785.02
			6/30/2025 \$65,534.81
			6/30/2025 <u>\$78,277.93</u>
			<b>\$797,096.82</b>
Minnesota Withholding Taxes			6/3/2025 \$13,357.05
(Also reflected in P/R info)			6/3/2025 \$23,181.93
			6/17/2025 \$15,327.96
			6/17/2025 <u>\$54,002.30</u>
			<b>\$105,869.24</b>
Economic Service (EBC)			6/16/2025 \$12,111.43
(Also reflected in P/R info)			6/16/2025 \$20,633.30
			6/16/2025 \$47,291.88
			6/30/2025 \$11,981.17
			6/30/2025 <u>\$15,209.77</u>
			<b>\$107,227.55</b>
MII LIFE-F S A	PEIP		6/2/2025 \$38.19
	PEIP		6/3/2025 \$76.35
	PEIP		6/9/2025 \$370.00
	PEIP		6/11/2025 \$149.99
	PEIP		6/23/2025 \$1.56
	PEIP		6/24/2025 \$152.02
	PEIP Admin Inv		6/25/2025 \$401.25
	PEIP		6/27/2025 <u>\$62.53</u>
			<b>\$1,251.89</b>
MII LIFE-M S A			6/16/2025 \$733.18
			6/16/2025 \$6,029.02
			6/17/2025 \$10,542.00
			6/30/2025 \$733.18
			6/30/2025 <u>\$6,029.02</u>
			<b>\$24,066.40</b>
Minnesota Teachers Retirement			6/13/2025 \$10,716.56
			6/13/2025 \$117,054.88
			6/13/2025 \$126,533.07
			6/27/2025 \$12,118.66
			6/27/2025 \$61,609.72
			6/30/2025 <u>\$8,772.52</u>
			<b>\$336,805.41</b>
PERA			6/13/2025 \$39,565.68
			6/27/2025 \$32,005.73
			6/30/2025 <u>\$6,599.88</u>
			<b>\$78,171.29</b>
Delta Dental Plan			6/23/2025 <b>\$15,552.99</b>
MN Sales Tax			6/17/2025 <b>\$92.00</b>



## Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOWA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOWA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOWA. The IOWA will grant the IOWA Proxy role(s).

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

Organization Name: North Branch Area Public Schools

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 0138-01

Superintendent or Exec. Director Name: Sara Paul

Will act as the IOWA?  Yes  No

If no, identify below the individual who will act as the IOWA for your organization.

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The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOWA) for this organization:

Print Name: Sara Paul

Title: Superintendent

Board Member Signature: \_\_\_\_\_

Name: Tim MacMillan

Date: \_\_\_\_\_

Once the EDIAM Board Resolution is completed, scan and email it to: [useraccess.mde@state.mn.us](mailto:useraccess.mde@state.mn.us)

Sara Paul, Superintendent ♦ North Branch Area Public Schools  
38705 Grand Ave., PO Box 370 ♦ North Branch, Minnesota 55056-0370  
651-674-1000 / phone ♦ 651-674-1010 / fax ♦ [www.isd138.org](http://www.isd138.org)

JUNE 2025

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
6/3/25	Stacy Lions Club, PO Box 1, Stacy, MN 55079	NBHS Athletics	\$2,000.00	FRC Program Donation
6/11/25	Anonymous	Sunrise River Elem.	\$64.00	Fun Run Donation
6/12/25	Lindstrom Fire Relief, PO Box 501, Lindstrom, MN 55045	NBHS Athletics	\$750.00	FRC Program Donation
6/12/25	James Riley, RILEYJAMESP@JOHNDEERE.COM	NBHS Athletics	\$230.00	FRC Robotics Program Donation
6/20/25	Rotary Club of Chisago Lakes, PO Box 954, Lindstrom, MN 55045	NBHS Athletics	\$500.00	FRC Robotics Program Donation
6/24/25	Cyber Grants/US Bank (Matching Gift-D. Cash)	Sunrise River Elem.	\$64.00	Fun Run Donation
			<b>\$3,608.00</b>	
				* Donated science kits, lab activity sets, and various supplies valued at approx. \$1,500.00 to the Science Dept.
JUN	Bruce Miller, 5379 383rd Street, Apt. 102, North Branch, MN 55056	NBHS		

# **BID SUMMATION**

**Board Meeting of July 10, 2025**

## **GASOLINE AND DIESEL FUEL**

**Prices Per Gallon**

<b>Bidder</b>	<b>July 1, 2025 Base Price</b>	<b>Delivered Price</b>	<b>Difference</b>
Petroleum Traders Corp.			
Gasoline	\$1.8710	\$1.8410	\$-0.0300
Diesel	\$2.3575	\$2.3275	\$-0.0300
Beudry Oil & Propane			
Gasoline	\$1.8625	\$1.8425	\$-0.0200
Diesel	\$2.3458	\$2.3258	\$-0.0200

## **RECOMMENDED AWARD**

### **GASOLINE/DIESEL FUEL**

<b>Bidder</b>	<b>July 1, 2025 Base Price</b>	<b>Delivered Price</b>	<b>Difference</b>
Beudry Oil & Propane			
Gasoline	\$1.8625	\$1.8425	\$-0.0200
Diesel	\$2.3458	\$2.3258	\$-0.0200

# STUDENTS

## School Activities

510

### I. PURPOSE

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

### II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

### III. RESPONSIBILITY

- A. The school board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.
- C. The superintendent shall be responsible for disseminating information needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.
- E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.
- F. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

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#### North Branch Independent School District No. 138: Policy #510

**Adopted:** July 10, 2014

**Replaced:** Policy #695 – Extra-Curricular Eligibility

**Revised:** May 9, 2019, January 9, 2020

**Effective:** July 10, 2014, May 9, 2019, January 9, 2020

510 School Activities, Page 1 of 2

# STUDENTS

## School Activities

510

**Legal References:** Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

**Cross References:** NB Policy 503 (Student Attendance)  
NB Policy 506 (Student Discipline)  
NB Policy 713 (Student Activity Accounting)

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**North Branch Independent School District No. 138: Policy #510**

**Adopted:** July 10, 2014

**Replaced:** Policy #695 – Extra-Curricular Eligibility

**Revised:** May 9, 2019, January 9, 2020

**Effective:** July 10, 2014, May 9, 2019, January 9, 2020

510 School Activities, Page 2 of 2

# EDUCATION PROGRAMS

## Graduation Requirements

613

### I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

### II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

### III. DEFINITIONS

- A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.
- C. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.
- D. "Required standard" means a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, health, and the arts. Locally developed academic standards in health apply until statewide rules implementing statewide health standards under Minnesota Statutes, section 120B.021, subdivision 3, are required to be implemented in the classroom.
- E. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

### IV. DISTRICT ASSESSMENT COORDINATOR

The Director of Teaching and Learning shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

### V. ASSESSMENT GRADUATION REQUIREMENTS

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North Branch Independent School District No. 138: District Policy #613

**Adopted:** August 10, 2000

**Replaced:** 6120.5 Assurance of Mastery and 6162.6 Research and Testing

**Last Reviewed:** 7/10/2025

**Revised:** 5/9/2013, 6/16/2016, 6/8/2017, 2/8/2018, 2/14/2019, 7/10/2025

**Effective:** 8/10/2000, 5/9/2013, 6/16/2016, 6/18/2017, 2/8/2018, 2/14/2019, 7/10/2025

# EDUCATION PROGRAMS

## Graduation Requirements

613

### A. Graduation Requirements

Students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

1. Achievement and career and college readiness in mathematics, reading, and writing, consistent with paragraph (k) and to the extent available, to monitor students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students' academic strengths and diagnosing areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and, based on analysis of students' progress and performance data, determine students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student; and
2. Consistent with this paragraph and Minnesota Statutes, section 120B.125 (see Policy 604, Section II.H.), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
3. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.

### B. Targeted Instruction Plan

1. A student must receive targeted, relevant, academically rigorous, and resourced instruction, which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
2. Consistent with Minnesota Statutes, sections 120B.13, 124D.09, 124D.091, 124D.49, and related sections, an enrolling school or district must actively encourage a student in grade 11 or 12 who is identified as academically ready for

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North Branch Independent School District No. 138: District Policy #613

**Adopted:** August 10, 2000

**Replaced:** 6120.5 Assurance of Mastery and 6162.6 Research and Testing

**Last Reviewed:** 7/10/2025

**Revised:** 5/9/2013, 6/16/2016, 6/8/2017, 2/8/2018, 2/14/2019, 7/10/2025

**Effective:** 8/10/2000, 5/9/2013, 6/16/2016, 6/18/2017, 2/8/2018, 2/14/2019, 7/10/2025

# EDUCATION PROGRAMS

## Graduation Requirements

613

a career or college to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.

3. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- C. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

## VI. GRADUATION CREDIT REQUIREMENTS

Students must successfully complete, as determined by the school district, the following high school level credits for graduation:

### A. Credit Requirements

1. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
2. Three credits of mathematics sufficient to satisfy all of the academic standards in mathematics;
3. Three credits of science, including one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12;
4. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;

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North Branch Independent School District No. 138: District Policy #613

**Adopted:** August 10, 2000

**Replaced:** 6120.5 Assurance of Mastery and 6162.6 Research and Testing

**Last Reviewed:** 7/10/2025

**Revised:** 5/9/2013, 6/16/2016, 6/8/2017, 2/8/2018, 2/14/2019, 7/10/2025

**Effective:** 8/10/2000, 5/9/2013, 6/16/2016, 6/18/2017, 2/8/2018, 2/14/2019, 7/10/2025

## EDUCATION PROGRAMS

### Graduation Requirements

613

5. One credit in the arts sufficient to satisfy all of the academic standards in the arts;
6. Credit sufficient to satisfy the state standards in physical education; and
7. A minimum of seven elective credits.
8. Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12. A teacher of a personal finance course that satisfies the graduation requirement must have a field license or out-of-field permission in agricultural education, business, family and consumer science, social studies, or math.

#### B. Credit equivalencies

1. A one-half credit of economics taught in a school's agricultural, food, and natural resources education or business education program or department may fulfill a one-half credit in social studies under Paragraph A.4, above, if the credit is sufficient to satisfy all of the academic standards in economics.
2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph A.3, above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph A.3, above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry academic standards or all of the physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph A.3, above.
3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph A.2 or Paragraph A.5, above.
4. A computer science credit may fulfill a mathematics credit requirement under Paragraph A.2, above, if the credit meets state academic standards in mathematics.
5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph A.2 or Paragraph A.3, above, if the credit meets the

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North Branch Independent School District No. 138: District Policy #613

**Adopted:** August 10, 2000

**Replaced:** 6120.5 Assurance of Mastery and 6162.6 Research and Testing

**Last Reviewed:** 7/10/2025

**Revised:** 5/9/2013, 6/16/2016, 6/8/2017, 2/8/2018, 2/14/2019, 7/10/2025

**Effective:** 8/10/2000, 5/9/2013, 6/16/2016, 6/18/2017, 2/8/2018, 2/14/2019, 7/10/2025

# EDUCATION PROGRAMS

## Graduation Requirements

613

state academic standards in mathematics or science.

6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

### VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic standards:
  1. School District Standards, Health (K-12);
  2. School District Standards, Career and Technical Education (K-12); and
  3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.\* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.

\* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
  1. Minnesota Academic Standards, English Language Arts K-12;
  2. Minnesota Academic Standards, Mathematics K-12;
  3. Minnesota Academic Standards, Science K-12;
  4. Minnesota Academic Standards, Social Studies K-12; and
  5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.

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#### North Branch Independent School District No. 138: District Policy #613

**Adopted:** August 10, 2000

**Replaced:** 6120.5 Assurance of Mastery and 6162.6 Research and Testing

**Last Reviewed:** 7/10/2025

**Revised:** 5/9/2013, 6/16/2016, 6/8/2017, 2/8/2018, 2/14/2019, 7/10/2025

**Effective:** 8/10/2000, 5/9/2013, 6/16/2016, 6/18/2017, 2/8/2018, 2/14/2019, 7/10/2025

# EDUCATION PROGRAMS

## Graduation Requirements

613

- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

### VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

<b>Legal References:</b>	Minn. Stat. § 120B.018 (Definitions)
	Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
	Minn. Stat. § 120B.021 (Required Academic Standards)
	Minn. Stat. § 120B.023 (Benchmarks)
	Minn. Stat. § 120B.024 (Credits)
	Minn. Stat. § 120B.07 (Early Graduation)
	Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
	Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
	Minn. Stat. § 120B.30 (General Requirements; Statewide Assessments)
	Minn. Stat. § 120B.303 (Assessment Graduation Requirements)
	Minn. Stat. § 120B.307 (College and Career Readiness)
	Minn. Rules Part 3501.0660 (Academic Standards For Kindergarten through Grade 12)
	Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
	Minn. Rules Part 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12)
	Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)

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#### North Branch Independent School District No. 138: District Policy #613

**Adopted:** August 10, 2000

**Replaced:** 6120.5 Assurance of Mastery and 6162.6 Research and Testing

**Last Reviewed:** 7/10/2025

**Revised:** 5/9/2013, 6/16/2016, 6/8/2017, 2/8/2018, 2/14/2019, 7/10/2025

**Effective:** 8/10/2000, 5/9/2013, 6/16/2016, 6/18/2017, 2/8/2018, 2/14/2019, 7/10/2025

## EDUCATION PROGRAMS

### Graduation Requirements

613

Minn. Rules Parts 3501.1200-1210 (Academic Standards for English Language Development)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

#### **Cross References:**

NB Policy 104 (School District Mission Statement)

NB Policy 601 (School District Curriculum and Instruction Goals) NB Policy 614 (School District Testing Plan and Procedure)

NB Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

NB Policy 616 (School District System Accountability)

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#### North Branch Independent School District No. 138: District Policy #613

**Adopted:** August 10, 2000

**Replaced:** 6120.5 Assurance of Mastery and 6162.6 Research and Testing

**Last Reviewed:** 7/10/2025

**Revised:** 5/9/2013, 6/16/2016, 6/8/2017, 2/8/2018, 2/14/2019, 7/10/2025

**Effective:** 8/10/2000, 5/9/2013, 6/16/2016, 6/18/2017, 2/8/2018, 2/14/2019, 7/10/2025

# STUDENTS

## Wellness

533

### I. PURPOSE

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

### II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

### III. WELLNESS GOALS

- A. Nutrition Promotion and Education
  - 1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
    - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;

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North Branch Independent School District No. 138: Policy #533

Adopted: 7/13/06

Last Reviewed: 11/10/21

Revised: 3/12/15, 5/10/18

Effective: 7/13/06, 3/12/15, 5/10/18

- b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
      - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
    2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.
  - B. Physical Activity
    1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television;
    2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
    3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.
  - C. Communications with Parents
    1. The school district recognizes that parents and guardians have a primary role in promoting their children's health and well-being.
    2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
    3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
    4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

#### IV. STANDARDS AND NUTRITION GUIDELINES

##### A. School Meals

# STUDENTS

## Wellness

533

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

### B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

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#### North Branch Independent School District No. 138: Policy #533

**Adopted:** 7/13/06

**Last Reviewed:** 11/10/21

**Revised:** 3/12/15, 5/10/18

**Effective:** 7/13/06, 3/12/15, 5/10/18

**C. Competitive Foods and Beverages**

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered “competitive foods.” Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

**D. Other Foods and Beverages Made Available to Students**

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
  - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
  - b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

**E. Food and Beverage Marketing in Schools**

1. School-based marketing will be consistent with nutrition education and health promotion.
2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

**V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT****A. Wellness Coordinator**

1. The superintendent ~~will designate a~~designated school district official Todd Tetzlaff, Director of Finance and Human Services to oversee the school district's wellness-related activities as the (Wellness Coordinator). The Wellness Coordinator, Todd Tetzlaff, Director of Finance and Human Services will ensure that each school implements the policy.
2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

**B. Public Involvement**

1. Todd Tetzlaff, Director of Finance and Human Services ~~The Wellness Coordinator~~ will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. Todd Tetzlaff, Director of Finance and Human Services ~~The Wellness Coordinator~~ will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

**VI. POLICY IMPLEMENTATION AND MONITORING****A. Implementation and Publication**

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

**B. Annual Reporting**

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

**C. Triennial Assessment**

1. At least once every three years, the school district will evaluate compliance with the

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North Branch Independent School District No. 138: Policy #533

Adopted: 7/13/06

Last Reviewed: 11/10/21

Revised: 3/12/15, 5/10/18

Effective: 7/13/06, 3/12/15, 5/10/18

# STUDENTS

## Wellness

533

wellness policy to assess the implementation of the policy and create a report that includes the following information:

# STUDENTS

## Wellness

533

- a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
  - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
  - c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
  3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

**Legal References:**

Minn. Stat. § 121A.215 (Local School District Wellness Policy; [Website](#))  
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)  
42 U.S.C. § 1758b (Local School Wellness Policy)  
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act-~~of 1966~~)  
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)  
7 C.F.R. § 210.10 (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

**Local Resources:**

Minnesota Department of Education, [www.education.state.mn.us](http://www.education.state.mn.us)  
Minnesota Department of Health, [www.health.state.mn.us](http://www.health.state.mn.us)  
County Health Departments  
Action for Healthy Kids Minnesota, [www.actionforhealthykids.org](http://www.actionforhealthykids.org)  
United States Department of Agriculture, [www.fns.usda.gov](http://www.fns.usda.gov)

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North Branch Independent School District No. 138: Policy #533

Adopted: 7/13/06

Last Reviewed: 11/10/21

Revised: 3/12/15, 5/10/18

Effective: 7/13/06, 3/12/15, 5/10/18

**I. PURPOSE**

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

**II. GENERAL STATEMENT OF POLICY**

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

**III. WELLNESS GOALS**

- A. Nutrition Promotion and Education
  - 1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
    - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;

- b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
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#### IV. STANDARDS AND NUTRITION GUIDELINES

##### A. School Meals

# STUDENTS

## Wellness

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2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

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Adopted: 7/13/06

Last Reviewed: 11/10/21

Revised: 3/12/15, 5/10/18

Effective: 7/13/06, 3/12/15, 5/10/18

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**V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT****A. Wellness Coordinator**

1. The superintendent designated school district official Todd Tetzlaff, Director of Finance and Human Services to oversee the school district's wellness-related activities as the Wellness Coordinator. The Wellness Coordinator, Todd Tetzlaff, Director of Finance and Human Services will ensure that each school implements the policy.
2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

**B. Public Involvement**

1. Todd Tetzlaff, Director of Finance and Human Services will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
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**VI. POLICY IMPLEMENTATION AND MONITORING****A. Implementation and Publication**

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
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**B. Annual Reporting**

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

**C. Triennial Assessment**

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that

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North Branch Independent School District No. 138: Policy #533

**Adopted:** 7/13/06

**Last Reviewed:** 11/10/21

**Revised:** 3/12/15, 5/10/18

**Effective:** 7/13/06, 3/12/15, 5/10/18

# STUDENTS

## Wellness

533

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# STUDENTS

## Wellness

533

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  - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
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The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

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**Legal References:**

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42 U.S.C. § 1771 *et seq.* (Child Nutrition Act) 7 U.S.C.  
§ 5341 (Establishment of Dietary Guidelines)  
7 C.F.R. § 210.10 (School Lunch Program Regulations)  
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**Local Resources:**

Minnesota Department of Education, [www.education.state.mn.us](http://www.education.state.mn.us)  
Minnesota Department of Health, [www.health.state.mn.us](http://www.health.state.mn.us)  
County Health Departments  
Action for Healthy Kids Minnesota, [www.actionforhealthykids.org](http://www.actionforhealthykids.org)  
United States Department of Agriculture, [www.fns.usda.gov](http://www.fns.usda.gov)

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Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 534

Orig. 2017

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

Rev. 2025~~3~~

## 534 SCHOOL MEALS POLICY

**[NOTE: In 2021, the Minnesota legislature amended Minnesota Statutes, section 124D.111, to require that Minnesota school districts that participate in the national school lunch program 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 item 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 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 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 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.*]

#### B. Free School Meals Program

1. The free school meals program is created within the Minnesota Department of Education

2. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free

rate via the Community Eligibility Provision must participate in the free school meals program.

3. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.

4. Each school that participates in the free school meals program must:

a. participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and

b. provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.

c. A student who has been determined eligible for free and reduced-price meals must always be served a reimbursable meal even if the student has an outstanding debt.

**[NOTE: While subparagraph 3. above is inherent given subparagraph 2., MSBA recommends that school boards consider including subparagraph 3., which is stated in Minnesota Statutes, section 124D.111.]**

C. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

D. When a student has a negative account balance, the student will not be allowed to charge a snack item.

E. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

F. A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast.

G. A student may purchase a second lunch at the nonprogram price if the student has already selected a reimbursable lunch.

**[NOTE: New paragraphs F and G apply if a school district receives school breakfast aid under Minnesota Statutes, section 124D.111 or school lunch aid under Minnesota Statutes, section 124D.111 respectively.]**

### **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.

**[NOTE: School districts that use a collection agency to collect unpaid school meals debt must address this in this policy. A new paragraph F. can be added to address the use of a collection agency.]**

#### **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

## STUDENTS

### School Meals Policy

534

#### 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.

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#### II. PAYMENT OF MEALS

##### A. Unpaid Meal Charge and Debt Collection Procedures

###### Charge Procedure

- ~~1. If the student or family account has insufficient funds to pay for breakfast and/or lunch meals, the following will apply:
  - ~~• All students will be provided a Type A meal, regardless of meal account status. The charge for the meal will be added to the family account.~~
  - Students with an overdrawn account will not be allowed to charge ala carte items.~~
- ~~2. Students eligible for free or reduced price meals will always be served a meal regardless of unpaid food service accounts. When a student eligible for PAID meals has "cash in hand" to pay for a meal, the student will be served a meal regardless of unpaid food service accounts. The "cash in hand" will not be applied towards past due balances.~~

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##### B. Free School Meals Program

1. The free school meals program is created within the Minnesota Department of Education
2. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.
3. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
4. Each school that participates in the free school meals program must:

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138: Policy #534

Adopted: 1/9/20

Last Reviewed:

Revised: 3/10/22, 2/9/23

Effective: 1/9/20, 3/10/22, 2/9/23

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## STUDENTS

### School Meals Policy

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- a. participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and
- b. provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.
- c. A student who has been determined eligible for free and reduced-price meals must always be served a reimbursable meal even if the student has an outstanding debt.

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#### Notification of Account Status

1. There are several ways families can obtain their lunch account balances.
  - Families can check their student's meal account balance via Wordware.
  - Families can contact the Food Service Department at (651) 674-1521 for account balances.
2. The parent/guardian will be notified when their account has a low balance.
  - When a family's balance reaches \$10.00 or less, an e-mail will be sent daily to the parent/guardian advising them of the student meal account balance(s).
  - At the end of each month, a letter will be mailed home to parents when a family's balance reaches -\$30.00 or less.

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Adopted: 1/9/20

Last Reviewed:

Revised: 3/10/22, 2/9/23

Effective: 1/9/20, 3/10/22, 2/9/23

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## STUDENTS

### School Meals Policy

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- The Food Service Department will encourage parents to complete the free/reduced-price meal application.

#### Collection of Unpaid Meal Debt

1. Prior to the end of the school year, the following collection actions may be taken on any accounts with a balance of -\$50.00 or less:
  - A formal letter will be sent to the household notifying that the debt may be turned over to a collection agency if the balance isn't paid by a designated date or if a payment plan isn't established. If there is no response by the designated date, the account may be turned over to a collection agency.
  - Two attempts will be made by phone to discuss the status of the negative accounts.
  - The expectation is all fees owed to the district will be paid in full on the last day the student will be attending classes.
- 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 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.
- E. 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.
- F. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- G. 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.

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NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138: Policy #534

Adopted: 1/9/20

Last Reviewed:

Revised: 3/10/22, 2/9/23

Effective: 1/9/20, 3/10/22, 2/9/23

534 Unpaid Meal Balances, Page 3 of

## STUDENTS

### School Meals Policy

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- B. Families will be notified of an outstanding negative balance once the negative balance reaches -\$10.00 or less. Families will be notified by email.

Families will be notified of an outstanding negative balance once the negative balance reaches -\$30.00 or less. Families will be notified by mail.

- 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, 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 -\$50.00 or less not paid prior to the 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 in the student handbook to:
  - 1. all households at or before the start of each school year;

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Adopted: 1/9/20

Last Reviewed:

Revised: 3/10/22, 2/9/23

Effective: 1/9/20, 3/10/22, 2/9/23

534 Unpaid Meal Balances, Page 4 of

## STUDENTS

### School Meals Policy

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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 (Lunch Aid; Food Service Accounting)  
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**Cross References:** None

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NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138: Policy #534

Adopted: 1/9/20  
Last Reviewed:  
Revised: 3/10/22, 2/9/23  
Effective: 1/9/20, 3/10/22, 2/9/23

534 Unpaid Meal Balances, Page 5 of

# STUDENTS

## School Meals Policy

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### 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. Unpaid Meal Charge and Debt Collection Procedures

##### Charge Procedure

- Students with an overdrawn account will not be allowed to charge ala carte items.

#### B. Free School Meals Program

1. The free school meals program is created within the Minnesota Department of Education
2. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.
3. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
4. Each school that participates in the free school meals program must:
  - a. participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and
  - b. provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.
  - c. A student who has been determined eligible for free and reduced-price meals must always be served a reimbursable meal even if the student has an outstanding debt.

Notification of Account Status

1. There are several ways families can obtain their lunch account balances.
  - Families can check their student's meal account balance via Wordware.
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2. The parent/guardian will be notified when their account has a low balance.
  - When a family's balance reaches \$10.00 or less, an e-mail will be sent daily to the parent/guardian advising them of the student meal account balance(s).
  - At the end of each month, a letter will be mailed home to parents when a family's balance reaches -\$30.00 or less.

# STUDENTS

## School Meals Policy

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- The Food Service Department will encourage parents to complete the free/reduced-price meal application.

### Collection of Unpaid Meal Debt

1. Prior to the end of the school year, the following collection actions may be taken on any accounts with a balance of -\$50.00 or less:
  - A formal letter will be sent to the household notifying that the debt may be turned over to a collection agency if the balance isn't paid by a designated date or if a payment plan isn't established. If there is no response by the designated date, the account may be turned over to a collection agency.
  - Two attempts will be made by phone to discuss the status of the negative accounts.
  - The expectation is all fees owed to the district will be paid in full on the last day the student will be attending classes.
- 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 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.
- E. 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 meal balance.
- F. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- G. 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.

# STUDENTS

## School Meals Policy

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- B. Families will be notified of an outstanding negative balance once the negative balance reaches -\$10.00 or less. Families will be notified by email.

Families will be notified of an outstanding negative balance once the negative balance reaches -\$30.00 or less. Families will be notified by mail.

- 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, or affixing stickers, stamps, or pins.

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- 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.
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- 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 in the student handbook to:
  - 1. all households at or before the start of each school year;

# STUDENTS

## School Meals Policy

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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 (Lunch Aid; Food Service Accounting)  
Minn. Stat. § 124D.111, Subd. 4  
2 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)  
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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



**2025-2026 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE  
Membership Renewal Form**

**This form must be completed once for each school in the district.**

**Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2025. Retain one copy for the school files.**

**RESOLVED**, that the Governing Board or Entity of North Branch Area High School (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

**FURTHER RESOLVED**, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

**FURTHER RESOLVED**, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

***Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.***

*Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.*

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

**The following is taken from the MSHSL Constitution:**

**208.00 LOCAL CONTROL**

**208.01 Designated School Representatives**  
At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

**One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.**

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

**208.02 Designated Activity Representatives**  
At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

**208.03 Local Advisory Committee**  
Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, ~~to~~ advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

North Branch Area High School

Name of School (Please Print)

**208.01 VOTE ON BEHALF OF THE HIGH SCHOOL**

Shelly Johnson

Sara Paul

(Designated School Board Member – please print)

(Designated School Representative – please print)

sjohnson@isd138.org

spaul@isd138.org

Email Address

Email Address

**208.02 ACTIVITY REPRESENTATIVES**

Kindra Helin

Kindra Helin

(Boys Sports – please print)

(Girls Sports – please print)

Kindra Helin

Kindra Helin

(Speech – please print)

(Music – please print)

**208.03 LOCAL ADVISORY COMMITTEE MEMBERS**

Shelly Johnson

Brooke Giese

(Board Member—please print)

(Student—please print)

Jolene Thorson

Clint Link

(Parent—please print)

(Faculty Member—please print)

Kindra Helin

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Heather Naegele

Sara Paul

Print Name:

Print Name:

(Clerk/Secretary - Local Governing Board)

(Superintendent or Head of School)

Signed by:

Signed by:

*Heather Naegele*

*Sara Paul*

Signed:

Signed:

DD73E8C1734543F...

4779CDCD001443F...

(Clerk/Secretary - Local Governing Board)

(Superintendent or Head of School)

Date:

Date:

6/25/2025

6/25/2025

# Safe Learning Continuum E-Learning, Level 5

Updated July 2025

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# **Vision**-What we intend to create



*Inspire dreams,  
build integrity and  
instill hope*

*in our students, our  
staff, our families and  
our communities.*



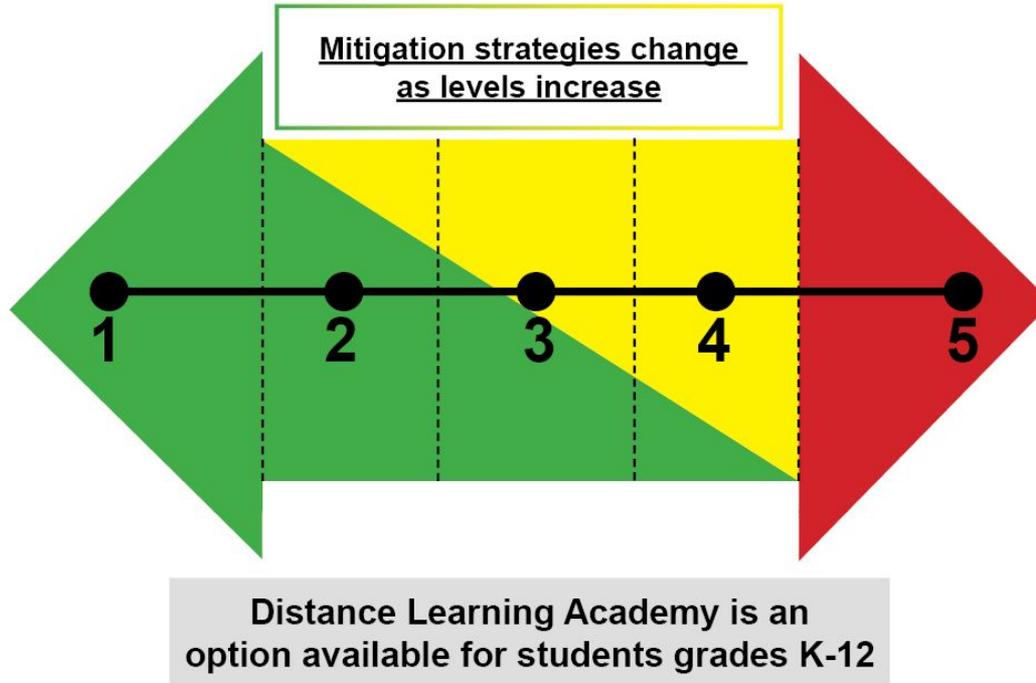
# Safe Learning Plan Priorities



Consistent with the NBAPS 2020-21, 2021-22, 2022-23, 2023-24, and 2024-25 Safe Learning Plans, in 2025-26 NBAPS will:

- Value flexibility and choice for families to decide what is best for each child: distance learning or 5-day, in-school option
- Prioritize health and wellness of students and staff
- Follow mutual commitments for procedures/protocols to mitigate risk
- Provide predictability of daily schedule, instructional model and learning environments
- Mobilize community engagement to gain perspectives from students, families, and staff members in a responsive, adaptable, and ongoing planning process
- Collaborate that shared the responsibility to maximize resources

## Safe Learning Continuum





## When would NBAPS use LEVEL 5

The purpose of Level Five is to maintain instructional momentum when emergencies disrupt the ability to provide in-person instruction through virtual learning rather than extend the school year later into June.

Emergencies leading to a temporary shift to Level Five may include:

- Facilities system failures
  - Water main break
  - Power outage
- Significant spread of Influenza-like illnesses:
  - COVID-19
  - Influenza A and B
- Weather related closings (Weather cancellations may be designated as traditional “snow days” with no school in session)

Safe learning levels adjusted as needed with multiple modes of communication to staff, students, parents, and community members



## Staff Availability

Teachers, administrators, and other licensed professionals will be available by email, phone (via voicemail), or through the grade-appropriate digital learning space based on the schedules below. The [NBAPS staff directory](#) includes all district email addresses and voicemail extensions.

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Special Education students can expect to be contacted by their case manager to determine how they can support a successful e-learning day experience.



## Student Attendance and Activities

Parents may call the attendance line to notify the school of their student's absence. This absence will follow the same protocols as for an absence when students physically attend school.

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Student work on e-learning days will follow the building level guidelines. Not all e-learning activities will be graded. Graded activities will be allowed additional time for submission on a case-by-case basis. Students who need additional time because of limited internet access or other family responsibilities should contact their teacher for an extension.



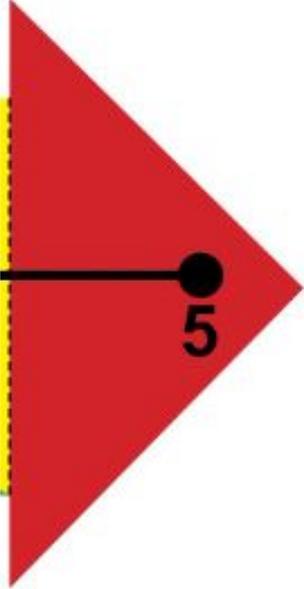
# Level 5 Safe Learning Continuum: Overview of What to Expect

All instruction delivered remotely.

If situation persists over multiple days:

- On-site child-care may be offered.
- Some student supports may be offered onsite.
- Decisions regarding Activities will follow guidance from the Minnesota State High School League (MSHSL).

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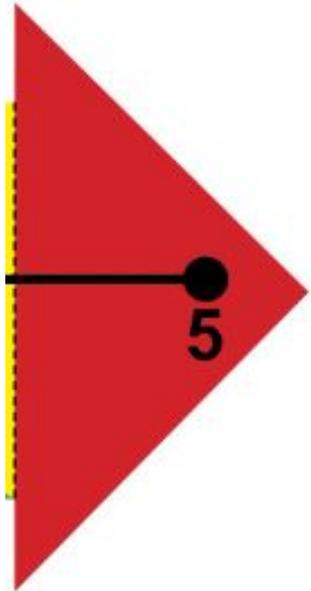


5



# Level 5 Safe Learning Continuum

## What to Expect- Early Learning



[Preschool Choice Board](#)

[Kindergarten Choice Board](#)

80



# Level 5 Safe Learning Continuum

## What to Expect- ELEMENTARY

### Sunrise River School - eLearning Plans

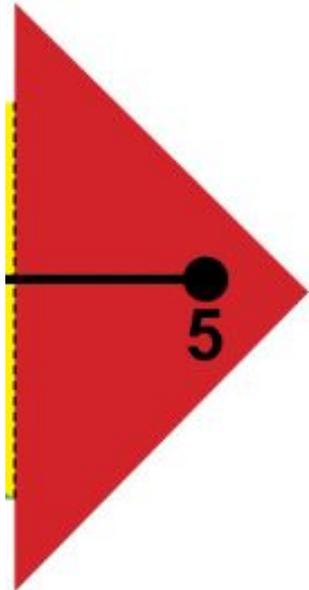
[Grade 1](#)

[Grade 2](#)

[Grade 3](#)

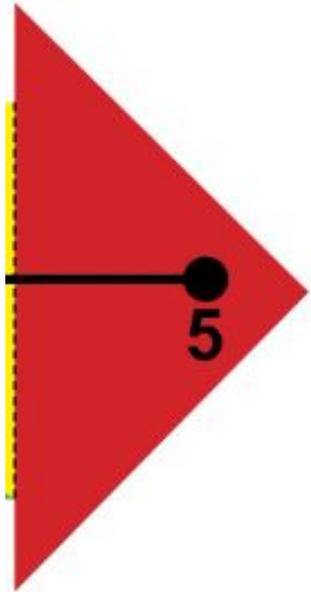
[Grade 4](#)

[Grade 5](#)





# Level 5 Safe Learning Continuum What to Expect- MIDDLE SCHOOL



[NBAMS e-Learning Day Plan](#)



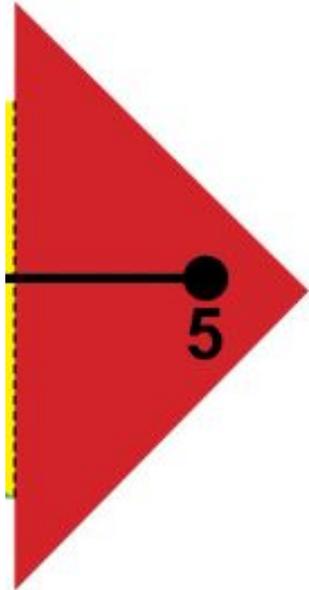
# Level 5 Safe Learning Continuum

## What to Expect- HIGH SCHOOL

### NBAHS E-Learning Plan

- ★ All teachers will post coursework expectations on Google Classroom by 9:00 a.m.
- ★ Teachers will be accessible for questions via email, Google Meet, or phone (via voicemail) during school hours.
- ★ All teachers will have an open Google Meet from 10:00-11:00 am that will be linked on Google Classroom.
- ★ Each course is expected to have a classroom assignment that will take between 15-30 minutes to complete. That assignment will be due within one week of the E-Learning Day. Example: If the assignment is due for Block 1 - White Day, the assignment would be due at the beginning of Block 1 - White Day one week from the E-Learning Day.

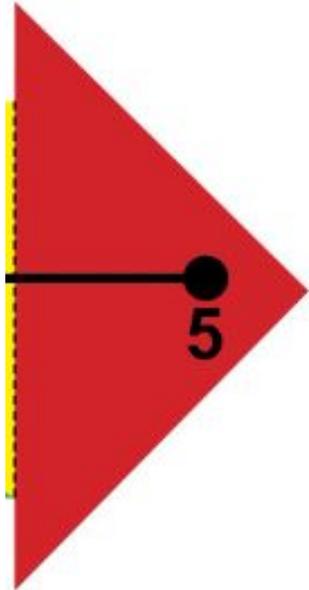
83





# Level 5 Safe Learning Continuum

## What to Expect- Chisago County Schools' Life Work Center



LWC students complete at least one activity from each subject area on the choice board, then reflect on your experience on the “eLearning Day Journal” page. Be prepared to discuss journal entries in class during the next school day.

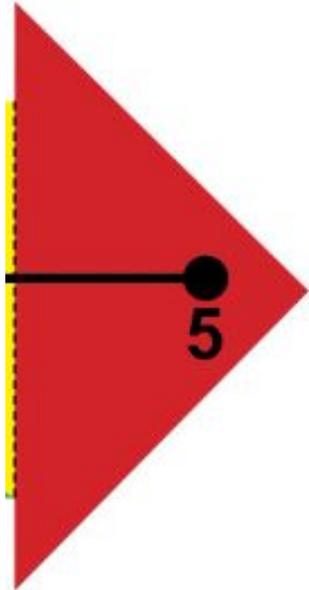
84

[E-Learning Day Choice Board](#)

[E-learning Day Journal](#)



## Level 5 Safe Learning Continuum What to Expect- ALC/DLA



ALC students will log into and engage in their Edmentum course work during an E-learning day. Additional instructions, should they be necessary, will be communicated to students and parents by the ALC principal.

85

DLA students will have a regular school day.





# 2025-2026

# Student-Parent

# Handbook

Independent School District #138  
38705 Grand Ave.  
North Branch, MN 55056  
651-674-1000/phone | [isd138.org](http://isd138.org)

*Adopted by the School Board – July 10, 2025*



@nbapschools



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Search North Branch Area Public Schools



July 11, 2025

## Welcome to the 2025–26 School Year!

Dear Students, Parents, and Guardians,

As we begin the 2025–26 school year, I want to thank you for placing your trust in North Branch Area Public Schools. Our mission is to partner with students, staff, families, and the community to challenge all learners to reach their greatest potential and become informed, engaged citizens. This mission guides everything we do.

This handbook is one way we fulfill that commitment. It is intended to provide clear and accessible information about district policies, expectations, and services, including updates from the most recent legislative session. At North Branch Area Public Schools, we believe that clarity is kind. When expectations are clearly understood, everyone has the opportunity to succeed. Clarity helps students stay focused, supports strong communication between home and school, and ensures that all members of our school community understand what the expectations are and what the consequences will be if they are not met.

Clear expectations also help ensure our schools remain safe and welcoming for all. When we work together to understand and follow the guidelines outlined in this handbook, we build a community where every student can thrive.

Please take time to review the contents carefully. If you have any questions, you are welcome to contact your child's school or reach out to me directly at [spaul@isd138.org](mailto:spaul@isd138.org).

It is a great time to be a Viking! We look forward to partnering with you for a safe, successful, and inspiring school year.

Sincerely,



Sara Paul  
Superintendent

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# NBAPS 2025-2026 CALENDAR

**August 22** New and 2nd Year Teacher PD  
**August 25, 26, 28** No School - PD  
**August 27** Welcome Conferences K-8; NBAHS Welcome Events; ALC/DLA Welcome Events; CCSLWC Welcome Events  
**August 29** Flex PD Day  
 T = 4 S = 1

AUGUST 2025						
S	M	T	W	Th	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						

FEBRUARY 2026						
S	M	T	W	Th	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

**February 13** No School - PD  
**February 16** School Closed/Holiday  
 T = 19 S = 18

**September 1** School Closed/Holiday  
**September 2** Welcome Conferences K-8; 9th Grade Orientation; CCSLWC Welcome Events; ALC/DLA Welcome Events  
**September 3** First Day of School K-12; CCSLWC 2nd-4th Year in session  
**September 4** CCSLWC All Students in Session  
**September 29** No School - PD  
 T = 21 S = 20

SEPTEMBER 2025						
S	M	T	W	Th	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				

MARCH 2026						
S	M	T	W	Th	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				

**March 9-13** School Closed/Holiday  
**March 31** Conferences K-12+ 3:30-7:00 pm  
 T = 17 S = 17

**October 16-17** School Closed/MEA  
**October 20** No School - PD  
 T = 21 S = 20

OCTOBER 2025						
S	M	T	W	Th	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	

APRIL 2026						
S	M	T	W	Th	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		

**April 2** Conferences K-12+ 3:30-7:00 pm  
**April 3** School Closed/Holiday  
**April 6** No School - Conferences K-12+ 7:30 - 11:00 am; PD Noon - 3:00 pm  
 T = 21 S = 20

**November 20** Conferences K-12+ 3:30-7:00 pm  
**November 25** Conferences K-12+ 3:30-7:00 pm  
**November 26** No School - Conferences K-12+ 7:30 - 11:00 am; PD Noon - 3:00 pm  
**November 27-28** School Closed/Holiday  
 T = 18 S = 17

NOVEMBER 2025						
S	M	T	W	Th	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						

MAY 2026						
S	M	T	W	Th	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						

**May 18** - No school - PD  
**May 25** - School Closed/Holiday  
 T = 20 S = 19

**December 24 - 31** School Closed/Holiday  
 T = 17 S = 17

DECEMBER 2025						
S	M	T	W	Th	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			

JUNE 2026						
S	M	T	W	Th	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				

**June 5** - Last Day of School K-12; Last Day for CCSLWC  
**June 7** - Graduation  
**June 8** - No school - PD  
**June 19** - School Closed/Holiday  
 T = 6 S = 5

T = 184 S = 172

**January 1-2** School Closed/Holiday  
**January 16** Last Day of Semester 1 (85 Days)  
**January 19** School Closed/Holiday  
**January 20** No school - PD  
 T = 19 S = 18

JANUARY 2026						
S	M	T	W	Th	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

JULY 2026						
S	M	T	W	Th	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	

**July 6** - Targeted Services / ESY Begins  
**July 30** - Targeted Services / ESY Ends

\*Non Student Contact Days (PD Days) are days when staff engage in professional learning on a variety of topics such as curriculum design and instructional delivery methods, as well as assessment reporting and gradebook updates, parent/teacher conferences and communicate with parents as needed.

- School closed/holiday
- Welcome Conferences K-8  
NBAHS Welcome Events  
ALC/DLA Welcome Events  
CCSLWC Welcome Events
- CCSLWC All Students in Session
- New teacher PD
- Welcome Conferences K-8  
9th Grade Orientation  
CCSLWC Welcome Events  
ALC/DLA Welcome Events
- First/last day of school
- New and 2nd year teacher PD
- Graduation
- No school - PD
- Targeted Services / ESY| Begins and Ends

## NORTH BRANCH AREA PUBLIC SCHOOLS CONTACT INFORMATION

### NORTH BRANCH AREA EDUCATION CENTER

38705 Grand Ave, PO Box 370  
Grades EC – Kindergarten  
Director of Early Learning – Erica Bjerketvedt [ebjerketvedt@isd138.org](mailto:ebjerketvedt@isd138.org)  
Phone Number: 651-674-1225  
School Hours: 8:05 AM – 2:40 PM (KG)

### SUNRISE RIVER ELEMENTARY SCHOOL

37775 Grand Ave, PO Box 370  
Grades 1 – 5  
Principal – Taylor Swanson [tswanson@isd138.org](mailto:tswanson@isd138.org)  
Assistant Principal – Carrie Hoffman [cahoffman@isd138.org](mailto:cahoffman@isd138.org)  
Phone Number: 651-674-1100  
School Hours: 7:50 AM – 2:25 PM

### NORTH BRANCH AREA MIDDLE SCHOOL

38431 Lincoln Trail, PO Box 370  
Grades 6 – 8  
Principal – Kelly Detzler [kdetzler@isd138.org](mailto:kdetzler@isd138.org)  
Assistant Principal – Matt Lattimore [mlattimo@isd138.org](mailto:mlattimo@isd138.org)  
Phone Number: 651-674-1300  
School Hours: 8:05 AM – 2:40 PM

### NORTH BRANCH AREA HIGH SCHOOL

38175 Grand Ave, PO Box 370  
Grades 9 – 12  
Principal – Clint Link [clink@isd138.org](mailto:clink@isd138.org)  
Assistant Principal – Jacob Truby [jtruby@isd138.org](mailto:jtruby@isd138.org)  
Phone Number: 651-674-1500  
Assistant Principal - Amanda Daeger [adaeger@isd138.org](mailto:adaeger@isd138.org)  
Phone Number: 651-674-1406  
Director of Activities – Kindra Helin [khelin@isd138.org](mailto:khelin@isd138.org)  
Phone Number: 651-674-1512  
School Hours: 7:55 AM – 2:25 PM

### NORSE AREA LEARNING CENTER

38423 Lincoln Trail, PO Box 370  
Grades 7 – 12  
Assistant Principal - Amanda Daeger [adaeger@isd138.org](mailto:adaeger@isd138.org)  
Phone Number: 651-674-1406  
School Hours: 7:55 AM – 2:25 PM

### DISTANCE LEARNING ACADEMY

Grades K – 5  
Principal – Taylor Swanson [tswanson@isd138.org](mailto:tswanson@isd138.org)  
Phone Number: 651-674-1100  
Grades 6 – 8  
Principal – Kelly Detzler [kdetzler@isd138.org](mailto:kdetzler@isd138.org)  
Phone Number: 651-674-1300  
Grades 9 – 12  
Director David Treichel [dtreichel@isd138.org](mailto:dtreichel@isd138.org)  
Phone Number: 651-674-1050

### SPECIAL EDUCATION

38705 Grand Ave, PO Box 370  
Special Services Supervisor – Stephanie Mohs [smohs@scred.k12.mn.us](mailto:smohs@scred.k12.mn.us)  
Phone Number: 651-674-1516

### LIFE WORK CENTER

38431 Lincoln Trail, PO Box 370  
Grades 12+  
Principal Kelly Detzler [kdetzler@isd138.org](mailto:kdetzler@isd138.org)  
Phone Number: 651-674-1300  
School Hours: 8:00 AM – 2:35 PM

### OFFICE OF TEACHING AND LEARNING

Curriculum, Instruction, Assessment, and Staff Development  
38705 Grand Ave, PO Box 370  
Director - David Treichel [dtreichel@isd138.org](mailto:dtreichel@isd138.org)  
Phone Number: 651-674-1050

### COMMUNITY EDUCATION

38705 Grand Ave, PO Box 370  
Director of Community Education – Erica Bjerketvedt [ebjerketvedt@isd138.org](mailto:ebjerketvedt@isd138.org)  
Phone Number: 651-674-1225

### SCHOOL AGE CARE

38705 Grand Ave, PO Box 370  
Director of Community Education – Erica Bjerketvedt [ebjerketvedt@isd138.org](mailto:ebjerketvedt@isd138.org)  
Phone Number: 651-674-1014  
Hours of Operation: 5:45 AM – 6:00 PM

### DISTRICT OFFICE

38705 Grand Ave, PO Box 370  
*Superintendent Sara Paul* [spaul@isd138.org](mailto:spaul@isd138.org)  
Phone Number: 651-674-1012  
*Director of Finance and Human Services – Todd Tetzlaff* [ttetzlaff@isd138.org](mailto:ttetzlaff@isd138.org)  
Phone Number: 651-674-1009  
*Community Relations/Grants – Patrick Teppeorten* [pteppeorten@isd138.org](mailto:pteppeorten@isd138.org)  
Office Hours: 7:00 AM – 3:30 PM

### TRANSPORTATION DEPARTMENT

38150 Grand Ave, PO Box 370  
Director – Lonnie Hansen [lhansen@isd138.org](mailto:lhansen@isd138.org)  
Phone Number: 651-674-1520  
Office Hours: 6:00 AM – 3:00 PM

### BUILDING AND GROUNDS DEPARTMENT

38705 Grand Ave, PO Box 370  
Director – Zach Berg [zberg@isd138.org](mailto:zberg@isd138.org)  
Phone Number: 651-674-1091  
Office Hours: 6:00 AM – 2:30 PM

### FOOD SERVICES – TAHER DINING

38175 Grand Ave, PO Box 370  
Manager – Kalie Mewhorter [kalimewhorter@isd138.org](mailto:kalimewhorter@isd138.org)  
Phone Number: 651-674-1520

### HEARING IMPAIRED – CALL 711

SCHOOL WEB SITE: [www.isd138.org](http://www.isd138.org)

STAFF DIRECTORY: <https://www.isd138.org/staff>

TWITTER: <http://twitter.com/nbaps>

FACEBOOK: <https://www.facebook.com/nbapschools>

Sara Paul – Superintendent

38705 Grand Ave, PO Box 370, North Branch, MN 55056

(651) 674-1012 – office; (651) 338-1302 – cell; [spaul@isd138.org](mailto:spaul@isd138.org)

# NORTH BRANCH AREA PUBLIC SCHOOLS STUDENT AND PARENT HANDBOOK 2025-2026

## ACCIDENT INSURANCE

The school district does not provide any type of health or accident insurance for injuries incurred by your child at school. We encourage parents to review their present policies to determine if coverage is adequate.

## ACTIVITIES

North Branch Area Public Schools offers a far-ranging variety of co-curricular activities in both fine arts and sports. The goal of the Activities Department is to have every student in grades 7-12 involved in at least one co-curricular activity. Fees will be charged for all activities and must be paid before the first day of practice. Special consideration will be given to those students financially unable to pay. Students may participate in one sport per season or with the approval from coaches, a student may participate in two sports. Prorated refunds will be issued when a student must resign from an activity due to program cuts, a medical condition, or transfer. There are no refunds for rules violations or arbitrary resignations.

To pay for activity fees online, see "Paying Fees Online" on page 18.

### Fee Schedule:

High School Fee Schedule		Middle School Fee Schedule	
Boys and Girls Hockey	\$575	Boys and Girls Hockey	\$485
Football	\$300	Grades 7-8	\$160
Grades 9-12	\$250		
Grades 7-8: playing 7-12 sport	\$160		
Activities (grades 9-12)		Activities (grades 7-8)	
Fine Arts / Academic / Musical / Speech	\$170	Grades 7-8: Speech	\$120
Math League / Knowledge Bowl / Jazz Band / Harmonaires	\$170	Grades 7-8: Knowledge Bowl	\$120
DECA / ProStart / FFA	\$170	Grades 7-8: Math League	\$120
Robotics (9-12)	\$170	Jazz Band	\$120
Clay Target	\$170 plus shells & clays	Show Choir	\$120
Weight Room Fees per season (Free during season with athletic registration)	\$50 per season	Robotics (7-8)	\$120
<b>Family Cap: \$1000.00</b>			

Eligibility standards have been set by the school district for participation in any co-curricular activity. These standards apply to athletics, competitive organizations, fine arts, and clubs. The Co-Curricular Registration Handout contains detailed explanations of eligibility standards, academic probation, etc.

## ADDRESS CHANGES

Please notify your child's school building office with address changes.

## ATTENDANCE

Students are expected to attend school every day that classes are in session. If a student must be absent, a parent or guardian is required to notify the school and provide the reason for the absence. Each school building has a designated attendance clerk and a specific phone number available for reporting absences. Alternatively, parents may also submit attendance information by sending a written note with the student on the day they return. For added convenience, families can report absences directly through the ParentVUE app.

- Education Center (Early Childhood, Kindergarten): 651-674-1207
- Sunrise (First - Fifth Grade): 651-674-1107
- Middle School (Sixth - Eighth Grade): 651-674-1303
- High School (Ninth - Twelfth Grade): 651-674-1503
- Distance Learning Academy: 651-674-1052
- Norse Area Learning Center: 651-674-1062
- District COVID-19 Coordinator: 651-674-1012

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

Unexcused absences are considered truancy, whether for a whole day or any part of it. Repeated incidents of truancy will be reported to truancy intervention personnel (See policy 503).

## **AVAILABLE SERVICES**

### **Chemical Health Services**

Chemical health services promote healthy lifestyles through classroom presentation and support through the district's health curriculum. Prevention efforts and intervention services are addressed through support programs provided by school counselors and social workers.

#### Resources for Parents

- ◆ Chisago County Chemical Health Unit: 651-213-5600
- ◆ Fairview Behavioral Services: 651-982-7000
- ◆ Hazelden: 1-866-699-4694
- ◆ Lakes Area Human Services: 651-464-2194
- ◆ Lakes Center for Youth & Families: 651-464-3685
- ◆ MN Department of Health: [www.health.state.mn.us](http://www.health.state.mn.us)

### **Counseling Services**

Counselors, social workers, and mental health staff are available to work with students to support physical, emotional, and social development. Please contact the respective building to be put in contact with the staff member best equipped to meet your needs.

### **Media Centers**

Each school in the district features a media center designed as a vibrant hub for learning, collaboration, and exploration. These spaces support students in developing research, literacy, and digital citizenship skills through access to high-quality resources and equipment. Skilled media staff are available to guide students in using technology, locating information, and engaging in meaningful academic inquiry. While materials and technology are shared resources, we expect all students to treat them with care and responsibility. Each media center has specific guidelines and expectations that promote a respectful and productive learning environment, and students are responsible for understanding and following them.

### **Suicide Prevention**

#### **988 Suicide and Crisis Lifeline:**

Dial or text 988 24 hours a day, 7 days a week, to reach crisis support.

Chisago/Isanti Mobile Crisis can be reached at 1-800-523-3333 or text MN to 741741 to connect with mental health crisis support.

## **Use of School Buildings**

North Branch Area Public Schools Community Education Office is responsible for scheduling all buildings and athletic facilities, etc. used by interested parties. Groups should contact Community Education at 651-674-1025.

## **COMMUNITY EDUCATION**

Community Education is part of North Branch Area Public Schools #138. Community Education offers a wide variety of programs, including:

- Adult Basic Education and General Education Development
- Adult Enrichment and Recreation Classes and Leagues
- Arts Fest
- Craft Classes
- Computer Courses and Online Classes
- Early Childhood Family Education and Community Preschool
- Early Childhood Screening and Special Education Support Services
- Facility Use Scheduling for After School Hours
- Parenting Classes
- School Age Care Service
- Preschool
- Summer Trips, Sports Camps, and Classes

Community Education and Early Childhood Family Education brochures are mailed to all residents of the school district three times a year. Youth and adults are invited to serve on the advisory councils to offer suggestions and support for the various programs sponsored by Community Education. For more information about Community Education, call 651-674-1025. For information about Early Childhood Family Education, call 651-674-1220. You may also visit the district's website under the [Community Education tab](#).

## **COMMUNITY EDUCATION SCHOOL-AGE CARE PROGRAM**

Youth Connections is community education's child care program. We serve students ages 3 through 6th grade from 5:45 am - 6:00 pm at the North Branch Area Education Center. Grades are combined at one site for convenient pick-up; with special activities and spaces for ages 3-5 year olds, K-3rd graders, and 4th-6th graders. Youth Connections is open on all school days and in the summer. For more information, registration information and fees, contact Community Education at 651-674-1025 for more information.

## **CONSENT TO RELEASE EDUCATIONAL INFORMATION**

Data privacy laws do not allow the release of educational information except to parents and other educational institutions. If you would like educational information shared with other individuals (step-parents, grandparents, etc.), you need to sign a Consent to Release Educational Information form. These forms are available in the school offices.

## **CRISIS MANAGEMENT**

The school district takes the safety and security of the students and staff very seriously and is implementing updates and improvements to our crisis response protocols. Policy 806 is reviewed annually and updated to reflect changes in state statute and updates to our procedures. The I Love U Guys Foundation, found at [iloveuquys.org](http://iloveuquys.org), is used as a basis for our standard response protocols and our standard reunification methods. The mission of the I Love U Guys Foundation is "To restore and protect the joy of youth through educational programs and positive actions in collaboration with families, schools, communities, organizations and government entities."

## **DISTRIBUTION OF MATERIALS**

It is the policy of North Branch Area Public Schools to assist organizations in the promotion of their youth activities. The district will permit non-school related materials to be distributed to school aged children when it meets certain criteria. See Policy 505 – Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees and Policy 904 – Distribution of Materials on School District Property by Nonschool Personnel.

## E-LEARNING DAY PLAN

E-Learning Plan - NBAPS has a Safe Learning Continuum to help communicate shifts to instructional delivery. The purpose of Level Five/E-Learning is to maintain instructional momentum when emergencies disrupt the ability to provide in-person instruction through virtual learning rather than extend the school year later into June. Details of Level 5/E-Learning can be found [here](#).

## ELIGIBILITY REQUIREMENTS FOR EXTRA CURRICULAR ACTIVITIES

### A. ACADEMIC REQUIREMENTS

1. Minnesota State High School League (MSHSL) Bylaw 108
  - a. Students must be making satisfactory progress towards the school's requirement for graduation. The school where the student is fully enrolled and regularly attends shall determine satisfactory progress.
  - b. Students in special classes must be making satisfactory progress toward the student's Individual Education Plan (IEP)
2. North Branch Area Public Schools Procedures
  - a. To be scholastically eligible, a student must be making satisfactory progress towards graduation. A grade-point average of C (2.0) shall be used as a guideline for eligibility. Students falling below the guideline will be reviewed on an individual basis.
  - b. General Practice. A student must have a cumulative GPA of 2.0 or above to be fully eligible for participation. A student with a cumulative GPA of 1.50 – 1.99 will be placed on academic probation. A student with a cumulative GPA of 1.0 – 1.49 may attend practice, but will be ineligible for competition until the next grading period. A student below 1.0 will be ineligible for practice and competition. Each case will be handled on an individual basis.
  - c. A student on academic probation must turn in weekly eligibility sheets to his or her coach in order to be eligible for competition. Failure to turn in probation sheets will make a student ineligible for competition for one week. If a student continually fails to turn in academic probation sheets, the student will be dismissed from the team.
  - d. Students on IEP's or a 504 Plan are reviewed on a case by case basis.

### B. ATTENDANCE REQUIREMENTS

1. Students are expected to attend all practices and contests.
2. Absences due to personal reasons will be handled by each coach according to pre-established team rules/guidelines.
3. Students suspended from school will be ineligible for contests, practices or any team functions during the time of the suspension. Days missed will be considered unexcused by the coach or advisor. Students suspended from school are also ineligible for the next scheduled competition.
4. A student who skips any part of a school day is ineligible for participation that day. If the absence is not discovered until a later date, the student will be ineligible for participation as soon as the information is received.
5. Students involved in PSEO are not excused from practices or games. Schedules should be arranged to accommodate practices and contests.
6. A student must be in attendance in school to practice or play in a contest. A student may miss one-half the school day for reasons acceptable to the principal's office and still participate. If a student is absent and does not present an approved reason, he/she will not be able to participate on that day. Due to an emergency situation at home, a student may be allowed to participate in a contest if it is approved by the Activities Director and the building principal.

### C. CHEMICAL ELIGIBILITY AND THE USE OF MOOD ALTERING CHEMICALS.

All student athletes are subject to the Minnesota State High School League's chemical eligibility and use of mood altering chemicals bylaw (205.00). The use or possession of alcohol, tobacco and nicotine-related products, and mind-altering substances, at any time during the calendar year can have serious repercussions for athletes. Families are encouraged to become familiar with these rules. They can be reviewed in the MSHSL handbook at [MSHSL - STUDENT ELIGIBILITY BYLAWS](#).

## EMERGENCY CARDS

Each year parents are asked to review student emergency contact information in ParentVUE. This access allows parents to review, add, or update any emergency contact information for their child at all school locations. North Branch Area Public Schools staff members cannot be designated an emergency contact. Staff members are not available in an emergency to leave work to take care of a friend's sick child and/or to take children to receive medical attention. Please list only those people who are available to come and pick up a child and/or take a child to

the hospital if the need arises. If you do not have access to your ParentVUE account, please contact the office at which your child attends. You will not need to contact all buildings if you have a child in multiple school buildings.

Our procedure will be to contact the parent at home or at work. You will be asked to pick up the child and provide proper care. If we cannot reach you, we will call the friend, relative, or neighbor that you have listed on your emergency form and ask them to care for your child. In extreme emergency, an ambulance will be called and your child will be taken to the nearest hospital. The cost of this will be covered by the parent.

## **FINES FOR LOST OR DAMAGED BOOKS**

Students who lose or destroy textbooks, workbooks, library books, etc. will be charged the replacement cost of the item. A letter will be sent to the parents either when the book is reported lost or destroyed or at the end of the semester or school year indicating the amount that is owed if the book is not returned.

## **FOOD TREATS**

North Branch Area Public Schools requires that food, which is served in schools, be commercially prepared. Therefore, we do not allow the distribution of food items including “treats” which are prepared in individual homes. Food treats must be commercially prepared, packaged, or individually wrapped food items such as cookies or other packaged bakery items (e.g. Twinkies), candies, or individually portioned ice cream novelties.

Parents are encouraged to select healthy choices for classroom treats as recommended by the district’s Wellness Policy 533. See Policy Section for the policy.

## **FUND RAISING**

The school board recognizes a desire and a need for fund-raising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fund-raising activities from becoming too numerous and overly demanding on employees, students, and the general public.

While the school board encourages students and staff to participate in their financial support as a social and community project, students, staff, parent groups and individuals or groups outside of the school district will not be permitted to conduct fund-raising drives or activities on behalf of non-school agencies or for non-school activities on school district property or during school hours unless expressly authorized by the principal or appropriate administrator. (See Policy 511 Fund Raising).

## **GRADUATION REQUIREMENTS**

Mapping out courses that align with each student’s passion and goals is extremely important. As each student learns and grows, passions and goals will shift and impact course selections. Monitoring and adjusting course selection is a great way to celebrate what each student is learning and how learning continues to impact future goals.

To earn a high school diploma from North Branch Area Public Schools, students must complete required credits in core subjects including language arts, mathematics, science, social studies, arts, and physical education, along with elective credits and a course in personal finance (required for students beginning grade 9 in the 2024–2025 school year or later). Graduation requirements are aligned with Minnesota state academic standards and support college and career readiness. Some credits may be fulfilled through alternative pathways such as career and technical education or dual credit courses. Students and families are strongly encouraged to work closely with their college and career guidance counselor to develop a personalized four-year plan that aligns with graduation requirements and postsecondary goals. Specific graduation requirements vary slightly by graduating class; please refer to the [Student Course Registration Guide](#) and review the chart beginning on page 11 for details. Please contact the school counseling office with any questions.

### **Participation in Graduation Commencement Ceremony**

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

## HALL PASS VISITOR MANAGEMENT SYSTEM

NBAPS schools are protected by the Hall Pass visitor management system, which instantly compares school visitor identification data against an integrated, comprehensive database of sex offender registries for every state and the District of Columbia prior to entry into a NBAPS school. To gain admittance to a school district site during school hours, an ID is required. Anyone planning to visit a NBAPS site when students are in attendance needs to bring identification in the form of a driver's license or state identification card. NBAPS appreciates your cooperation in helping us make students and staff as safe as possible!

## HOT LUNCH PROGRAM/PRICES/NOTICE

A nutritious breakfast and lunch are served each day that school is in session beginning on the first day of school. Beginning July 1, 2023, students will be provided up to one breakfast and one lunch per day at no cost to the family. Families do not need to apply for educational benefits in order to have access to these meals at school. If interested, there are additional benefits, including free or reduced student activity fees for qualifying families who apply for educational benefits. Parents need only fill out ONE APPLICATION PER FAMILY when they apply for educational benefits [here](#).

<u>Meal prices are:</u>	<u>Grades K-5 (including DLA)</u>	<u>Grades 6-12 (including DLA)</u>
Lunch	n/c	n/c
Breakfast	n/c	n/c
Milk	n/c	n/c
Adult Lunches	\$5.00	
Adult Breakfast	\$2.60	

Dairy free milk is available upon request

A student's first milk is available at no charge to the student. A second milk is available for purchase. In addition, a variety of ala Carte choices are available to secondary students at the middle and high schools.

For distance learning students, students will be provided one breakfast and/or one lunch per day at no cost to the family if they are on campus for learning during the breakfast and/or lunch period.

For a la carte purchases, a computerized accounting system is used which provides for prepaid family accounts. Students are assigned a personal identification number (PIN #). Money must be deposited into your account in advance. Families may restrict the use of the account for a la carte items by contacting the food service department. To add money to your account, see "Paying Fees Online" on page 18. Meal services are provided by Taher Dining. Call 651-674-1520 if you have questions on food service.

## ILLNESS PROTOCOLS

The MN Department of Health provides guidance to school districts regarding protocols to follow when children are exhibiting symptoms that may require exclusion from school. Considerations include:

- Illness: Unable to participate in routine activities or needs more care than can be provided by staff.
- Fever: A general guideline is a fever of 100 degrees or higher.
- Signs: Some signs of illness include when a child is unusually tired, has uncontrolled coughing, difficulty breathing, wheezing or other unusual signs for the child.
- Diarrhea: Exclude for 24 hours after diarrhea stops.
- Vomiting: Exclude for 24 hours after the last episode of vomiting.
- Eye drainage: No exclusion.

A student who becomes ill while at school may go to the health room. If the student needs to go home, parents will be called. If parents cannot be reached, the person designated by parents on the emergency information card will be notified.

## INDOOR AIR QUALITY

New state of the art ventilation systems were recently installed. If you have any Indoor Air Quality (IAQ) questions or would like to view the IAQ plan, you can contact the IAQ coordinator, Zach Berg, at 651-674-1091.

## **INTERNET ACCEPTABLE USE/TECHNOLOGY**

Use of the district's electronic technologies is for educational purposes. Students (and employees) are expected to use electronic technologies to further the district's educational mission, goals and strategic direction. Students (and employees) are expected to use the district's electronic technologies to support classroom activities, educational research or professional enrichment. Use of the district's electronic technologies is a privilege, not a right. Use of the technologies in violation of any district policy and specifically the school discipline policy is expressly prohibited and may result in the loss of the privilege.

The district's network, an educational technology, is a limited forum; and the district may restrict speech for educational reasons. Participation in "distance learning" and virtual learning is subject to all district policies and rules. The district's internet acceptable use and safety policy govern this participation and can be found [here](#).

## **ARTIFICIAL INTELLIGENCE**

As artificial intelligence (AI) continues to shape the future of education, our district is committed to using this technology in ways that foster innovation and strengthen our learning community. We believe AI should not replace human connection, but rather enhance it—serving as a tool to support deeper engagement, creativity, and personalized learning. Our approach is guided by principles that promote ethical use, inspire students to explore their passions, and empower them to make thoughtful, principled decisions. By embracing forward-thinking practices and keeping people at the center, we aim to create dynamic, equitable, and optimistic learning environments where all students are inspired to realize their full potential and contribute meaningfully to a better world. [Link to guidelines](#)

## **MEDICATIONS**

All medications consumed by students while at school during normal school hours shall be administered by the health office. Parents or guardians are expected to make appropriate arrangements to have necessary medication for the child delivered to the school health office. The medication must be authorized by the parent/guardian, have been prescribed by a physician, and be in a pharmacy-labeled container. Non-prescription medications must also have physician's approval to be administered. (See Policy 516 Student Medication.)

## **MILITARY PERSONNEL**

The school district must release the names, addresses, and home telephone numbers of secondary students to military recruiting officers within 60 days after the date of the request. If a parent wishes not to provide the military with information on their child, they need to send a letter in writing to the building in which their child is a student expressing their desire to opt out. See Data Privacy Notification, Public Notice, Item 5.

## **MINNESOTA ACADEMIC STANDARDS AND ASSESSMENTS**

North Branch Area Public Schools has in place Minnesota academic standards in grades K through 12 in the areas of language arts, math, science, and social studies.

The Minnesota Comprehensive Assessments (MCA) is administered to all students in reading and math grades 3 through 8, reading in grade 10 and math in grade 11. In addition, the science MCA is administered to students in grades 5, 8 and after completing High School Biology. MCAs are required for federal accountability calculations.

Minnesota Statutes section 120B.125 states that students who turn 21 while enrolled and did not meet or exceed the Minnesota Academic Standards as measured by the MCA administered in high school, are to have admission to a public school, which is free and available to any resident under 21 years of age. Students can continue to complete courses for graduation requirements and can graduate from the district. For more information, please contact David Treichel, Director of Teaching and Learning at 651-674-1055.

Minnesota Statutes, section 120B.31, subdivision 4a requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Please see information below regarding the Parent/Guardian Participation Guide and Refusal Information.

Based on the revisions to Minnesota Statute 120B.30 and 120B.125, students are not required to achieve a specified score on an

assessment in order to graduate or meet graduation assessment requirements.

For more information regarding the MN Academic Standards and Assessments, please refer to this link: [Assessment and Evaluation](#)

## Statewide Assessments:

### Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

#### Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 districts and charter schools. Minnesota prioritizes high-quality education and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

#### Minnesota Comprehensive Assessments (MCA)

MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

#### WIDA ACCESS and WIDA Alternate ACCESS for English Learners

The WIDA ACCESS and WIDA Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English, based on the WIDA English Language Development Standards.

#### Statewide Assessments Help Families and Students

Participating in statewide assessments gives families a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results for:

- Postsecondary Enrollment Options (PSEO) in grade 10.
- Course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

English learners who take the WIDA ACCESS or WIDA Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

#### Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions on how to use money and resources to support all students.

#### Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form on the following page. Contact your student's school to learn more about locally required assessments.

## Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For WIDA ACCESS and WIDA Alternate ACCESS, the student will not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Explore the [Statewide Testing page](#) for more information.

Check with your local school or district to see if there are any additional consequences for not participating.

(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

### Additional Information

- On average, students spend less than 1% of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the October 1 each school year. Refer to your district or charter school's website for more information on assessments.

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## Statewide Assessments: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be submitted to your student's school or district office prior to testing.

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Current Grade in School: \_\_\_\_\_ Student ID Number (if known): \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Refusal: \_\_\_\_\_

**Please indicate the statewide assessment(s) you are opting your student out of this school year:**

Reading MCA/Alternate MCA

Science MCA/Alternate MCA

Mathematics MCA/MTAS

WIDA ACCESS/WIDA Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

(Note: This form is only applicable for the 20\_\_\_\_ to 20\_\_\_\_ school year.)

## MOBILE APP

Everything Vikings in your pocket!

North Branch Area Public Schools is thrilled to announce our new app for mobile phones! Stay up-to-date with access to events, documents, news from administrators, student stories, and even emergency notifications. You can download the app for free on Google Play (<https://bit.ly/3pncIA7>) or Apple App Store (<https://apple.co/3p6NNPA>).

## ONLINE ACCESS TO STUDENT INFORMATION

North Branch Area Public Schools utilizes Synergy ParentVUE, giving families anywhere, anytime access to school- related information. NBAPS has moved to paperless report cards (paper copies can be made available upon request) and access to ParentVUE will be necessary to view your student's grades.

Maintaining the security of your children's information is a top priority for NBAPS. While setting up your access involves several detailed steps that guarantee this security, once you have completed these, you will only need to enter your username and password to access information.

Each parent/guardian account will require a separate username and password. The username and password needed for Synergy ParentVUE login will be provided by your student's school. Parents/guardians will receive a letter with an activation key that explains how to activate their own login to ParentVUE. You may also get this information at your respective schools open house. For students who enroll in NBAPS after the beginning of the school year, an activation key letter will be issued during the registration process.

To Login to ParentVUE (use the url on your activation letter or go to the school's website)

- Click "I am a Parent"
- Click "I have an activation key and need to create my account."
- Read the privacy statement and click "I Accept."
- Enter your name and activation key exactly as they appear on the activation letter that you received from your school. Click "Continue to Step 3."
- Choose a username and password (at least 6 characters), provide an email address, and click "Complete Account Activation."

The ParentVUE login gives you access to information for all of your children enrolled in NBAPS schools. In rare cases, a parent may have multiple different keys and cannot see all of their students in the same account. Please contact the main office of the school for the student you are unable to see in ParentVUE to fix this issue.

## PARENT COMMUNICATION

Apptegy is an outgoing mass notification system. North Branch Area Public Schools uses this system to communicate important information to parents and staff, and in emergency situations. The Apptegy system is capable of sending recorded phone messages, text messages and e-mail messages. To date, the district has focused its efforts on the phone and email messaging portions of the system. The Apptegy system is also used to notify parents when their child is not in school.

## LANGUAGE ACCESS AND THE IMPORTANCE OF HOME LANGUAGE COMMUNICATION

North Branch Area Public Schools is committed to ensuring every student and family has meaningful access to school programs, services, and communication—regardless of the language they speak at home. Language should never be a barrier to understanding academic progress, participating in school activities, or receiving support. We recognize and value the diverse linguistic backgrounds of our families, and we believe that clear, respectful communication in a family's home language strengthens the partnership between school and home. As part of this commitment, NBAPS offers interpretation and translation services for essential information and events, so that all families can engage fully in their child's education and feel welcomed as active participants in our school community. Coming Soon - NBAPS Language Access Plan

## PARENT/TEACHER CONFERENCES

Sunrise River School & Ed Center (KG)		Middle School		High School		Early Childhood	
Nov. 20	3:30-7:00 pm	Nov. 20	3:30-7:00 pm	Nov. 20	3:30-7:00 pm	Nov. 20	3:30-7:00 pm
Nov. 25	3:30-7:00 pm	Nov. 25	3:30-7:00 pm	Nov. 25	3:30-7:00 pm	Nov. 25	3:30-7:00 pm
Nov. 26	7:30-11:00 am	Nov. 26	7:30-11:00 am	Nov. 26	7:30-11:00 am	Nov. 26	7:30-11:00 am
March 31	3:30-7:00 pm	March 31	3:30-7:00 pm	March 31	3:30-7:00 pm	May 11-15	3:30 - 7:00 PM
April 2	3:30-7:00 pm	April 2	3:30-7:00 pm	April 2	3:30-7:00 pm		
April 6	7:30-11:00 am	April 6	7:30-11:00 am	April 6	7:30-11:00 am		

Distance Learning Academy Elementary		Distance Learning Academy Middle School		Distance Learning Academy High School		Norse Area Learning Center	
Nov. 20	3:30-7:00 pm	Nov. 20	3:30-7:00 pm	Nov. 20	3:30-7:00 pm	Nov. 20	3:30-7:00 pm
Nov. 25	3:30-7:00 pm	Nov. 25	3:30-7:00 pm	Nov. 25	3:30-7:00 pm	Nov. 25	3:30-7:00 pm
Nov. 26	7:30-11:00 am	Nov. 26	7:30-11:00 am	Nov. 26	7:30-11:00 am	Nov. 26	7:30-11:00 am
March 31	3:30-7:00 pm	March 31	3:30-7:00 pm	March 31	3:30-7:00 pm	March 31	3:30-7:00 pm
April 2	3:30-7:00 pm	April 2	3:30-7:00 pm	April 2	3:30-7:00 pm	April 2	3:30-7:00 pm
April 6	7:30-11:00 am	April 6	7:30-11:00 am	April 6	7:30-11:00 am	April 6	7:30-11:00 am

Life Work Center
Scheduled during the fall and as needed throughout the school year

## PAYING FEES ONLINE

NBAPS offers families the option of paying for a la carte lunch items, athletics/activities, parking permits, and driver's education online. To pay fees online, please follow this link: [Paying Fees Online](#). Following the simple steps there, you can add to the account balance for each of your students using a credit card or electronic transfer from your checking or savings account.

When you make a payment, a confirmation email is automatically sent to you as a receipt. You can also print out a receipt from the Affinity screen. You also can choose to receive an email alert when balances fall below a specific level that you set.

On the Meal Purchase History page, you can see all the transactions made in each student's account. This is how you can monitor your child's a la carte lunch items purchases.

If you need assistance at any point, call the NBAPS Technology Department at (651) 674-1097 or contact your student's school.

## CELL PHONE USE AND OTHER ELECTRONIC COMMUNICATION DEVICES

For the purposes of this policy, instructional day is defined as:

- The PreK-8 instructional day is defined from the start to the end of the school day. See Parent/Student handbook for start and end times for each building.
- The grade 9 - 12 instructional day is defined from the start of each class period to the end of each class period. See Parent/Student handbook for each building's bell schedule.

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.

## **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.

### **Electronic Devices Issued to Students or Staff**

Use of the district's electronic technologies is for educational purposes. Students (and employees) are expected to use electronic technologies to further the district's educational mission, goals and strategic direction. Students (and employees) are expected to use the district's electronic technologies to support classroom activities, educational research or professional enrichment. Use of the district's electronic technologies is a privilege, not a right. Use of the technologies in violation of any district policy, specifically Policy 506, 514 and 524 is expressly prohibited and may result in the loss of the privilege. The district's network, an educational technology, is a limited forum; and the district may restrict speech for educational reasons. Participation in "distance learning" and virtual learning is subject to all district policies and rules. Below are guidelines and expectations:

1. Electronic devices loaned or leased to students or staff shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration.
2. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device as described in the Chromebook Handbook.
3. Users must report a lost or stolen device to the building media centers immediately. If a device is stolen, a report also should be made immediately with local police.
4. The policy and rules apply to the use of the electronic device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
5. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of the IAU Policy 524, Student Discipline Policy 506 and/or Policy 514 Chromebook Handbook.
6. Parents are responsible for supervising their student's use of the device when not in school.
7. The device configuration shall not be altered in any way by users. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the teacher or building administrator.
8. The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
9. The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

Guardians: If you do not wish for your student to have a device to take home during the course of the school year or if your student will be bringing in their own device, please contact the school to indicate this request.

For more information about student issued devices, please go to the technology department page at [isd138.org](http://isd138.org).

## **PESTICIDE NOTICE TO PARENTS AND GUARDIANS**

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

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

North Branch Area Public Schools have lawn treatments done up to 4 times a year. A notification flag with the date of application is put on all our lawns that have been treated notifying people and pets to stay off the lawn for up to 24 hours from noted dates. Specific application dates of any pesticides are dependent on weather and building usage.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please contact Zach Berg, Director of Buildings and Grounds, PO Box 370, North Branch MN 55056 for a form to complete requesting pesticide notification. The telephone number is 651-674-1091.

## PLEDGE OF ALLEGIANCE

The school board recognizes the need to provide instruction in the proper etiquette, display, and respect of the United States flag. Students in the school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

## SCHOOL BOARD INFORMATION

North Branch Area Public Schools is governed by a six-member school board. Regular school board meetings are held on the second Thursday of each month at 5:30 p.m. in Room C120 at the North Branch Area Education Center. Special sessions scheduled by the board will be announced on the web.

School Board Contact Information:

Tim MacMillan, Chair	952-457-5464	tmacmillan@isd138.org
Sarah Grovender, Vice Chair	320-282-8058	sgrovender@isd138.org
Heather Naegele, Clerk	612-272-4573	hosagiede@isd138.org
Jesse LaValla, Treasurer	651-328-9184	jlavalla@isd138.org
Adam Trampe, Director	651-336-0153	atrampe@isd138.org
Shelly Johnson, Director	651-252-9440	shellyjohnson@isd138.org
Superintendent Sara Paul	651-338-1302	spaul@isd138.org

## SCHOOL CLOSINGS OR EMERGENCIES

The school district's mass notification system, Aptegey, will be utilized as quickly as possible to notify those affected by weather emergencies. There will always be announcements on radio stations -- WCMP 1350 AM or 100.9 FM, and WCCO 830 AM -- and television stations -- KSTP (Channel 5), KARE (Channel 11), WCCO (Channel 4), KSTC (Channel 45) and KMSP Fox (Channel 9) -- when schools are closed due to severe weather. The North Branch Area Public School District website and information line (651-674-1411) will also have such information. It is imperative that arrangements be made with neighbors or friends to care for your children should you happen to be away from your home. Be sure your children are familiar with these arrangements and know where they are to go if they are dismissed early from school for an emergency. It is not possible for us to make telephone contact with every parent in the event of a school closing.

Children will rarely be sent home once school is in session. An exception to this is if emergency warnings are given, and the superintendent notifies all buildings to send children home at once. In this event, parents may pick their children up at any time.

In the event of an emergency that prevents in-person learning, North Branch Area Public Schools may implement the Level 5 Safe Learning Continuum. This plan allows instruction to continue remotely and ensures consistency, safety, and access to learning across all grade levels. Students and families can expect communication, support, and clear expectations during these days. For details, please refer to the full [Level 5 E-Learning Plan](#).

## SCHOOL INFORMATION TELEPHONE LINE (651-674-1411)

In addition to other forms of mass communication around school closings and delays, NBAPS also maintains a telephone information line that provides recorded messages when weather or other situations require a change to the school schedule. These messages are accessible with a touchtone phone.

**SCHOOL DISTRICT WEBSITE:** [www.isd138.org](http://www.isd138.org)

The school district maintains a website that provides a wide variety of information about the school district for those with access to the internet. The website is updated continually with information on district and school programs and activities as well as school board information.

**SEARCHES**

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. “Contraband” means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition.

Students found to be in violation of this policy are subject to discipline in accordance with the school district’s “Student Discipline” policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

**Lockers and Personal Possessions Within a Locker**

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

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

**Desks**

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

**Personal Possessions and Student’s Person**

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

**Vehicles on Campus**

**Patrols and Inspections**

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

**Search of the Interior of a Student’s Motor Vehicle**

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

locked motor vehicle or its compartments under the student's control upon a school official's request.

## STUDENT DATA PRIVACY

The North Branch Area Public Schools uses a variety of digital tools to support student learning. Technology vendors and software is utilized to support work as we help all students develop the skills necessary to succeed in an ever-changing world.

- NBAPS has an inventory of curriculum, testing, and assessment tools that can be accessed [here](#) which includes an outline of the student data elements within each tool. Technology vendor agreements are in place and follow all applicable State and Federal laws.

## STUDENT SAFETY/DISCIPLINE

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. The school board has established a number of policies that cover student safety and discipline. Parents/guardians and students are expected to review each of the following policies:

413 Harassment and Violence. The school district strives to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence.

418 Drug-Free Workplace/Drug-Free School. Students are prohibited from using alcohol, toxic and/or controlled substances.

419 Tobacco-Free Environment. Use of tobacco products is prohibited in school buildings, vehicles, and on school grounds.

501 School Weapons Policy. To assure a safe environment, the possession of any weapon on school property is prohibited.

502 Search of Student Lockers, Desks, Personal Possessions and Student's Person. Lockers are provided for student convenience. However, these lockers are the property of the school. Therefore, lockers may be searched based on reasonable suspicion.

504 Student Dress and Appearance. Students are encouraged to dress appropriately for school activities and in keeping with community standards.

506 Student Discipline. All students are expected to behave appropriately and to follow school rules.

514 Bullying Prohibition Policy. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

525 Violence Prevention. Students are the district's first priority and they should be protected from physical or emotional harm during school activities, and on school grounds, buses, or field trips while under school district supervision.

526 Hazing Prohibition. Hazing activities of any type are prohibited at all times.

## TEACHER QUALIFICATIONS NOTICE

All schools that receive Title I funds are required to send a notice to the parents each school year. The law requires that schools receiving Title funds inform parents that they can ask for and receive specific information about a teacher's qualifications. Under the law, this notice must be understandable and must contain certain elements. Section § 1111(h)(6), 34 CFR §200.61 lists the items that the notice must provide:

1. At the beginning of the school year, the LEA must notify parents of all students in a Title I school of their rights to access information on the professional qualifications of the educators providing instruction including, at a minimum:
  - a. whether the teacher is licensed for the grades and subjects assigned
  - b. whether the teacher is teaching with a waiver
  - c. the academic credentials or preparation of the teacher and

- d. whether their child is provided services by an assistant and his/her qualifications.
2. The LEA provides timely notification to parents in a Title I school when their child has been taught for four or more consecutive weeks (20 consecutive days) by a teacher who is not highly qualified.
3. The LEA provides the notice(s) and information to parents in an understandable format and, when practical, in a language that parents can understand.

## **TRANSPORTATION**

Transportation services are provided to students by [4.0 School Services](#).

### **Riding is a Privilege, Not a Right**

North Branch Area Public Schools is concerned with the safety of your child. One of the areas NBAPS is especially concerned with is safety while on the school bus. Bus drivers, schools, parents, and the students themselves each have responsibilities in ensuring that buses remain a safe method of transportation for your child.

- No Bus Passes -- buses are at capacity.
- Parents should call a minimum of at least 30 minutes from end of day for daily transportation changes.
- One pick-up location and one drop-off location ONLY for each student. They may be different locations. Parents may change locations up to two times per year.
- Students new to the district or those requesting a change in pick-up or drop-off location will be assigned a bus within 5 business days. Parents will have to transport students during that time. School-age childcare is available until 6 p.m. for a fee if parent transportation is not available.

### **Bus Stop Determination**

NBAPS strives to keep students grades K-6 from walking more than three-tenths of a mile, and students grades 7-12 from walking more than five-tenths of a mile, on a public road to a designated bus stop. Transportation does not generally send buses into cul de sacs, dead end roads, or driveways due to a lack of safe access and limited ability to turn around; this may increase the distance from home to the bus stop location. Each year, bus stop changes will be adjusted for efficiency. NBAPS chooses the safest pickup location for all students within a pickup area.

### **Driver Responsibility and Authority**

Drivers assigned to transport students are licensed and certified by the State of Minnesota as "school bus drivers." In addition, drivers have undergone training in safety, first aid and emergency procedures.

Drivers are authorized to give directions and enforce rules and standards which will promote safety and security for all passengers.

### **School and Teacher Responsibility**

The first week of school is designated as school bus safety week. To ensure the safety of your child, all students in kindergarten through twelfth grade will be provided with school bus safety training. All students who wish to remain bus riders must pass a school bus safety test. They must know and understand the following concepts:

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

The school district may deny transportation to those students who fail to demonstrate their knowledge of school bus safety rules.

### **Student Responsibility**

Students are responsible for maintaining bus safety by following both school bus and bus stop safety rules. Every student who rides the school bus should know and practice the rules of school bus safety.

Notice: Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.

### **Rules at the Bus Stop**

1. Get to the bus stop 5 minutes before your scheduled pick up time. The school bus will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move at least ten feet away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
9. No fighting, harassment, intimidation, or horseplay.
10. No use of alcohol, tobacco, or drugs.

### **Rules on the Bus**

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassment, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of alcohol, tobacco or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.

### **Parent Responsibility**

For our bus safety policy to be most effective, it is important that every parent cooperate with our bus safety policy. Parents should:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with your children.
2. Support safe riding and walking practices, and recognize that students are responsible for their actions.
3. Communicate safety concerns to the school administrators.
4. Monitor bus stops, if possible.
5. When appropriate, assist student in safely crossing local streets before boarding and after leaving the bus.
6. Have your child to the bus stop 5 minutes before the bus arrives.
7. Have your child properly dressed for the weather.
8. Have a plan in case the bus is late, if school closes early, or if school closes for the day.

### **Consequences**

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

### **Elementary (K – 6<sup>th</sup> Grade) Offenses**

Warning – Mailed to parent or guardian

1<sup>st</sup> Referral: student & parent contact

2<sup>nd</sup> Referral: 3-day suspension

3<sup>rd</sup> Referral: 5-day suspension

4<sup>th</sup> Referral: 10-day suspension. Parent meeting may be held at the discretion of the school district.

Further Referrals: Individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

All referrals will have student and parent contact.

Note: When any elementary student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

### **Secondary (7<sup>th</sup> – 12<sup>th</sup> Grade) Offenses**

Warning – Mailed to parent or guardian

1<sup>st</sup> Referral: student & parent contact

2<sup>nd</sup> Referral: 5-day suspension

3<sup>rd</sup> Referral: 10-day suspension

4<sup>th</sup> Referral: 20-day suspension —Parent meeting may be held at the discretion of the school district. Further offense – remainder of the year.

**Vandalism/Bus Damage:** Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

**Criminal Conduct:** In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

**Other Discipline:** Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

## **VIDEOTAPING ON SCHOOL BUSES**

The North Branch Area Public Schools places videotapes on all its school buses. The district believes the transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students on the bus is a significant factor in the safety and efficiency of school bus transportation. Student misbehavior increases the potential risks of injury. Therefore, the school district believes that video-taping student passengers on the school bus will encourage good behavior and, as a result, promote safety. (See Policy 711 Video Recording on School Buses.)

## **VIDEO SURVEILLANCE OTHER THAN ON BUSES**

The North Branch Area Public Schools has video surveillance cameras in its buildings and grounds. Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. (See Policy 712 Video Surveillance Other Than on Buses.)

## **VISITOR POLICY**

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment. Requests to observe classrooms during the school day are disruptive and will not be approved. Teachers are available to meet with parents to discuss classroom concerns outside of

the student school day. Student visitors are not allowed as it adds to the class size and may be disruptive for the host student and the entire classroom.

## **WELLNESS**

All school districts are required by the Child Nutrition and WIC Reauthorization Act of 2004 to have a Wellness Policy adopted by June 30, 2006. Policy is updated on a regular basis. The school board adopted the Wellness Policy 533 June 2006. As stated in the policy, "The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards." You will find this policy in the policy section of this handbook. Parents and interested members of the community are invited to participate on the Wellness Committee. If interested, reach out to Todd Tetzlaff at [ttetzlaff@isd138.org](mailto:ttetzlaff@isd138.org) or call directly to 651-674-1009.

## **NOTICES SECTION**

### **NONDISCRIMINATION ON THE BASIS OF DISABILITY**

Statement of Policy: No qualified disabled person shall, on the basis of disability, be excluded from access to or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any school district program or activity. This policy extends to the education of students and to employment matters.

Designation of Responsible Employee. The Board of Independent School District No. 138, North Branch, Minnesota, has designated the Director of Teaching and Learning, as the employee responsible to coordinate the school district's efforts to comply with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, and its regulations, 34 CFR §104.36. The Director of Teaching and Learning's title is compliance officer.

Notice Regarding Students: Pursuant to 34 CFR §140.36, the school district has established and implemented a system of procedural safeguards regarding the identification, evaluation, or educational placement of students who, because of disability, need or are believed to need special instruction or related systems.

Parents or guardians of such students, upon request, will be afforded an opportunity to examine relevant records. When necessary to resolve issues of identification, evaluation, or educational placement of such students, parents or guardians may request an impartial hearing with opportunity for participation by the parents or guardians and representation by counsel.

Requests for review of records and for hearings shall be made to the compliance officer at Ind. School District 138, North Branch Area Education Center, PO Box 370, North Branch, MN 55056. The compliance officer will determine if the matter is properly handled as a Section 504 complaint or a complaint under IDEA. Hearings must be requested within 10 days of the alleged violation of this policy. Hearings will be conducted by the compliance officer. Upon written request, the school board will review the compliance officer's determination. Requests for review must be mailed, return receipt requested, to the Superintendent of Schools within 10 days of receipt of the compliance officer's determination.

Notice Regarding Employees (Grievance Procedures): The Board of Independent School District 138 has adopted the following grievance procedures for persons with complaints alleging violation of this policy, Section 504, or its regulations. This procedure is to be used for issues not falling within the grievance procedures of any applicable collective bargaining agreement.

Filing timelines. An employee alleging a violation of this policy, Section 504, or its regulations, may file a grievance in writing with the compliance officer at North Branch Area Education Center, PO Box 370, North Branch, MN 55056. If the grievance is regarding the compliance officer, the grievance shall be filed directly with the Superintendent at Ind. School District No. 138 District Office, 38705 Grand Avenue, North Branch, MN 55056. The grievance must be filed within 10 calendar days of the allegedly discriminatory conduct or it is waived.

Investigation, informal conference. The compliance officer, or when appropriate the Superintendent, shall make a prompt investigation of

the complaint. The compliance officer shall inform the employee of his/her determination within 10 calendar days of the date the complaint was filed. If the compliance officer needs further time to investigate the allegations, he/she shall so inform the employee and estimate a date on which the investigation will be completed. When the compliance officer determines that a complaint is substantiated, he/she shall meet informally with the employee and others as appropriate to resolve the issue.

Review time limits. An employee may request that the school board review the compliance officer's determination. Review must be sought within 10 calendar days of the date the employee is informed of the compliance officer's determination. The request must be written, sent to the Board Chairperson, Tim MacMillan, 38705 Grand Ave., North Branch MN 55056 return receipt requested, and must state with particularity the basis upon which the employee disagrees with the determination. The board shall review the matter in a manner it deems appropriate. The decision of the board shall be final.

## **NONDISCRIMINATION ON THE BASIS OF GENDER**

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. (See Policy 522 Student Sex Nondiscrimination.) Designation of Responsible Employee: The Board of Independent School District No. 138, North Branch, Minnesota, has designated Dr. Todd Tetzlaff, Director of Finance and Human Resources, as the employee responsible to coordinate the district response to concerns in this area.

## **BULLYING POLICY NOTICE**

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 students' ability to learn and teachers' 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, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of Policy 514 is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

## **DATA PRIVACY NOTIFICATION**

### **PUBLIC NOTICE**

Independent School District No. 138 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
  - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
  - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
  - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated

- thereunder authorize disclosures without consent;
- d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a “school official” is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a “legitimate educational interest” if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;
  - e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student’s enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act and data regarding a student’s history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
  - f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:
 

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue S.W.  
Washington, D.C. 20202
  - g. That the parent or eligible student has a right to obtain a copy of the school district’s policy regarding the protection and privacy of pupil records; and
  - h. That copies of the school district’s policy regarding the protection and privacy of school records are located at all school building offices.
2. Independent School District No. 138 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
    - a. It classifies records as public, private, or confidential.
    - b. It establishes procedures and regulations to permit parents or students to inspect and review a student’s education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
    - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student’s education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student’s privacy rights.
    - d. It establishes procedures and regulations for access to and disclosure of education records.
    - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
  3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
  4. Pursuant to applicable law, Independent School District No. 138 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding “directory information.” “Directory information” includes the following information relating to a student: the student’s name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. “Directory information” also includes the name, address, and telephone number of the student’s parent(s). “Directory information” does not include a student’s social security number or a student’s identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student’s religion, race, color, social position, or nationality.
    - a. THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.
    - b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED

INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.

- c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:
- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;
  - (2) HOME ADDRESS;
  - (3) SCHOOL PRESENTLY ATTENDED BY STUDENT;
  - (4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
  - (5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.
5. Pursuant to applicable law, Independent School District No. 138 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST- SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL, BY SEPTEMBER 15 EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;
- (2) HOME ADDRESS;
- (3) STUDENT'S GRADE LEVEL;
- (4) SCHOOL PRESENTLY ATTENDED BY STUDENT;
- (5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
- (6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST- SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;
- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.

*Notice: Refusal to release the above information to military recruiting officers alone does not affect the School District's release of directory information to the public, including military recruiting officers. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers.*

## **TEACHER QUALIFICATION NOTICE**

### **NOTICE TO PARENTS**

To: All Parents  
From: North Branch Independent School District 138  
Date: August 2023

As a parent of a student at North Branch Independent School District 138, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teacher, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following

information about each of your child's classroom teachers:

- Whether the Professional Educator Licensing and Standards Board (PELSB) has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Professional Educator Licensing and Standards Board (PELSB) has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' assistants provide services to your child and, if they do, their qualifications.

If you would like to receive any information, please call Jody Spofford at 651-674-1008.

## **ASBESTOS – ANNUAL NOTIFICATION OF AVAILABILITY OF THE MANAGEMENT PLAN AND RELATED ACTIVITIES**

### **PUBLIC NOTICE**

To all parents, teachers, and employees of ISD #138:

ISD #138 has on file a complete and updated Management Plan for dealing with asbestos- containing building materials within the school district's buildings. The Management Plan is available for viewing by interested parties, Monday through Friday, 8 a.m. through 2:30 p.m. at the office of Zach Berg, Director of Buildings and Grounds, in the North Branch Area Education Center, North Branch, or at the respective school sites. Copies will be made available for reproduction at a nominal cost.

Buildings contain asbestos in the following areas:

- North Branch Area Education Center: all known and accessible asbestos material has been removed except for fire door cores and some pipe insulation inside of walls
- Sunrise River School: was designed and built without using asbestos
- Middle School: was designed and built without using asbestos
- Senior High School: fire door cores
- Brooker Building: was designed and built without using asbestos

As required by Federal Law, the condition of asbestos in our school is surveyed every six months as part of an ongoing operations and maintenance program. The most recent surveillance was completed prior to the January 2022 deadline and no damaged asbestos was observed. The asbestos is re-inspected every three years by certified staff. The most recent triennial inspection was completed prior to the July 2022 deadline. No further abatement is scheduled at this time. If you have any questions or concerns, please address them to Zach Berg at 651-674-1091.

## **STUDENT POLICIES**

Parents/guardians and students are expected to review each of the following policy links:

[413 HARASSMENT AND VIOLENCE](#)

[418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL](#)

[419 TOBACCO-FREE ENVIRONMENT: POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES](#)

[501 SCHOOL WEAPONS POLICY](#)

[502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON](#)

[503-NB ATTENDANCE POLICY](#)

[504-NB STUDENT DRESS AND APPEARANCE](#)

[505-NB DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES](#)

[506-NB STUDENT DISCIPLINE](#)

[511-NB FUNDRAISING AND SOLICITATION](#)

[514 BULLYING PROHIBITION POLICY](#)

[516-NB STUDENT MEDICATION](#)

[516.5-NB OVERDOSE MEDICATION](#)

[520 STUDENT SURVEYS](#)

[522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS](#)

[524-NB INTERNET ACCEPTABLE USE AND SAFETY POLICY](#)

[525 VIOLENCE PREVENTION – \(APPLICABLE TO STUDENTS AND STAFF\)](#)

[526 HAZING PROHIBITION](#)

[527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES](#)

[529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS](#)

[530-NB IMMUNIZATION REQUIREMENTS](#)

[533 WELLNESS](#)

[534 UNPAID MEAL CHARGES](#)

[711 VIDEO RECORDING ON SCHOOL BUSES](#)

[712 VIDEO SURVEILLANCE OTHER THAN ON BUSES](#)

[903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES](#)

[904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONNEL](#)



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Search North Branch Area Public Schools



# IN AN EMERGENCY

## TAKE ACTION



### **HOLD! In your room or area. Clear the halls.**

#### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

#### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



### **SECURE! Get inside. Lock outside doors.**

#### **STUDENTS**

Return to inside of building  
Do business as usual

#### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



### **LOCKDOWN! Locks, lights, out of sight.**

#### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

#### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



### **EVACUATE! (A location may be specified)**

#### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

#### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



### **SHELTER! Hazard and safety strategy.**

#### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

#### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults



# Phone Directory

## QUICK REFERENCE

### Districtwide Services:

School Information Line .....	651-674-1411
District Office. ....	651-674-1000
Supt. Sara Paul .....	651-674-1012
Community Education. ....	651-674-1025
Food Service – Taher Dining. ....	651-674-1520
Transportation Department .....	651-674-1030

### Schools & Programs:

Early Childhood.....	651-674-1220
Kindergarten. ....	651-674-1220
Sunrise River School (Grades 1-5). ....	651-674-1100
Middle School (Grades 6-8).....	651-674-1300
High School (Grades 9-12) .....	651-674-1500
Distance Learning Academy	
• Grades K-5.....	651-674-1100
• Grades 6-8.....	651-674-1300
• Grades 9-12.....	651-674-1050
Activities Department .....	651-674-1512
Office of Teaching and Learning.....	651-674-1050
Norse Area Learning Center .....	651-674-1031
Chisago County Schools’ Life Work Center.....	651-674-1300