

**BRECKENRIDGE SCHOOL BOARD MEETING  
INDEPENDENT SCHOOL DISTRICT #846  
WEDNESDAY, AUGUST 16, 2023  
REGULAR MEETING - 7:00 AM  
ELEMENTARY CONFERENCE ROOM #233  
810 BEEDE AVENUE  
BRECKENRIDGE, MN 56520**

**AGENDA**

- 1. Call the Meeting to Order**
  - A. Pledge of Allegiance
- 2. Approval of Agenda**
- 3. Public Input**
- 4. Approval of Consent Agenda**
  - A. Minutes

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**The Board of Education, Independent School District No. 846, Breckenridge, Minnesota met for a Regular Meeting on Wednesday, July 19th, 2023, at 7:00AM in the Elementary School Conference Room #233**

UNOFFICIAL MINUTES UNTIL APPROVED AT THE NEXT BOARD MEETING

**Members Present:** Arnhalt, Ernst, Hasbargen, Johnson, Mikkelson(7:04AM), Neppl, and Roberts

Chairperson Johnson called the regular meeting to order at 7:01AM with the Pledge of Allegiance recited.

**Motion** by Hasbargen, seconded by Arnhalt to approve the agenda as presented. 6-0

**CONSENT AGENDA:**

**Motion** by Roberts, seconded by Arnhalt to approve the consent agenda. 6-0

Previous month's minutes – Work Session: 06/20/23 & Regular Board Meeting & Work Session: 06/21/23

Financial reports as presented including:

General Ledger Debits: June 2024

General Fund: \$1,827,571.31—Food Service: \$84,797.10—Community Service: \$46,446.93—Capital Expense: \$0.00—Debt Redemption: \$0.00—Trust Fund: \$2,582.88—Student Activities: \$9,569.78

Accounts Payable/Wires & Checks: 05/15/2023-06/15/2023

Total: \$1,970,968.00

Hires: Nicholas Johnson, 5-12 Vocal Music Teacher. Kori Bommersbach, Science Teacher. Sierra Hansey, Jr High Volleyball Coach. Molly Olson, ECFE Coordinator/Parent Educator (LCSC)

Resignations: Kathryn Beherns, Special Education Teacher. Easton Erbes, Assistant Football Coach

**COMMUNICATIONS:**

Dean of Students – Jordan Christensen – No report shared

K-12 Principal – Corrina Erickson

◊Thank you to all staff that have checked in over the summer, their support and background have been very helpful◊Mr. Brenden and Mr. Christensen have been doing a great job learning their new roles and preparing for the school year. Thank you for your energy and compassion!◊Working to fill open positions, looking into international options◊Working on Handbooks and updating with new mandates◊Intervention period for 7th & 8th graders not proficient in reading and math◊possibility of online language classes through Rochester Public Schools◊Camp Smore and High School Summer School◊Safe Routes to School construction begins July 24th◊Welcome Molly Olson our new ECFE Coordinator

Facilities Manager – Jerry Rosenthal

◊Finishing up the high school, clean auditorium seats, reclaiming spades, very happy with work being done◊Moving back to Elementary School for 2 weeks and then moving to outdoors areas◊7/24 working on the gym floors in the HS and ELM◊Bleacher repairs 8/8◊Beginning of the school year looking to hire 2 full time employees

Business Manager – Dessica Komestakes

◊Thank you Kim for all your hard work◊Learning new processes for the summer◊Fiscal Year ending and payroll processes◊Been a busy summer

Superintendent – Kristie Sullivan

◊July has been a month of transitions: Moving Superintendent's office and Assistant to the High School, finding offices for K-12 Principal and Dean of Students at the High School. Business Office to remain at the Elementary School◊We were initially approved for the 21st Century Learning Center Grant totaling 1.25 million dollars over the next 3 years, this money is to be used in the parameters of the grant requirements, thank you Miriam Tobola for all your hard work◊We are still waiting on our applications for the COPS grant the Stronger Connections grant◊Thank you Jerry Rosenthal for leading and working with his team to complete the summer projects◊2 Part Board Work Session in June generated common Belief Statements, reviewed comprehensive needs assessment data, identified celebrations and challenges for strategic planning.

**OLD BUSINESS:**

Second Reading of Polices: 208; 209; 210

**NEW BUSINESS:**

**Motion** by Ernst to adopt the RESOLUTION ACCEPTING DONATIONS for the following:

*June donations received:* \$5,898.40

Smith Motors \$500 (Youth Baseball) St. Francis Medical Center \$5,398.40 (RN Services CNA Program)

Roberts seconded the motion. 7-0 (resolution on file)

**Motion** by Neppl, seconded by Mikkelson to advertise for dairy product bids and fuel bids for 2023/2024. 7-0

**Motion** by Arnhalt, seconded by Ernst to approve the Long-Term Facilities Maintenance Resolution which consists of the LTFM Ten-Year Revenue Projection, Ten-Year Expenditure Application and Statement of Assurances as well as authorization for submission for the Plan to MDE. 7-0 (copy on file)

**Motion** by Arnhalt, seconded by Hasbargen to to renew the property/liability insurance coverage with MIST (Minnesota Insurance Scholastic Trust) at a premium of \$71,046.53 for 2022/2023. 7-0

**Motion** by Neppl, seconded by Roberts to renew 2023/2024 membership in the Minnesota Rural Education Association (MREA) at a cost of \$1,759.00 which is based on pupil units and includes a legislative fee. 7-0

**Motion** by Neppl, seconded by Hasbargen to renew 2022/2023 membership with the Minnesota School Boards Association (MSBA) at a cost of \$\$6,597.00, which includes association dues, policy services and the BoardBook subscription. 7-0

**Motion** by Arnhalt, seconded by Hasbargen to approve 2023/2024 Fee Schedule. 7-0 (copy on file)

**Motion** by Mikkelson, seconded by Arhalt to approve the Breckenridge Public Schools Organizational Chart as presented. 7-0

**Motion** by Arnhalt, seconded by Ernst to adopt policies updated due to Minnesota statutory provisions and/or non-substantive changes. Policy 301 School District Administration, Policy 302 Superintendent, Policy 303 Superintendent Selection, Policy 304 Superintendent Contract, Duties and Evaluation, Policy 305 Policy Implementation 7-0

First reading of Policy 533 Wellness Policy

**Motion** by Mikkelson, seconded by Hasbargen to adjourn the Regular School Board meeting at 7:35 AM. 7-0

Chairperson Johnson called the work session to order after adjournment of the Regular School Board Meeting.

Superintendent Sullivan presented a working draft of the 5-Year Breckenridge ISD 846 Strategic Plan for board review. This plan was formed using the board's common belief statements and in response to the comprehensive needs assessment discussed at the previous work sessions.

The board discussed the presented Strategic Plan. This plan will be shared with stakeholders and the community for feedback prior to final approval.

Chairperson Johnson adjourned the retreat at 8:45AM

Next Regular Meeting date Wednesday, August 16th at 7:00AM in the Elementary School, Conference Room #233.

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Chair

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Clerk

## B. Financials

### 1. Financial Report & Bills

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**Reconciliation of Ledger Balances with Bank Statement  
Independent School District NO. 846  
Breckenridge, Minnesota**

Date of Report: August 14, 2023

For the Month of July 2023

**General Ledger Balances**

FUNDS	Balance Beg. of Month	Debits	Credits	Balance End of Month
General Fund	\$2,870,661.56	453,450.02	914,922.76	\$2,409,188.82
Food Service	179,962.30	179.15	4,221.12	\$175,920.33
Comm. Serv.	203,510.48	7,928.25	49,060.47	\$162,378.26
Cap. Exp.	(18,495.00)	0.00	0.00	(\$18,495.00)
Debt. Redemption	327,677.22	65,823.72	104,212.50	\$289,288.44
Trust Fund	5,939.61	0.00	0.00	\$5,939.61
Student Activities	53,207.56	0.00	0.00	\$53,207.56
TOTALS:	\$3,622,463.73	\$527,381.14	\$1,072,416.85	\$3,077,428.02

**Bank Balances**

Description	Balance Per Bank	Outstanding Checks and Wires	Deposits in Transit	Balance
Bremer	\$772,064.26	106,171.95	0.00	\$665,892.31
The 'Barn" Cash Box				50.00
Bank of the West (Contingent)				8,000.00
Petty Cash				400.00
TOTALS:				\$674,342.31

**Investments**

Minn. School District Liquid Asset Fund	5.0500%	\$ 418,749.04	
Minn. School District "MAX" Fund	5.1500%	\$1,887,438.13	
Bremer Money Market	4.0000%	\$105,478.73	
TOTALS:		\$	2,411,665.90
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TOTAL CASH AND INVESTMENTS:			\$3,086,008.21
			=====

## Breckenridge Public School Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
FAB		43579		Wire	1 03193		U.S. BANK		No	Yes	No	07/24/2023	104,212.50
FAB		43598		Wire	1 03359		WALMART STORE		No	No	No	08/09/2023	204.13
FAB		43599		Wire	1 03359	Remit	WALMART - CAPITAL ONE		No	No	No	08/09/2023	173.55
FAB		43600		Wire	1 00055		BRECKENRIDGE PUBLIC UTILITIES		No	No	No	08/09/2023	15,962.31
FAB		43601		Wire	1 00193		GREAT PLAINS NATURAL GAS		No	No	No	08/09/2023	607.40
FAB		43602		EL	1 03359		WALMART STORE		No	No	No	08/09/2023	9.93
FAB		43603		EL	1 03359	Remit	WALMART - CAPITAL ONE		No	No	No	08/09/2023	445.46
FAB		43604		EL	1 2901		DOLLAR TREE STORES INC.		No	No	No	08/09/2023	16.25
FAB		43605		EL	1 3732		ELAN CREDIT CARD		No	No	No	08/09/2023	448.80
FAB		43630		Wire	1 00039		MN DEPT OF REVENUE (EFT)		No	Yes	No	07/31/2023	4,497.91
FAB		43631		Wire	1 00599		P.E.R.A.		No	Yes	No	07/31/2023	4,651.12
FAB		43632		Wire	1 00600		TEACHERS RETIREMENT ASSN.		No	Yes	No	07/31/2023	22,343.32
FAB		43633		Wire	1 01233		EFTPS		No	Yes	No	07/31/2023	36,497.06
FAB		43634		Wire	1 2251		FURTHER (FSA/ HSA)		No	Yes	No	07/31/2023	5,130.97
FAB		43635		Wire	1 2277		EDUCATORS BENEFIT ACH		No	Yes	No	07/31/2023	6,808.37
FAB		43636		Wire	1 3459		AMERITAS LIFE INSURANCE		No	Yes	No	07/31/2023	6.12
FAB		43637		Wire	1 3702		REVTRAK		No	Yes	No	07/31/2023	276.51
FAB		43638		Wire	1 3703		SCHOOL PAY		No	Yes	No	07/31/2023	140.53
FAB		43640		Wire	1 00039		MN DEPT OF REVENUE (EFT)		No	Yes	No	07/31/2023	4,456.20
FAB		43641		Wire	1 00599		P.E.R.A.		No	Yes	No	07/31/2023	4,618.62
FAB		43642		Wire	1 00600		TEACHERS RETIREMENT ASSN.		No	Yes	No	07/31/2023	21,525.24
FAB		43643		Wire	1 01233		EFTPS		No	Yes	No	07/31/2023	34,750.89
FAB		43644		Wire	1 2251		FURTHER (FSA/ HSA)		No	Yes	No	07/31/2023	4,472.15
FAB		43645		Wire	1 2277		EDUCATORS BENEFIT ACH		No	Yes	No	07/31/2023	6,808.37
FAB		43646		Wire	1 3459		AMERITAS LIFE INSURANCE		No	Yes	No	07/31/2023	201.48
FAB		43647		Wire	1 00014		ND STATE TAX COMMISSIONER		No	Yes	No	07/31/2023	2,188.42
FAB		43649		Wire	1 3687		SOPRISAPPS LLC		No	Yes	No	07/31/2023	2,157.75
FAB		43571	127663	Check	1 2732		IXL LEARNING		Yes	Yes	No	07/18/2023	2,938.00
FAB		43569	127664	Check	1 00518		LAKES COUNTRY SERVICE COOP		Yes	Yes	No	07/18/2023	3,841.25
FAB		43572	127665	Check	1 2755		MINNESOTA INSURANCE SCHOLASTIC		Yes	No	No	07/18/2023	86,830.53
FAB		43574	127666	Check	1 3690		NWEA		Yes	No	No	07/18/2023	1,125.00
FAB		43573	127667	Check	1 3212		QUAVERMUSIC, LLC		Yes	Yes	No	07/18/2023	2,100.00
FAB		43570	127668	Check	1 1434	Remit	RENAISSANCE LEARNING, INC.		Yes	Yes	No	07/18/2023	9,986.00
FAB		43581	127669	Check	1 00604		AFSCME COUNCIL 65		Yes	No	No	07/25/2023	24.99
FAB		43587	127670	Check	1 2933		BUSTA, STACY		Yes	Yes	No	07/25/2023	46.70
FAB		43583	127671	Check	1 03235	Remit	FOLLETT SCHOOL SOLUTIONS		Yes	Yes	No	07/25/2023	720.00
FAB		43588	127672	Check	1 3685		FORMANECK, CASEY	Ind/Sole Proprietor	Yes	Yes	No	07/25/2023	270.00
FAB		43586	127673	Check	1 2824		KING, ROY M.		Yes	No	No	07/25/2023	135.00
FAB		43580	127674	Check	1 00518		LAKES COUNTRY SERVICE COOP		Yes	Yes	No	07/25/2023	9,986.32

### Breckenridge Public School Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
FAB		43590	127675	Check	1	3695	MANSTROM, CATHERINE		Yes	Yes	No	07/25/2023		1,493.00
FAB		43592	127676	Check	1	3780	MIKKELSON, ZANE		Yes	Yes	No	07/25/2023		120.00
FAB		43585	127677	Check	1	1872	MN CHILD SUPPORT PAYMENT CTR		Yes	No	No	07/25/2023		481.50
FAB		43582	127678	Check	1	01184	MN SCHOOL EMPLOYEES ASSOC		Yes	No	No	07/25/2023		70.90
FAB		43584	127679	Check	1	1292	ND CHILD SUPPORT DIVISION		Yes	No	No	07/25/2023		549.00
FAB		43589	127680	Check	1	3694	STOPPLEWORTH, JESSICA		Yes	No	No	07/25/2023		1,276.79
FAB		43591	127681	Check	1	3767	WEIS, MATT		Yes	Yes	No	07/25/2023		135.00
FAB		43593	127682	Check	1	3539	GUARDIAN		Yes	No	No	07/25/2023		3,574.30
FAB		43596	127683	Check	1	3689	CIRCLE J RANCH LLC		Yes	No	No	08/01/2023		900.00
FAB		43595	127684	Check	1	2730	ERICKSON, CORINNA		Yes	No	No	08/01/2023		491.40
FAB		43594	127685	Check	1	2480	SIREK, TAMRA KAY		Yes	No	No	08/01/2023		967.50
FAB		43597	127686	Check	1	3767	WEIS, MATT		Yes	No	No	08/01/2023		75.00
FAB		43656	127687	Check	1	00604	AFSCME COUNCIL 65		Yes	No	No	08/11/2023		24.99
FAB		43671	127688	Check	1	1129	Remit2 AMAZON CAPITAL SERVICES		Yes	No	No	08/11/2023		2,820.04
FAB		43696	127689	Check	1	3697	A-OX WELDING SUPPLY COMPANY INC		Yes	No	No	08/11/2023		83.95
FAB		43693	127690	Check	1	3593	BLUE CROSS BLUE SHIELD OF MN		Yes	No	No	08/11/2023		54,866.59
FAB		43695	127691	Check	1	3692	BUSINESS ESSENTIALS		Yes	No	No	08/11/2023		7,500.00
FAB		43668	127692	Check	1	03360	CHILLER SYSTEMS, INC		Yes	No	No	08/11/2023		3,500.00
FAB		43655	127693	Check	1	00545	CONTINGENT FUND		Yes	No	No	08/11/2023		3,779.50
FAB		43698	127694	Check	1	3754	DAHLGREN, BRENDA		Yes	No	No	08/11/2023		235.00
FAB		43653	127695	Check	1	00482	DAILY NEWS		Yes	No	No	08/11/2023		416.50
FAB		43650	127696	Check	1	00115	Remit DEMCO, INC		Yes	No	No	08/11/2023		435.98
FAB		43701	127697	Check	1	3782	DEPARTMENT OF EMPLOYMENT AND I		Yes	No	No	08/11/2023		2,398.21
FAB		43685	127698	Check	1	2535	EDMENTUM, INC.		Yes	No	No	08/11/2023		7,857.00
FAB		43681	127699	Check	1	2265	EDUCATORS BENEFIT CONSULTANTS		Yes	No	No	08/11/2023		133.46
FAB		43662	127700	Check	1	01994	FARM CITY SUPPLY		Yes	No	No	08/11/2023		20.36
FAB		43651	127701	Check	1	00153	FARMERS UNION OIL CO		Yes	No	No	08/11/2023		2,069.82
FAB		43661	127702	Check	1	01666	GERRELLS SPORTS CENTER, INC.		Yes	No	No	08/11/2023		2,892.00
FAB		43674	127703	Check	1	1499	GOPHER STATE ONE-CALL		Yes	No	No	08/11/2023		21.60
FAB		43699	127704	Check	1	3764	Graybar Electric Company, Inc		Yes	No	No	08/11/2023		2,658.14
FAB		43673	127705	Check	1	1432	GRIPPERS SPORTS TROPHYS		Yes	No	No	08/11/2023		411.45
FAB		43659	127706	Check	1	01529	HILLYARD /HUTCHINSON		Yes	No	No	08/11/2023		140.40
FAB		43675	127707	Check	1	1505	Remit INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	08/11/2023		1,439.54
FAB		43680	127708	Check	1	2257	J & R SCHOOL SUPPLIES		Yes	No	No	08/11/2023		257.80
FAB		43665	127709	Check	1	03092	JK SPORTS		Yes	No	No	08/11/2023		79.90
FAB		43702	127710	Check	1	3783	JOE SCHMIT LLC		Yes	No	No	08/11/2023		5,000.00
FAB		43664	127711	Check	1	02325	JOHN DEERE FINANCIAL		Yes	No	No	08/11/2023		325.00
FAB		43697	127712	Check	1	3724	J-TECH MECHANICAL		Yes	No	No	08/11/2023		1,250.27
FAB		43688	127713	Check	1	3149	MARCO TECHNOLOGIES LLC NW 7128		Yes	No	No	08/11/2023		3,483.00

## Breckenridge Public School Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
FAB		43689	127714	Check	1 3328		MARCO TECHNOLOGIES, LLC		Yes	No	No	08/11/2023	2,000.47
FAB		43682	127715	Check	1 2281		MASA		Yes	No	No	08/11/2023	860.00
FAB		43652	127716	Check	1 00303		MASSP		Yes	No	No	08/11/2023	175.00
FAB		43687	127717	Check	1 2889		MCDOWALL COMPANY		Yes	No	No	08/11/2023	717.25
FAB		43690	127718	Check	1 3346		MINNESOTA HOIST INSPECTION INC		Yes	No	No	08/11/2023	528.14
FAB		43691	127719	Check	1 3350		MINNKOTA ENVIRO SERVICES		Yes	No	No	08/11/2023	94.40
FAB		43658	127720	Check	1 01184		MN SCHOOL EMPLOYEES ASSOC		Yes	No	No	08/11/2023	69.84
FAB		43672	127721	Check	1 1292		ND CHILD SUPPORT DIVISION		Yes	No	No	08/11/2023	549.00
FAB		43686	127722	Check	1 2855		NEW DOMINION SCHOOL		Yes	No	No	08/11/2023	5,347.36
FAB		43667	127723	Check	1 03307		NORTH CENTRAL BUS SALES		Yes	No	No	08/11/2023	200.36
FAB		43679	127724	Check	1 2193		PEMBERTON, SORLIE, RUFER &		Yes	No	No	08/11/2023	1,001.50
FAB		43669	127725	Check	1 03366		POPP BINDING & LAMINATING INC.		Yes	No	No	08/11/2023	631.36
FAB		43692	127726	Check	1 3572		RED RIVER TELEPHONE ASSN		Yes	No	No	08/11/2023	773.27
FAB		43703	127727	Check	1 3784		ROBERTS, SARAH		Yes	No	No	08/11/2023	181.92
FAB		43670	127728	Check	1 1126	Remit	SCHOOL SPECIALTY		Yes	No	No	08/11/2023	362.04
FAB		43684	127729	Check	1 2412	REMIT	SHI INTERNATIONAL CORP		Yes	No	No	08/11/2023	2,490.12
FAB		43700	127730	Check	1 3781		SPEEDY PLUMBING SERVICE		Yes	No	No	08/11/2023	1,368.02
FAB		43657	127731	Check	1 00833		ST. MARYS SCHOOL		Yes	No	No	08/11/2023	838.29
FAB		43660	127732	Check	1 01553		SUMMERVILLE ELECTRIC, INC.		Yes	No	No	08/11/2023	350.00
FAB		43678	127733	Check	1 2131		SUMMIT FIRE PROTECTION		Yes	No	No	08/11/2023	3,379.00
FAB		43677	127734	Check	1 1850		TAG UP		Yes	No	No	08/11/2023	448.95
FAB		43663	127735	Check	1 02080		THREE RIVERS DECORATING		Yes	No	No	08/11/2023	5,456.41
FAB		43666	127736	Check	1 03117		U.S. AWARDS, INC.		Yes	No	No	08/11/2023	437.40
FAB		43683	127737	Check	1 2343		VALLEY FAB AND REPAIR		Yes	No	No	08/11/2023	315.74
FAB		43676	127738	Check	1 1569		WAHPETON AUTO VALUE		Yes	No	No	08/11/2023	458.95
FAB		43694	127739	Check	1 3682		WALLY'S PLUMBING SERVICES, LLC		Yes	No	No	08/11/2023	1,287.50
FAB		43654	127740	Check	1 00536		ZANER-BLOSER EDUCATION PUB.		Yes	No	No	08/11/2023	4,631.00

Bank Total: \$550,803.33

Report Total: \$550,803.33

## Breckenridge Public School

### Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
9200	0846	FAB														
			16026	Credit	A	07/17/23		Check	1	1284	REINERTSON, PERRY					
						0846	B 01 215 027				Life & Disability Payable				6.00	0.00
						0846	B 01 215 025				Group Health Payable				548.68	0.00
														Receipt Total:	\$554.68	\$0.00
patricia Robertsdahl			16027	Credit	A	07/17/23		Check	1	C1	Misc					
						0846	B 01 215 027				Life & Disability Payable				36.00	0.00
														Receipt Total:	\$36.00	\$0.00
Caseys			16028	Credit	A	07/17/23		Check	1	C1	Misc					
						0846	R 01 005 000 000 099 000				Misc. Revenue				2.80	0.00
														Receipt Total:	\$2.80	\$0.00
Messerli and Kramer Courtney M			16029	Credit	A	07/17/23		Check	1	C1	Misc					
						0846	R 01 005 000 000 099 000				Misc. Revenue				25.00	0.00
														Receipt Total:	\$25.00	\$0.00
Refund Aflac			16030	Credit	A	07/17/23		Check	1	C1	Misc					
						0846	R 01 005 000 000 099 000				Misc. Revenue				25.29	0.00
														Receipt Total:	\$25.29	\$0.00
shop sabre reimbursement			16031	Credit	A	07/17/23		Check	1	1014	LAKES COUNTRY SERVIC					
						0846	E 01 300 211 302 530 000				HS Equipment				16,390.00	0.00
														Receipt Total:	\$16,390.00	\$0.00
			16032	Credit	A	07/17/23		Check	1	1008	OTTERTAIL COUNTY					
						0846	B 01 115 000					1430 06/27/23	Invoice	3,000.00	3,000.00	0.00
														Receipt Total:	\$3,000.00	\$0.00
Devries agency			16033	Credit	A	07/17/23		Check	1	1009	COMMUNITY EDUCATION					
						0846	R 04 005 591 000 099 285				Summer Theatre Revenue				100.00	0.00
														Receipt Total:	\$100.00	\$0.00
MN Historical Society			16034	Credit	A	07/17/23		Check	1	C1	Misc					
						0846	E 01 100 791 000 366 000				Elem Travel				740.00	0.00
														Receipt Total:	\$740.00	\$0.00
Donation			16035	Credit	A	07/17/23		Check	1	1192	BELL BANK					
						0846	R 01 005 000 000 099 000				Misc. Revenue				60.00	0.00
														Receipt Total:	\$60.00	\$0.00

## Breckenridge Public School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
9200	0846	FAB															
			16036	Credit	A	07/17/23		Check	1	1011	ISD 852						
						0846	B 01 115 000					1429	06/27/23	Invoice	5,644.00	5,644.00	0.00
															Receipt Total:	\$5,644.00	\$0.00
			16037	Credit	A	07/17/23		Check	1	1004	ELEM GENERAL FUND DE						
						0846	R 01 201 258 000 621 102				MS Band Sales						
															Receipt Total:	\$108.00	\$0.00
															<b>Deposit Total:</b>	<b>\$26,685.77</b>	<b>\$0.00</b>
9201	0846	FAB															
Donations/Free Will Checks			16038	Credit	A	07/24/23		Check	1	1009	COMMUNITY EDUCATION						
						0846	R 04 005 591 000 060 285				District Wide Summer Theatre				20.00	0.00	
						0846	R 04 005 591 000 060 285				District Wide Summer Theatre				35.00	0.00	
						0846	R 04 005 591 000 099 285				Summer Theatre Revenue				100.00	100.00	
						0846	R 04 005 591 000 099 285				Summer Theatre Revenue				50.00	0.00	
						0846	R 04 005 591 000 099 285				Summer Theatre Revenue				100.00	0.00	
															Receipt Total:	\$305.00	\$0.00
			16039	Credit	A	07/24/23		Cash	1	1009	COMMUNITY EDUCATION						
						0846	R 04 005 591 000 060 285				District Wide Summer Theatre				3,265.00	0.00	
															Receipt Total:	\$3,265.00	\$0.00
NW Links Rebate			16040	Credit	A	07/24/23		Check	1	C1	Misc						
						0846	R 01 005 000 000 113 000				E Rate Reimbursement				2,130.26	0.00	
															Receipt Total:	\$2,130.26	\$0.00
															<b>Deposit Total:</b>	<b>\$5,700.26</b>	<b>\$0.00</b>
9202	0846	FAB															
			16041	Credit	A	07/31/23		Wire	1	1009	COMMUNITY EDUCATION						
						0846	R 04 005 591 000 050 202				Youth Basketball Fees				60.00	0.00	
						0846	R 04 005 591 000 050 208				Summer Youth Enrichment Fe				490.00	0.00	
						0846	R 04 005 591 000 050 212				Youth Wrestling Fees				110.00	0.00	
															Receipt Total:	\$660.00	\$0.00
															<b>Deposit Total:</b>	<b>\$660.00</b>	<b>\$0.00</b>
9203	0846	FAB															
			16042	Credit	A	07/31/23		Wire	1	1003	HS GENERAL FUND RECI						
						0846	R 01 005 000 000 051 000				Tablet Protection Plan Fee				80.00	0.00	

## Breckenridge Public School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
9203	0846	FAB														
			16042	Credit	A	07/31/23		Wire	1	1003						
										HS GENERAL FUND RECI						
						0846	R 01 299 249	000 040	000	Drivers Ed Tutition					335.00	0.00
						0846	R 01 300 292	000 050	000	General Athletics Fees					925.00	0.00
						0846	R 01 300 296	000 060	214	HS Girls Activity Tickets Reve					195.00	0.00
						0846	R 02 005 770	701 601	000	Student Lunch Sales					54.15	0.00
														<b>Receipt Total:</b>	<b>\$1,589.15</b>	<b>\$0.00</b>
														<b>Deposit Total:</b>	<b>\$1,589.15</b>	<b>\$0.00</b>
9204	0846	FAB														
AE rebate			16044	Credit	A	07/31/23		Wire	1	C1						
										Misc						
						0846	R 01 005 000	000 099	000	Misc. Revenue					53.29	0.00
														<b>Receipt Total:</b>	<b>\$53.29</b>	<b>\$0.00</b>
														<b>Deposit Total:</b>	<b>\$53.29</b>	<b>\$0.00</b>
9205	0846	FAB														
OTC June Settlement			16043	Credit	A	07/31/23		Wire	1	1008						
										OTTERTAIL COUNTY						
						0846	R 01 005 005	000 010	000	County Apportionment					0.99	0.00
														<b>Receipt Total:</b>	<b>\$0.99</b>	<b>\$0.00</b>
														<b>Deposit Total:</b>	<b>\$0.99</b>	<b>\$0.00</b>
9206	0846	FAB														
			16045	Credit	A	07/30/23		Check	1	1009						
										COMMUNITY EDUCATION						
						0846	R 04 005 570	321 040	000	School Age Care Tuition from					94.50	0.00
						0846	R 04 005 591	000 050	202	Youth Basketball Fees					370.00	0.00
						0846	R 04 005 591	000 050	204	Youth Football Fees					85.00	0.00
						0846	R 04 005 591	000 050	208	Summer Youth Enrichment Fe					60.00	0.00
						0846	R 04 005 591	000 050	211	Youth Volleyball Fees					135.00	0.00
						0846	R 04 005 591	000 099	000	Golf					30.00	0.00
						0846	R 04 005 591	000 050	201	Youth Baseball Fees					175.00	0.00
						0846	R 04 005 591	000 621	225	Youth Program Concessions					2,648.75	0.00
														<b>Receipt Total:</b>	<b>\$3,598.25</b>	<b>\$0.00</b>
														<b>Deposit Total:</b>	<b>\$3,598.25</b>	<b>\$0.00</b>

## Breckenridge Public School

### Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
9207	0846	FAB														
			16046	Credit	A	07/30/23		Wire	1	1022	BREMER BANK					
						0846	B 01 104 005				Bremer Money Market				357.13	0.00
														Receipt Total:	\$357.13	\$0.00
														<b>Deposit Total:</b>	<b>\$357.13</b>	<b>\$0.00</b>
9208	0846	FAB														
			16047	Credit	A	07/30/23		Wire	1	1012	MSDMAX					
						0846	B 01 104 002				Minn. Sch. District "max" Func				10,788.73	0.00
														Receipt Total:	\$10,788.73	\$0.00
														<b>Deposit Total:</b>	<b>\$10,788.73</b>	<b>\$0.00</b>
9209	0846	FAB														
			16048	Credit	A	07/30/23		Wire	1	1012	MSDMAX					
						0846	B 01 104 001				Minn. Sch. Dist Liquid Asset				1,727.19	12.00
														Receipt Total:	\$1,727.19	\$0.00
														<b>Deposit Total:</b>	<b>\$1,727.19</b>	<b>\$0.00</b>
9210	0846	FAB														
ESSER			16049	Credit	A	07/30/23		Wire	1	1002	STATE OF MINNESOTA					
						0846	R 01 005 000	171	400	011	Pandemic Enrollment Loss Fe				21,873.82	0.00
														Receipt Total:	\$21,873.82	\$0.00
														<b>Deposit Total:</b>	<b>\$21,873.82</b>	<b>\$0.00</b>
9211	0846	FAB														
			16050	Credit	A	07/30/23		Check	1	1002	STATE OF MINNESOTA					
						0846	R 02 005 770	703	300	000	Special Milk Program State Ai				125.00	0.00
														Receipt Total:	\$125.00	\$0.00
														<b>Deposit Total:</b>	<b>\$125.00</b>	<b>\$0.00</b>
9212	0846	FAB														
			16051	Credit	A	07/30/23		Wire	1	1002	STATE OF MINNESOTA					
						0846	R 01 005 005	000	211	000	Gen Ed Aid Rev			144,520.22	0.00	
						0846	R 07 005 000	000	234	000	Ag Credit State Aid			982.71	0.00	
						0846	R 07 005 000	000	258	000	Debt Serice Ag Credit			54,229.79	0.00	
						0846	R 07 005 000	000	229	000	Disparity Reduc Aid			1,530.39	0.00	

## Breckenridge Public School

### Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
9212	0846	FAB		16051	Credit	A 07/30/23		Wire	1	1002	STATE OF MINNESOTA					
				0846	R	07 005 000	000	317	000	LTFM State Aid					9,080.83	0.00

Receipt Total:	\$210,343.94	\$0.00
<b>Deposit Total:</b>	<b>\$210,343.94</b>	<b>\$0.00</b>
Report Total:	\$283,503.52	\$0.00

## Breckenridge Public School Student Activity Guideline Period Ending July 31, 2023

Sequence: Group-Sub, Crs

								B24				% YTD	Remaining
L	Fd Org Pro Fin O/S Crs	Class Sub	Description	Annual Budget	Period 202401	Year To Date	% YTD	Encumbrances	+ Enc		Balance		
	00	Assets											
B 21 101	000	100 00	Student Activities Cash	0.00	0.00	53,207.56	0%	0.00	0%		(53,207.56)		
	<b>00</b>	<b>Assets</b>		<b>0.00</b>	<b>0.00</b>	<b>53,207.56</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>		<b>(53,207.56)</b>		
	922	Class of 2022											
B 21 401	922	400 922	Class of 2022	0.00	0.00	(701.50)	0%	0.00	0%		701.50		
E 21 005	298 301 401 922	401 922	Class of 2022 Supplies	0.00	0.00	701.50	0%	0.00	0%		(701.50)		
	<b>922</b>	<b>Class of 2022</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>		<b>0.00</b>		
	923	Class of 2023											
B 21 401	923	400 923	Class of 2023	0.00	0.00	(2,560.21)	0%	0.00	0%		2,560.21		
E 21 005	298 301 401 923	401 923	Class of 2023 Supplies	0.00	0.00	841.90	0%	0.00	0%		(841.90)		
	<b>923</b>	<b>Class of 2023</b>		<b>0.00</b>	<b>0.00</b>	<b>(1,718.31)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>		<b>1,718.31</b>		
	924	Class of 2024											
E 21 005	298 301 401 924	401 924	Class of 2024 Supplies	0.00	0.00	9,849.19	0%	0.00	0%		(9,849.19)		
R 21 005	298 301 099 924	401 924	Class of 2024 Revenue	0.00	0.00	(14,503.00)	0%	0.00	0%		14,503.00		
	<b>924</b>	<b>Class of 2024</b>		<b>0.00</b>	<b>0.00</b>	<b>(4,653.81)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>		<b>4,653.81</b>		
	978	National Honor Society											
B 21 401	978	400 978	National Honor Society	0.00	0.00	(674.37)	0%	0.00	0%		674.37		
R 21 005	298 301 099 978	401 978	National Honor Society Reven	0.00	0.00	(1,291.44)	0%	0.00	0%		1,291.44		
E 21 005	298 301 401 978	401 978	National Honor Society Suppli	0.00	0.00	1,460.19	0%	0.00	0%		(1,460.19)		
	<b>978</b>	<b>National Honor Society</b>		<b>0.00</b>	<b>0.00</b>	<b>(505.62)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>		<b>505.62</b>		
	979	High School Student Council											
B 21 401	979	400 979	High School Student Council	0.00	0.00	(6,150.35)	0%	0.00	0%		6,150.35		
E 21 005	298 301 401 979	401 979	High School Student Council :	0.00	0.00	2,598.36	0%	0.00	0%		(2,598.36)		
R 21 005	298 301 099 979	401 979	High School Student Council f	0.00	0.00	(3,804.73)	0%	0.00	0%		3,804.73		
	<b>979</b>	<b>High School Student Council</b>		<b>0.00</b>	<b>0.00</b>	<b>(7,356.72)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>		<b>7,356.72</b>		
	980	Letterclub											
B 21 401	980	400 980	Letterclub	0.00	0.00	(3,905.21)	0%	0.00	0%		3,905.21		
R 21 005	298 301 099 980	401 980	Letterclub Revenue	0.00	0.00	(1,000.00)	0%	0.00	0%		1,000.00		
E 21 005	298 301 401 980	401 980	Letterclub Supplies	0.00	0.00	136.72	0%	0.00	0%		(136.72)		
	<b>980</b>	<b>Letterclub</b>		<b>0.00</b>	<b>0.00</b>	<b>(4,768.49)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>		<b>4,768.49</b>		
	981	Mathletes											
B 21 401	981	400 981	Mathletes	0.00	0.00	(24.15)	0%	0.00	0%		24.15		
E 21 005	298 301 401 981	401 981	Mathletes Supplies	0.00	0.00	17.94	0%	0.00	0%		(17.94)		
	<b>981</b>	<b>Mathletes</b>		<b>0.00</b>	<b>0.00</b>	<b>(6.21)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>		<b>6.21</b>		

## Breckenridge Public School Student Activity Guideline Period Ending July 31, 2023

Sequence: Group-Sub, Crs

								B24							
L	Fd Org Pro Fin O/S Crs	Class Sub	Description	Annual Budget	Period 202401	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance					
982 HS Band															
B 21 401	982	400 982	HS Band	0.00	0.00	(21,788.62)	0%	0.00	0%	21,788.62					
R 21 005	298 301 099 982	401 982	HS Band Revenue	0.00	0.00	(18,662.42)	0%	0.00	0%	18,662.42					
E 21 005	298 301 401 982	401 982	HS Band Supplies	0.00	0.00	34,385.62	0%	0.00	0%	(34,385.62)					
<b>982 HS Band</b>				<b>0.00</b>	<b>0.00</b>	<b>(6,065.42)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>6,065.42</b>					
983 Boys Golf															
B 21 401	983	400 983	Boys Golf	0.00	0.00	(131.41)	0%	0.00	0%	131.41					
E 21 005	298 301 401 983	401 983	Boys Golf Supplies	0.00	0.00	45.87	0%	0.00	0%	(45.87)					
R 21 005	298 301 099 983	401 983	Boys Golf Revenue	0.00	0.00	(120.00)	0%	0.00	0%	120.00					
<b>983 Boys Golf</b>				<b>0.00</b>	<b>0.00</b>	<b>(205.54)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>205.54</b>					
984 HS Choir															
B 21 401	984	400 984	HS Choir	0.00	0.00	(5,869.75)	0%	0.00	0%	5,869.75					
R 21 005	298 301 099 984	401 984	HS Choir Revenue	0.00	0.00	(645.72)	0%	0.00	0%	645.72					
E 21 005	298 301 401 984	401 984	HS Choir Supplies	0.00	0.00	1,213.67	0%	0.00	0%	(1,213.67)					
<b>984 HS Choir</b>				<b>0.00</b>	<b>0.00</b>	<b>(5,301.80)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>5,301.80</b>					
986 FFA															
B 21 401	986	400 986	FFA	0.00	0.00	(2,368.28)	0%	0.00	0%	2,368.28					
E 21 005	298 301 401 986	401 986	FFA Supplies	0.00	0.00	1,274.00	0%	0.00	0%	(1,274.00)					
R 21 005	298 301 099 986	401 986	FFA Revenue	0.00	0.00	(4,264.50)	0%	0.00	0%	4,264.50					
<b>986 FFA</b>				<b>0.00</b>	<b>0.00</b>	<b>(5,358.78)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>5,358.78</b>					
987 Close Up															
B 21 401	987	400 987	Close Up	0.00	0.00	(1,620.79)	0%	0.00	0%	1,620.79					
<b>987 Close Up</b>				<b>0.00</b>	<b>0.00</b>	<b>(1,620.79)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>1,620.79</b>					
988 Speech															
B 21 401	988	400 988	Speech	0.00	0.00	(4,302.85)	0%	0.00	0%	4,302.85					
E 21 005	298 301 401 988	401 988	Speech Supplies	0.00	0.00	50.96	0%	0.00	0%	(50.96)					
<b>988 Speech</b>				<b>0.00</b>	<b>0.00</b>	<b>(4,251.89)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>4,251.89</b>					
989 Drama Club															
B 21 401	989	400 989	Drama Club	0.00	0.00	(2,469.48)	0%	0.00	0%	2,469.48					
E 21 005	298 301 401 989	401 989	Drama Club Supplies	0.00	0.00	1,285.16	0%	0.00	0%	(1,285.16)					
R 21 005	298 301 099 989	401 989	Drama Club Revenue	0.00	0.00	(1,083.58)	0%	0.00	0%	1,083.58					
<b>989 Drama Club</b>				<b>0.00</b>	<b>0.00</b>	<b>(2,267.90)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>2,267.90</b>					
990 DECA															
B 21 401	990	400 990	DECA	0.00	0.00	(2,296.49)	0%	0.00	0%	2,296.49					
R 21 005	298 301 099 990	401 990	DECA Revenue	0.00	0.00	(6,454.37)	0%	0.00	0%	6,454.37					

**Breckenridge Public School  
Student Activity Guideline  
Period Ending July 31, 2023**

Sequence: Group-Sub, Crs

									B24				% YTD	Remaining		
L	Fd	Org	Pro	Fin	O/S	Crs	Class	Sub	Description	Annual Budget	Period 202401	Year To Date	% YTD	Encumbrances	+ Enc	Balance
									990 DECA							
E	21	005	298	301	401	990	401	990	DECA Supplies	0.00	0.00	3,318.96	0%	0.00	0%	(3,318.96)
									<b>990 DECA</b>	<b>0.00</b>	<b>0.00</b>	<b>(5,431.90)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>5,431.90</b>
									991 Robotics							
B	21	401	991				400	991	Robotics	0.00	0.00	(3,553.38)	0%	0.00	0%	3,553.38
R	21	005	298	301	099	991	401	991	Robotics Revenue	0.00	0.00	(141.00)	0%	0.00	0%	141.00
									<b>991 Robotics</b>	<b>0.00</b>	<b>0.00</b>	<b>(3,694.38)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>3,694.38</b>
<b>Report Totals:</b>										<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(0.00)</b>



**Breckenridge Public School-Contingent Account  
Account Summary  
July 2023**

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	Jul 23
<b>Ordinary Income/Expense</b>	
<b>Expense</b>	
00 Need to code <b>Elem. Volleyball Camp Coach</b>	259.50
01005010000899000 Sch Bd Misc	15.00
01005150000305000 Legal	50.00
04005591000050285 TT Theatr Pay	450.00
04005591000142201 Nrthn Lea Coa	280.00
04005591000142202 BBB Coach	120.00
04005591000142203 YP Softball	380.00
04005591000319200 TTBL Coch/Ref	1,960.00
04005591000369201 Bsebal Ent Fe	250.00
04005594000142210 YP Track	15.00
<b>Total Expense</b>	3,779.50
<b>Net Ordinary Income</b>	-3,779.50
<b>Net Income</b>	-3,779.50

C. Hires

1. Cassey Wittenberg, Elementary Teacher

D. Resignations

1. Chelsey Davids, Native American Liaison/Student Advocate
2. Pamela Braun, Salad Bar Worker

E. Extra Curricular Contracts

F. Enrollment

20

	August	September	October	November	December	January	February	March	April	May	June '23
K	40										39
1	37										46
2	45										45
3	43										34
4	28										30
5	29										42
6	41										40
7	51										52
8	56										51
9	59										65
10	65										50
11	45										51
12	51										65
PSEO		0	0	0	0	0	0	0	0	2	2
ALP only		0	0	0	0	0	0	0		0	0
Total		0	0	0	0						612
Pre-School	50										63
VL											9
Grand Total		0	0	0	0	0	0	0	0		684
MS St. Mary's											16
El. St. Mary's											13
Homeschool											0

**5. Communications**

A. Dean of Students

B. K-12 Principal

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# Breckenridge Elementary School

## Breckenridge Pride...Inspiring to Excel



### K-12 Board Report August 2023

**#1 BOARD VALUE:** To provide a world-class education for Breckenridge students.

**#2 BOARD VALUE:** The board values the need for individualized learning and will prioritize our resources to support student achievement through active and engaging learning.

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#### **Breckenridge Pride:**

- Custodians/bldgs/grounds - Thank you for the hard work they have been putting in to get all the spaces ready for the year - indoors and out! Plus, they have been extremely flexible in working around all the programming that went on throughout the summer.

#### **Staff Open Positions:**

- HS SPED
- Media Center - HS - Con't to work on what that looks like with the news of the LASSO center grant.
- 4th grade - Interviews were held Monday
- Advisors needed for Student Council & Jr. Class Advisor

#### **Staffing Changes within current staff:**

- Mr. Erlandson moving to 7-8 Math position
- Mrs. Donahue Stetz moving to high school English classes
- Para movement into other positions due to openings
- 5th and 6th are going to 3 teachers vs. 4
  - Students will remain in separate 5th and 6th grade classrooms
  - Teachers came to administration knowing the incoming 5th grade class was small and challenge in finding elementary teachers to share their willingness to work the 5-6 schedule and classes around 3 teachers.

#### **HS Open House Events**

- Presentation:  Open House Presentation(s)
- 9th through 12th were Monday/Tuesday
- 7-8 next Tuesday

#### **Handbooks**

- Non-Exclusionary Discipline (NED)
  - Suspensions only allowed after all other means of support have been exhausted and the student is an immediate danger to self or others.

## Breckenridge Elementary School Breckenridge Pride...Inspiring to Excel

- Traditional detentions during the school day will need to be revised.
- Elementary address through PBIS model(pg. 24 of handbook)
- High school will be adding after/before school detentions
- No suspensions allowed in K-3; may be dismissed for less than 1 day
- Suicide Prevention/Crisis Hotline Information
- Opioid Antagonist/Narcan required to be available in school buildings
- 30 Legislative mandates at the end of May will need to be addressed through school policy additions or revisions.

### Title Grant Funding:

	TitleIA-401	TitleIIA-414	TitleIV - 433	TitleID-406
<b>Last Year's Award</b>	<b>\$93,803.98</b>	<b>\$17,353.86</b>	<b>\$10,000.00</b>	<b>\$18,511.00</b>
<b>Current Year Funds</b>				
<b>Initial Award</b>	<b>\$106,861.82</b>	<b>\$18,690.43</b>	<b>\$10,000.00</b>	<b>\$39,289.61</b>
<b>Award Adjustment (+/-)</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Declined (-)</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Current Year Funds</b>	\$106,861.82	\$18,690.43	\$10,000.00	\$39,289.61
<b>Prior Year(s) Funds</b>				
<b>Carryover (+)</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>PY Adjustment (+/-)</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Prior Year(s) Funds</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub Total</b>	<b>\$106,861.82</b>	<b>\$18,690.43</b>	<b>\$10,000.00</b>	<b>\$39,289.61</b>
<b>Adjusted Sub Total</b>				
	<b>\$106,861.82</b>	<b>\$18,690.43</b>	<b>\$10,000.00</b>	<b>\$39,289.61</b>

**Breckenridge Elementary School**  
**Breckenridge Pride...Inspiring to Excel**

- C. Facilities Manager
- D. Business Manager
- E. Superintendent

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## **Administrative Roles and Responsibilities**

### **Dean of Students**

To provide leadership for students to promote student safety, wellbeing, and achievement.

#### **Essential Functions**

- Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.
- Ensures that Board policies and procedures are implemented and followed at the school.
- Organizes and maintains a system for accurate and complete record-keeping and reporting for student activities, attendance, and records.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Ensures that student conduct conforms with the school's standards and school district policies.

### **K-12 Principal**

To provide leadership for both students and staff to promote safety, wellbeing, and achievement.

#### **Essential Functions**

- *All "Essential Functions" for the Dean of Students also apply to the K-12 Principal role.*
- Develops and administers school programs consistent with school district goals and objectives.
- Provides leadership and direction to staff with regard to the ongoing evaluation and improvement of educational programs, including curricular and extracurricular activities.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
- Encourages staff to continue to grow professionally and to experiment with new approaches or strategies to teaching.
- Coordinates the work of school staff and school district program leaders to develop and implement instructional programs and teaching practices.
- Conducts ongoing assessment of student learning, and works with teaching staff to modify instructional methods to fit students' needs, including students with special needs.
- Coordinates with the central office in recruitment and selection of employees, the proper maintenance of employee personnel files, the administration of collective bargaining agreements, corrective action, and other human resource issues.
- Organizes and conducts regular meetings with teachers for continuing development of instructional techniques.
- Involves staff in the evaluation of programs and the planning of new programs.
- Supervises and evaluates teaching staff and other building employees in accordance with the school district's evaluation plan, and makes recommendations regarding goals, areas needing improvement and continued employment.
- Organizes and manages the school budgets consistent with school district policies.

F. Committee Reports

**6. Old Business**

A. Adopt Polices: 208; 209; 210

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Adopted: 07/13/2004

Breckenridge ISD 846 Policy 208

Orig. 1995

Revised: ~~12/18/2017~~ 08/16/2023

Rev. 20~~15~~22

Substantive: Updates list of annual review policies

## 208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

### I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

### II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form ~~that~~ **which** is sufficiently explicit to guide administrative action.

### III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy ~~for the school district~~ with the force and effect of law **for the school district**. School district ~~board~~ policy provides the **school board's** general direction for the school district ~~as to what the school board wishes to accomplish~~ while delegating policy implementation ~~of policy~~ to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies ~~are shall be~~ the basis for the ~~formulation of~~ guidelines and directives by the administration. The school board shall determine the effectiveness of ~~the~~ policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

### IV. ADOPTION AND REVIEW OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings ~~prior to final school board action~~.

- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a ~~subsequent~~ meeting after the ~~two~~ meetings at which public input was received. The policy will be effective on the ~~latter~~ of the date of passage or the date stated in the motion.
- C. In ~~the case of~~ an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board ~~in a single meeting~~. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The ~~policy adopted in an~~ emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency. ~~situation~~.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

## V. IMPLEMENTATION OF ~~AND ACCESS TO~~ POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to ~~school district policies. this policy manual, and a~~ A copy of the school district policies shall be placed in the ~~district office~~ and ~~Manual~~ shall be available ~~in the district office and made available~~ for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy ~~manuals~~ current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: ~~410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults;~~ 506 Student Discipline; ~~514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable~~

~~Use and Safety Policy; 616 School District System Accountability; 722 Public Data Requests; and 806 Crisis Management Policy.~~

- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

***Legal References:*** Minn. Stat. § 123B.02, Subd. 1 (School District Powers)  
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

***Cross References:*** ~~MSBA/MASA Model~~ Policy 305 (Policy Implementation)

*Adopted: 07/13/2004*

*Breckenridge ISD 846 Policy 209*

*Revised: 08/16/2023*

*Orig. 1995*

*Rev. 2022*

## **209 CODE OF ETHICS**

### **I. PURPOSE**

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

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

Each school board member shall follow the code of ethics stated in this policy.

#### **A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:**

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

#### **B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:**

1. Focus on education policy as much as possible.

2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.

4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.

2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

***Legal References:*** Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

***Cross References:*** None

*Adopted: 07/13/2004*

*Breckenridge ISD 846 Policy 210*

*Orig. 1995*

*Revised: 08/16/2023*

*Rev. 2022*

## **210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS**

### **I. PURPOSE**

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

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

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

### **III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS**

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
  - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minnesota Statutes chapter 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes. Disclosure shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and need only be made once;
  - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only

newspaper complying with statutory requirements relating to the designation or publication;

3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
  4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
    - a. The school board shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
    - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
    - c. Before a claim is paid, the interested school board member shall file with the clerk of the school board an affidavit stating:
      - (1) The name of the school board member and the office held;
      - (2) An itemization of the goods or services furnished;
      - (3) The contract price;
      - (4) The reasonable value;
      - (5) The interest of the school board member in the contract; and
      - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
  5. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting at which all school board members are present, contract for

services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$20,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting at which all school board members are present, that employment is immediately terminated and that school board member has no further rights to employment while serving as a school board member in the school district.

- D. The school board may contract with a class of school district employees, such as teachers or custodians, when the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

#### **IV. LIMITATIONS ON RELATED EMPLOYEES**

- A. The school board must hire or dismiss teachers only at duly called meetings. When a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

#### **V. CONFLICTS PRIOR TO TAKING OFFICE**

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

## **VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS**

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

***Legal References:*** Minn. Stat. § 122A.40, Subd. 3 (Employment; Contracts; Termination)  
Minn. Stat. § 123B.195 (Board Member's Right to Employment)  
Minn. Stat. § 471.87 (Public Officers, Interest in Contract; Penalty)  
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)  
Minn. Stat. § 471.89 (Contract, When Void)  
Op. Atty. Gen. 437-A-4, March 15, 1935  
Op. Atty. Gen. 90-C-5, July 30, 1940  
Op. Atty. Gen. 90-A, August 14, 1957

***Cross References:*** Policy 101 (Legal Status of the School Board)  
Policy 209 (Code of Ethics)



Revised: 09/20/2023 ~~07/21/2020~~  
Additional information added as requested by Wellness Committee

## **533 WELLNESS POLICY**

### **I. PURPOSE**

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity and to promote and encourage students to adopt lifelong healthy behaviors that can reduce the risk of chronic disease.

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

- A. The Breckenridge School District will engage students, parents, teachers, food service professionals, health professionals, school board, and other interested community members in developing, implementing, monitoring, reviewing, and revising as needed, the district-wide nutrition and physical activity wellness policies through a wellness committee that meets four times per year.
- B. The school environment will promote and protect students' health, well-being, and ability to learn by providing opportunities for healthy eating and physical activity.
- C. The school district recognizes that nutrition education and physical education are essential components of the educational process and forming lifelong healthy behaviors; and that good health fosters student attendance and education.
- D. Encourage teachers, staff, and food service personnel to promote and model healthy eating and physical activity as a valuable part of daily life through provision of and involvement in wellness activities.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active to achieve daily recommended physical activity.
- F. Food and beverages sold or served at school during the entire school day will meet or exceed the nutrition recommendations of the current USDA school breakfast, lunch, and smart snacks standards. Marketing and advertising of foods and beverages meet USDA Smart Snack guidelines and do not allow advertising of less nutritious choices during the school day.
- G. School meals are intended to be the main source of nutrition for students during the school day.

- H. 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; they will provide clean, safe, and pleasant settings and adequate time for students to eat.
- I. To the maximum extent practicable, all schools in our district will participate in available federal school meal programs and Farm to School initiatives.

### **III. NUTRITION EDUCATION AND PROMOTION**

Breckenridge School District will provide nutrition education as a part of a standards-based, sequential, age appropriate, comprehensive program designed to provide students and their families with the knowledge and skills necessary to promote and protect their health.

Nutrition education in all Breckenridge School Buildings, K-12:

- A. Is communicated in consistent nutrition messages throughout schools, classrooms, staff lounges, and cafeterias, and promoted to parents, the community and the media.
- B. Shall be consistent in school-based marketing and health promotion; thus it shall promote healthy food/beverage choices, not allow advertising of less nutritious choices; it shall promote healthy eating and physical activity behaviors to the community.
- C. Will be offered in the school cafeteria and in the classrooms with coordination between school foodservice staff and teachers.
- D. Is integrated into comprehensive health, physical education, family consumer science (FACS) and other core classes such as math, science, social studies, language arts, and in elective classes, as appropriate.
- E. Training in nutrition will be provided for both teachers and food service staff.

### **IV. USDA SCHOOL MEALS**

Breckenridge Nutrition Services offers affordable, nutritious and appealing meals, snacks and beverages in compliance with the most updated USDA guidelines and safety standards. Breckenridge Schools will use the current USDA school breakfast, lunch and smart snacks and guidelines to establish and provide clear guidance for all foods and beverages available everywhere on school grounds to encourage healthy choices for students. The standards will focus on increasing nutrient density, decreasing fats, sodium, and added sugars, and moderating portion size. Breckenridge School District encourages the consumption of nutrient-dense foods

and beverages (such as fruits, vegetables, whole grains, low-fat or nonfat dairy, lean meats, legumes, nuts, and seeds) wherever foods are sold or served at school.

- A. Meals served in all Breckenridge Schools through the USDA National School Lunch and Breakfast programs:
  - 1. Are appealing and attractive to children, considering balance, variety, contrast, color, and eye appeal and are served in a clean, safe, enjoyable environment.
  - 2. Offer a variety of fruits and vegetables following USDA guidelines for vegetable sub-groups.
  - 3. Serve only low fat (1%) and fat free (regular or flavored) milk; offer lactose reduced milk (nutritionally-equivalent non-dairy alternatives) when requested by students and/or parent/guardian.
  - 4. Ensure that at least half of the served grains are whole grain.
  - 5. Use serving sizes that meet minimum and don't exceed maximum USDA requirements by age.
  - 6. Replace higher fat with lower fat items, as appropriate.
  
- B. Schools will provide an environment that encourages healthy eating and food habits. Breckenridge Schools will:
  - 1. Provide continuing professional development for food service director and employees.
  - 2. Provide access to clean, free drinking water for students during the school day.
  - 3. Provide students access to handwashing or hand sanitizing before they eat meals and snacks.
  - 4. Operate the USDA Breakfast Program in all schools and inform parent(s) through newsletters, website, or handouts of the availability of the program. They will encourage parents to provide a healthy breakfast for their children to enhance their ability to learn.
  - 5. Arrange bus schedules and use methods to serve breakfast that encourage participation, including but not limited to "grab and go", breakfast in the classroom, or breakfast during morning break.
  - 6. Provide students with adequate time to eat meals (20 minutes for lunch and 10 minutes for breakfast after sitting down to eat).
  - 7. Schedule lunch for students at appropriate times:
    - a. after recess, when possible, for elementary schools to increase student nutrient intake and reduce food waste,
    - b. for all students.
  - 8. Evaluate their open campus policy, taking into consideration the food choices and other choices that students make when they are able to leave campus.
  - 9. Discourage tutoring, club, or organizational meetings, or activities during mealtimes, unless students may eat lunch during such activities.
  - 10. Strongly discourage use of foods or beverages as a reward and work towards eliminating the use of foods and beverages as rewards; do not withhold food or beverages as a punishment.

11. Discourage students from sharing food or beverages with one another during meal or snack times given concerns about allergies and other restrictions on some children's diets.
12. Obtain feedback from students and others about meals and new food options through activities such as taste testing, surveys, feedback meetings, or health fairs.
13. Lunches brought from home are encouraged to meet the guidelines for nutritious lunches.

## V. COMPETITIVE FOODS

Food and Beverages sold/served during the school day outside of reimbursable school meals are known as Competitive Foods. Smart Snacks Nutrition Standards are developed considering the standard that schools meals are intended to be the main source of nutrition for students during the school day. Therefore, any other food or beverage consumed supplements that meal and must be:

- a contribution to, rather than a detraction, from the nutrition of the student
- age- appropriate serving size and within USDA caloric guidelines
- infrequent in consumption

### A. School-based standards:

1. Elementary/Middle schools will not sell food or beverages in school stores or have vending machines. They will not hold food or beverage fundraising activities during school hours. They will sell only the following ala carte items:
  - a.) Reimbursable meal
  - b.) Fresh fruit
  - c.) Non-fried fresh vegetables (no fat added)
  - d.) 8 oz Low-fat/non-fat milk
  - e.) 6 oz or less non-fat yogurt

Food and beverages served as snacks and at celebrations/parties shall be encouraged to feature healthy choices that meet the requirement of the District's nutrition standards.

2. High School: All food or beverages sold individually, outside of the reimbursable school meal programs, through vending machines, fundraising, or ala carte will follow the USDA Smart Snacks Nutrition Standards. This will apply during the school day and for afterschool programs for students.

Food and beverages served as snacks and at celebrations/parties shall be encouraged to feature healthy choices that meet the requirement of the District's nutrition standards.

### B. Ala Carte, vending, schools stores, and fundraising will follow or exceed current USDA Smart Snacks Nutrition Standards.

1. Vending Machines:

- a.) Any vending machine contracts or school- maintained vending machines will follow the attached USDA Child Nutrition standards.
  - b.) Vending machines will display only healthy options on the machine and will not market unhealthy options.
2. Ala Carte:
- a.) Serving sizes will be comparable to those served in reimbursable meals.
  - b.) Encouraged items such as fresh fruit and vegetables, fat-free unflavored dairy products, whole grain products, and lean meats and legumes will be featured in the most prominent places.

## **VI. PHYSICAL EDUCATION AND PHYSICAL ACTIVITY**

The primary goals for the Breckenridge schools' physical activity components are: to provide opportunities for every student to develop the knowledge and skills for specific physical activities, to maintain physical fitness in a safe, adequate environment, to ensure students' regular participation in physical activity, to teach students the short-and long-term benefits of a physically active and healthful lifestyle and to enhance academic performance. Accordingly the following guidelines for physical education and physical activity in Breckenridge School District are established:

### **A. Physical Education**

- 1. Physical education shall be standards-based, using national or state- developed standards, such as the National Health and Physical Education Standards (provided by SHAPE America). The district follows the state law requiring instruction in Physical Education without exception.
- 2. All students will receive physical education a minimum of 125 minutes for (grades K-4), 150 minutes for (grades 5-6), 1 semester for grades (7-8), and 1 semester for (High School)
- 3. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.
- 4. Physical education curriculum is written for every grade. It is sequential and provides an opportunity for students to learn, practice, and be assessed on content, developmentally appropriate motor skills, social skills, responsible behavior, physical fitness, and benefits of physical activity.
- 5. Breckenridge School District will not use physical activity as punishment nor withhold physical activity (recess or physical education) as punishment.

### **B. Physical Activity**

- 1. Daily recess
  - a. All elementary school students will have at least a 20 minutes supervised recess break daily, preferably outdoors and before lunch, during which schools facilitate moderate to vigorous physical activity verbally and through provision of space and equipment.

2. Integrating Physical Activity into the Classroom Settings  
For elementary, as well as older students, to receive the recommended amount of at least 60 minutes of physical activity per day and for students to fully embrace physical activity as a personal behavior, other school opportunities are:
  - a. Classroom health education will reinforce the knowledge and self-management skills needed to maintain a physically active lifestyle and reduce sedentary activities such as watching TV and video games.
  - b. Incorporation of physical activity into other subject lessons (such as math, science, and social studies, etc).
  - c. Classroom teachers will provide short physical activity breaks between lessons, classes, and/or standardized testing.
  
3. Physical Activity Opportunities Before and After School
  - a. The district offers physical activity programs, such as interscholastic athletic programs in high school or intramural/intramural programs to provide a range of activities that meet the needs, interests, and abilities of all students.
  - b. After-school child care and enrichment programs shall encourage-verbally and through the provision of adequate and safe space, equipment, and activities-daily periods of moderate to vigorous physical activity for all participants.
  - c. Schools shall work with recreation agencies and other community organizations to coordinate and enhance opportunities available to students, community, and staff for physical activity before, during, and after the school day, on weekends, and during school vacations in accordance with the District's Building Rental Policy. These spaces and facilities also should be available to agencies and organizations offering physical activity and nutrition programs. School policies concerning safety apply at all times.
  - d. Schools shall encourage bicycling and walking to and from school.

## **VII. ADDITIONAL WELLNESS TOPICS**

### **A. Mental Health**

1. Students: School staff will assist with appropriate on-site or off-site referrals in regard to students' mental health needs.
2. Classroom: Staff will be encouraged to use strategies in the classroom that can positively impact a student's mental health, including but not limited to, exercises around mindfulness, mindful movement, or brain breaks. Research supports that these social-emotional learning activities are positively correlated with academic outcomes. The amount of these activities should not take away from required curricula or total time on task.

### **B. Staff Wellness**

Ensuring that school employees' physical, social-emotional and mental health needs are met is pivotal to their well-being and to students' academic success. Schools should create work environments that support healthy eating, physical activity, and healthy behaviors, such as not using tobacco, and that address the social-emotional

health of staff through explicit focus on stress management, maintaining positive relationships, teacher self-efficacy and support for purpose-driven work. Towards that end:

1. The District's Wellness Committee will plan and implement seasonal activities that support personal wellness for staff, students, families and community members.
2. District staff will support the wellness policy in the workplace, including modeling healthy behaviors.
3. Break time and a location will be provided for at least one year for a nursing mother as per the U.S. Department of Labor Fair Labor Standards Act.

C. Oral Health

Oral health is essential to general health and well-being. Untreated oral disease can cause pain and infections that may lead to problems with eating, speaking, and learning. Staff will be offered and encouraged to use free resources and educational opportunities at least once annually within their classrooms that can positively impact oral health for students.

## VIII. IMPLEMENTATION AND MONITORING

- A. After approval by the School Board, the wellness policy will be implemented throughout the school district.
- B. The superintendent shall execute administrative procedures that ensure the implementation of and compliance with the wellness policy.
- C. The Breckenridge School District will develop and implement a communications plan which includes training to ensure understanding of the rationale for the wellness policy and the implementation plan.
- D. The Superintendent will ~~designature~~ designate the Wellness Coordinator to oversee the school district's wellness-related activities.
- E. The Superintendent or Wellness Coordinator will ensure compliance with established district-wide nutrition and physical activity wellness policies and procedures. These procedures shall include:
  1. Adoption of current guidelines
  2. Designation of district level and site-based staff responsible for policy implementation
  3. An implementation work plan, including:
    - a. timeline
    - b. evaluation of outcomes and compliance. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent or designee.

- F. Breckenridge’s food service staff will ensure compliance with the school’s food and nutrition program and will report to the food and nutrition program administrator, the building principal, or the superintendent’s designee, as appropriate.
- G. Monitoring will be repeated annually to help review policy compliance, assess progress, and determine areas in need of improvement and/or revision. Measurable outcomes may include School Health Index, Body Mass Index, School Meal Participation, youth survey data, Cardiovascular Fitness, and other outcomes determined by Breckenridge school wellness council.
- H. The superintendent or designee will develop an annual summary report on compliance with the district’s School Wellness Policy based on input from all district schools. That report will be provided to the school board and also distributed to all school health councils, parent/teacher organizations, school principals, food service director, and school health services personnel in the district.
- I. Public Involvement
  - 1. 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, students, and the general public to participate in the development, implementation and periodic review and update of the wellness policy.
  - 2. The Wellness Coordinator will hold meetings four times annually for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy and annual wellness action plan. All meeting dates and times will be posted on the school district’s website and/or Facebook page and will be open to the public.
- J. Triennial Progress Assessments
 

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

  - 1. The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy.
  - 2. The extent to which the District’s wellness policy compares to the Alliance for a Healthier Generation’s model wellness policy; and
  - 3. A description of the progress made in attaining the goals of the District’s wellness policy. The District will notify households/families of the availability of the triennial progress report.



# 2023/2024 DAIRY BID SUMMARY

<u>MILK BIDS</u>	<u>CASS CLAY</u>	<u>PRAIRIE FARMS / LOL</u>	<u>CASH-WA DISTRIBUTING</u>
½ Pint 2% Milk	.339	.3240	.2930
½ Pint 1% Milk	.32	.32	.2820
½ Pint Fat Free Milk	.309	.31	.2680
½ Pint Chocolate Free Fat Milk	.322	N/A	.2980
½ Pint 1% Chocolate Milk	N/A	.33	N/A
½ Pint Whole Milk	.352	.34	.32
5lb. Cottage Cheese 2%	10.207	N/A	16.66
5lb. Cottage Cheese 1%	N/A	10.05	N/A
5lb. Cottage Cheese - Fat Free	N/A	N/A	N/A
5 lb. Sour Cream Cultured	9.647	9.09	13.8810
Sour Cream (1 Oz) 100 packs	18.90	15.92	20.05
Ice Cream Vanilla Cups	N/A	N/A	(CEDER CREST) .4204

**CASS CLAY COMMENTS:** TWO TIMES PER WEEK DELIVERY (Monday/Thursday or Tuesday/Friday)  
 No Credits/No Returns.  
**ESCALATOR BID ATTACHED**

**PRAIRIE FARMS COMMENTS:** MINIMUM DELIVERY – 8 cases delivery 2x per week  
 RETURN POLICY – Prairie Farms will credit leaking or damaged product.  
**CASH-WA DISTRIBUTING:** BRAND/MANUF – Cass-Clay/Kemps

If awarded the contract, all orders placed must have a 15-case minimum per drop site, same day as school groceries. Milk coolers are provided through Cass-Clay Creamery free of rent contingent upon awarded bid; 12 and 16 crate standard coolers are available. CWD drivers will “floor stock” product into cooler. Drivers do not stock milk coolers nor do they rotate products.  
 CWD IS PROVIDING A FIXED FEE MARK-UP IN THIS PROPOSAL. Prices will fluctuate according to the raw milk market.



**MINNESOTA  
July 2023  
ESCALATOR CLAUSE**

It is hereby understood that the prices quoted are based on the USDA Class I prices listed below under the terms of the Federal Milk Market Order #30.

<b>Class I Skim</b>	<b>7.88 CWT.</b>
<b>Class I Butterfat</b>	<b>2.7757 LB.</b>

**ESCALATOR CLAUSE**

If the Class I Skim price per hundredweight is increased or decreased, for each \$0.10 per hundredweight increase or decrease, the quotation on:

Half-pint fluid milk will decrease or increase      \$ .00054 per ½ pint

If the Class I Butterfat price per pound is increased or decreased, for each \$ 0.01 increase or decrease, the quotation on a half-pint will follow this formula:

Whole Milk	\$ 0.00017750 per 1/2 pint
2% Milk	\$ 0.00010750 per 1/2 pint
1% Milk	\$ 0.00005375 per 1/2 pint
Skim Milk	\$ 0.00001000 per 1/2 pint

## 2023/2024 FUEL QUOTE SUMMARY

### STATION DISCOUNT CASH PUMP PRICE

	<u>SUPER UNLEADED</u>	<u>REGULAR UNLEADED</u>	<u>DIESEL</u>	<u>22/23 BID</u>
FARMERS UNION	0.10	0.10	0.10	.16
Other: Dividends (amount not know at this time)				
BLAZER EXPRESS	NO BID			
BRECK SUPERPUMPER	NO BID			

### 2023/2024 BREAKDOWN OF DISCOUNT

		<u>SUPER</u>	<u>UNLEADED</u>	<u>DIESEL</u>
FARMERS UNION	Federal excise tax	.184	.184	.244
	Station Discount	.10	.10	.10
	Other	N/A	N/A	N/A
	<b>TOTAL DISCOUNT</b>	<b>.284</b>	<b>.284</b>	<b>.344</b>

**7. New Business**

A. Resolution Accepting Donations

B. School Messenger Contract

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# SchoolMessenger Renewal Order Authorization

Quote Reference

162496

ACCOUNT INFORMATION

Customer Name

Breckenridge | S D 846 - 00708861

Solutions Provided	Agreement Term	Quantity	Service Date	*Annual License Fee	Invoice Date
Communicate	36 months	709	July 1, 2023	\$1,927.44	July 1, 2023

\* NOTE: Applicable taxes may apply. Annual License Fee is subject to a 3% annual Inflation Adjustment

## ACKNOWLEDGEMENTS

Intrado Interactive Services Corporation d/b/a SchoolMessenger ("Provider") will provide the customer named above ("Client") with the online communications applications further described in the Reference Quote subject to the following terms and conditions:

### Order Authorization Terms.

The terms and conditions available at [www.schoolmessenger.com/webterms](http://www.schoolmessenger.com/webterms) will apply to this order authorization unless the parties have entered into a separate mutually executed agreement. The terms of this order will govern any conflict with the above-mentioned terms. No additional terms in Customer's purchase order will apply.

### Term and Termination.

This Agreement will commence on the Service Start Date and continue for the Agreement Term, and then will automatically renew for successive one-year periods unless either party provides written notice of its desire not to renew at least 30 days prior to the end of the then-current term.

Agreed and Acknowledged by the following who is authorized to sign on behalf of the Client:

Signature (or initials if signing electronically)

Dessica Komesars

Date

7.24.23

Name

Dessica Komesars

Title

Business Manager

Please email completed form to

[Redacted]



# Breckenridge Elementary School Student Handbook 2023-24



(Approved by ISD #846 School Board on Aug. 16, 2023)

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**Breckenridge School Policy Statements and Annual Public Notices**

The following school policy statements and notices can be found online at <https://sites.google.com/isd846.org/breckenridge-public-school/home> or are available in print at the district office.

- Policy 102 Equal Educational Opportunity
- Policy 413 Harassment and Violence
- Policy 419 Tobacco Free Environment
- Policy 501 School Weapons
- Policy 503 Student Attendance
- Policy 506 Student Discipline
- Policy 514 Bullying Prohibition Policy
- Policy 515 Protection and Privacy of Pupil Records
- Policy 516 Student Medication
- Policy 520 Student Surveys
- Policy 521 Student Disability Nondiscrimination
- Policy 522 Student Sex Nondiscrimination
- Policy 524 Internet Acceptable Use and Safety
- Policy 525 Violence Prevention
- Policy 526 Hazing Prohibition
- Policy 534 Unpaid Meal Charges
- Asbestos Notification
- Notice Concerning Use of Pesticides

# WELCOME TO THE BRECKENRIDGE SCHOOL DISTRICT

Dear Parent/Guardian,

Welcome to the 2023-24 school year! This is your copy of the Breckenridge Elementary School Handbook. It contains information, rules and regulations for grades preschool through sixth grade. The handbook is the official policy/procedure book for the elementary school.

Communication between the teacher and the parent/guardian is important to help bridge the gap between home and school. The school will attempt to provide you with as much information as reasonably possible concerning your child in the learning environment. All of us are linked together for learning. Cooperation is a key for success.

The Breckenridge Elementary School staff and administration are ready to team up with you in every way to ensure that your children have successful experiences in the school/learning environment. No question or concern is insignificant to us. Do not hesitate to contact us. It is our desire to build the best positive environment for your child(ren). We rely on and are most appreciative of your help in this effort.

Sincerely,  
Mrs. Erickson  
Elementary Principal

**THIS HANDBOOK IS SUBJECT TO AND MAY CHANGE AT ANY TIME DURING THE SCHOOL YEAR. EVERY ATTEMPT WILL BE MADE TO COMMUNICATE THESE CHANGES TO THE AFFECTED INDIVIDUALS. BRECKENRIDGE PUBLIC SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX OR DISABILITY. THE ELEMENTARY SECTION 504 COORDINATOR IS Noah Brenden and can be reached at 218-643-2694 or [brendenn@isd846.org](mailto:brendenn@isd846.org)**

The latest version of this handbook, including any changes made during the school year is available at our web site <https://bes.isd846.org/en-US/student-handbook-11ba50c7>



## **PREFACE**

The purpose of this handbook is to acquaint students and parents/guardians with our elementary school.

Our goal is to provide a quality education for all students. It is necessary that all involved (parent/guardian, staff and students) have a cooperative attitude and show willingness to work together.

Parents/Guardians are invited to visit classes and are encouraged to meet with teachers or the administration for information and/or help.

\*\*\*\*\*

### **BRECKENRIDGE SCHOOLS VISION STATEMENT:**

Breckenridge Pride...Inspiring to Excel!

### **BRECKENRIDGE SCHOOLS MISSION STATEMENT:**

We are devoted to providing personalized learning through challenging, relevant, and dynamic experiences in a safe environment where mutual respect is fostered and innovative builders of the future are developed.

## **PART I – GENERAL INFORMATION**

### **Arrival and Dismissal Hours**

School building hours are **8:00 a.m. - 3:15 p.m.**

Students that are dropped off early will be supervised from 7:45 a.m. - 8:00 in the south gym hallway. Students should not be dropped off before 7:45 a.m. as there will not be any supervision of students prior to 7:45 a.m. Buses will drop students off on the west side of the school. Students should enter the main door of the building, Door #2, and head to breakfast as follows.

Kindergarten students will go to the gymnasium to be supervised there by school staff. They will be picked up by their teacher at 8:20 to go to their classrooms to drop off their backpacks before heading to the cafeteria for breakfast around 8:45 a.m.

Students in grades 5 and 6 are to report either to the upstairs breakfast cart or to the cafeteria for a hot breakfast between 8:00 and 8:20. Cold breakfast options will be available in the hallway while they wait to be dismissed to their classrooms at 8:20 a.m. Students in grades 1-4 are to go to the cafeteria for breakfast. They will be picked up by their classroom teacher at 8:20 a.m.

Students are dismissed at 3:15 p.m. Students picked up by parents should do so out door #2.

### **Breakfast Program**

Breakfast is served every day to students in grades K-6. There is no cost for breakfast. Students will not be offered breakfast on late start days.

### **Calendar**

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website at <https://isd846.org/>

### **Employment Background Checks [\*]**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## **Fees [\*]**

Public Education in Minnesota is free to all students who are residents, however, fees may be charged to the student under the following circumstances:

- Students will be charged for textbooks, workbooks, library books, school equipment, including technology items that are lost or destroyed.
- Band/Instrument rental fees.
- Attendance or participation in optional extracurricular activities and programs.
- Destruction or defacing of school property.

The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact Corinna Erickson, Elementary Principal.

Students are required to furnish their own paper, pens, pencils, notebooks, graph paper, calculators, gym clothes, athletic shoes and other items of personal equipment. Be sure to get these and other recommended items from the school supply list that can be found at various locations including the school website and school office. These procedures are in accordance with and governed by the Minnesota Public School Fee Law, MSA 120.71-120.76.

Textbooks are supplied to all students. Textbooks will be collected when work in them has been completed and/or at the end of the school year. Although reasonable wear is expected, a fine will be assessed for abuse or misuse of textbooks, workbooks, and library books, i.e. writing in the book, torn pages, or other permanent damage.

## **Food in the Classrooms**

Due to Minnesota Department of Health regulations, **treats prepared in individual homes are not allowed.** Only store bought treats should be brought in for times such as birthday treats. (We encourage families to think about finding treats other than food to bring in and share.)

A daily afternoon snack is provided for a small fee for students in grades K-2. Angel funds can help assist with this fee, if needed. Please contact the principal, Corinna Erickson, if you need assistance.

## **Fun Club**

School age child care is available for preschool through sixth grade students from Breckenridge Elementary and St. Mary's. The hours are from 3:15 p.m. - 6:00 p.m. It is also available on early dismissal days and in-service days. A healthy snack is provided. Field trips and a variety of other activities are regularly planned, including lots of outdoor play. The fee is \$3.00 per hour. Please contact Dee Nelson at 218-641-4010 for more information.

## Fundraising

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

## Homelessness

Families that are experiencing homelessness should contact the school. Assistance may be available through Title I and other resources. A confidential questionnaire/form should be completed for each student to determine eligibility for services through the Title I Homeless Program. This form will be completed by all newly enrolled students and/or families experiencing a change of address due to homelessness. This form can be found online at: <https://isd846.org/>. Please contact Mrs. Erickson for more information.

## Lunch



Our school provides healthy meals each day. School breakfast and lunches are free for all students this year, ***BUT...We still need you to complete the Free/Reduced lunch form for your family.*** This is very important as other funding from the state/federal government and grants depend on the number of families that are eligible under those guidelines. Contact either office for details on the lunch application or to pick up a paper version. Doing the online version is encouraged and can be found at <https://www.lunchapplication.com/>

Each student is assigned an identification number that is used in the lunch line. Lunch money for seconds, after-school snacks, classroom snacks, and extra milk will be kept in individual student accounts. Free milk, paid for through a special state funded program, is served in the Kindergarten classroom for snack time.

### **Lunchroom Rules**

1. Show RESPECT to all adults and students.
2. No sharing or throwing food.
3. Use appropriate entrances and exits.
4. Stay in your seat.
5. Use soft voices.
6. Walk.
7. No saving places.
8. No swearing or inappropriate behavior.
9. Raise your hand if you need something.
10. Ask an adult if you need to leave the cafeteria.

## **Nondiscrimination - Title IX [\*]**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated Kristie Sullivan, Superintendent, as the district's human rights officer to handle inquiries regarding nondiscrimination.

## **Notice of Violent Behavior by Students [\*\*]**

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

## **Parent and Teacher Conferences**



Conference days have been scheduled for both spring and fall for elementary school students. Check the school calendar for these dates. Elementary conferences are scheduled via Synergy. Parents will receive notification when the sign-up becomes available. All parents/guardians are asked to attend. At this time, the teacher and parents/guardians discuss the pupil's social, emotional, and academic progress in school. Parent's/guardian's interest and their relationship with the school is important to a pupil's success. It should be stressed here that parents/guardians are welcome to meet with teachers at any time. A call or an email to the classroom teacher is all that is necessary to arrange a time that is convenient to both the parent/guardian and the teacher.

## **Parent Volunteers & Visitors**

Academic related activities and events may allow for parents to volunteer and visit classrooms depending on the situation. We anticipate allowance of parents/guests on occasions such as chaperoning field trips and as guest speakers. Parents/Guardians attending field trips as chaperones are required to complete a background check. This can be completed in the District office. When entering the building, all guests and visitors should enter through door #2 to check in at the elementary office.

## ParentVue

It is important that we have current contact information for all parents/guardians/students. Please review student and family information on ParentVue on the school website at <https://isd846.org/> and update information as needed. If you do not have electronic access please contact the elementary school office and we will assist you.



Please check your ParentVue account often. If you would rather receive these notifications by mail please make your request at the elementary school office. If you are not receiving this alert please update your email address in ParentVue.

Login to ParentVue and StudentVue to get information regarding:

- CALENDAR for homework and missing assignments
- ATTENDANCE
- CLASS SCHEDULE
- DISCIPLINE including incident details
- REPORT CARD for current evaluation results
- HEALTH information and immunization records
- SCHOOL INFORMATION for staff email addresses
- STUDENT INFORMATION

## Pledge of Allegiance [\*]

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

## School Closing Procedures



School may be canceled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early as possible. The School Messenger System will be used to notify parents of a change in the regularly scheduled school day. Weather related school closings or delays are announced over KBMW radio & TV, KVLV11, WDAY6, KVRR15, KXJB4 and Facebook.

In the event school closes early and buses are not able to run, rural students will be transported to their STORM HOMES. All rural students must have a storm home in Breckenridge or

Wahpeton. Parents are reminded to be responsible for having students dressed for the conditions existing during the winter months.

Flexible Learning Days - The school district will utilize Flexible Learning Days when school is canceled. By law, we are allowed to use up to 5 Flexible Learning Days per school year. Watch for updates and expectations from classroom teachers on those days.

## **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 their desks or lockers. “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, where 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 [\*]**

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

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

### **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.

## **Student Directory Information, Pictures, Videos & Art/Work - Policy 515**

The Breckenridge School District may release student directory information for various purposes.

Public disclosure of student directory information may occur in many ways, such as:

- School yearbooks (including photos)
- Team rosters and class lists
- Graduation, theater, athletic and music programs
- Video performances, school activities and athletic events
- Articles about school activities and athletic events
- School honor roll, scholarships and other awards
- Releases to media

Publishing of Pictures, Videos & Student Art/Work in Schools:

Photographs of students and school activities may appear in various district materials, including the district's website (<https://isd846.org/>), social media sites, newsletters, yearbooks, brochures, etc. Student work may also be publicized.

Student directory information may include, but is not limited to:

- Student name and address
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Honors, awards, & degrees received
- School & grade level
- Previous educational agencies or institutions attended by the student
- Photographs, videos and other similar information

Parents/guardians have a right to opt out of the inclusion of information about the student as directory information, photo/image, and student work. If you wish to opt out, you must fill out and return an "Opt Out" form to the school no later than September 30 or ten days following the student's enrollment in the district. This election is good for the current school year only. A new form must be filled out annually. Forms may be obtained at the school offices.

If an opt out form is NOT received by the school, we assume that you have granted permission for your child to be included in Student Directory Information & Student Pictures, Videos & Student Art/Work.

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians with certain rights. A complete copy of the school district's Protection and Privacy of Pupil Records Policy 515 may be obtained at the district office.

The school has on file every student's grades, attendance and standardized test scores. If they have attended several schools, these records have followed them to this school and are on file here.

The student and/or parent or guardian may see the contents of these records by making an appointment with the principal. Students and parents are permitted to look at the student's records. The student's parent or guardian may place any statements or items in the records if they wish to, if it pertains to the student's schoolwork.

You may also request that items be removed from the file. In the event that the student or parent or guardian makes such a request, the person in charge of the record may or may not grant the request. In the event that the request is denied, you may appeal the decision to the next highest school official, and ultimately the school board. A student's records, or any part thereof, cannot be transferred in writing, or orally to any other place, without the written consent of the student and his/her parent or guardian, with the exception of another public school in this state, in which the student has already enrolled after transferring from this school.

This means that this school will not and cannot by law, without first receiving written consent from the student and his/her parent or guardian:

- Send a transcript of the student's school record to a prospective vocational school or university.
- Give information from the student's school record to a prospective employer.

Written consent can be given by using a form available in the office, or by writing a letter to that office requesting a student's records be released. All students' records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and chapter 4798 of the 1974 Session Laws of the State of Minnesota, as amended in 1975.

## **Student Publications and Materials**



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

## **Student Surveys [\*]**

Occasionally, the school district utilizes surveys to obtain student opinions and information. Student surveys may be conducted as determined necessary by the school district. A complete copy of the school district's Student Surveys Policy 520 may be obtained at the district office.

## **Valuables**

Each year the school receives reports that someone lost valuables from a locker or elsewhere. It is the student's responsibility to see that no valuables are left unattended. If it is necessary to bring something to school that is valuable, check it with the teacher or school office. Lockers or cubbies are assigned to students by the school to store their books and apparel during the school day. Breckenridge Public School is not responsible for the damage, loss, or theft of student valuables. School officials may inspect lockers, without the student's permission, when there is reasonable cause for such an inspection.

## **Video and Audio Recording**

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

## **PART II — ACADEMICS**

District 846 curriculum meets state guidelines, recommendations, and mandates. Language Arts and Communications, Math, Science, Social Studies and other special programs are taught. In addition to these, the district has specialist services in the following areas:

Library Media - Elementary students receive instruction in library/resources/media one period per week. Materials borrowed from the resource/media center should be treated with care.

Music - Students K-6 have music classes 4 times each week. Students in grades 5-6<sup>th</sup> have the opportunity to participate in band.

Physical Education - A well-rounded program emphasizing physical fitness will be carried out. K-6th grade students will have physical education class 5 times each week.

Special Services - A number of special services are available to all students of Breckenridge School. These services are provided to students if the need exists. Referrals are encouraged from teachers, parents, and students themselves.

The following services are available: Consulting Psychologist, Multilingual Learner Instructor, Guidance and Counseling, Special Education Services, and Title I.

Extended School Year – Breckenridge School offers an Extended School Year (ESY) for all students who have current IEPs. They may take ESY for one or more of the following reasons:

1. There will be significant regression of a skill or acquired knowledge from the pupil's level of performance on an annual goal that requires more than the length of the break in instruction to recoup, unless the IEP team determines a shorter time for recoupment is more appropriate.

2. Services are necessary for the pupil to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the pupil's age and level of development and the timeliness for teaching the skill; or

3. The IEP team otherwise determines, given the pupil's unique needs, that ESY services are necessary to ensure the pupil receives a free and appropriate public education.

Psychological Service - A certified school psychologist from Fergus Falls Special Education Cooperative is contracted to assist teachers and administration in the diagnosis of learning or other special circumstances.

Special Education – Our elementary school has a comprehensive special education program designed to meet the needs of exceptional children. Students are identified to receive services after being referred to the Teacher Assistance Team by staff, parents/guardians or public agencies. If you feel your student may have special needs, please speak to your classroom teacher.

Speech/Language Support - The services of an Educational Speech/language Pathologist are available to all students, preschool through high school, in public and parochial schools. Students are served in these programs who meet Minnesota guidelines for having a speech or language impairment (i.e. articulation, oral or receptive language, voice, dysfluency, written language, and so on). Students may be referred by parents/guardians and/or classroom teachers. Routine screening also helps identify students who may benefit from this instruction. Parents/guardians need to give their permission before a student is evaluated or placed in the speech/language program.

Supplemental Programs (Title I)- Title I is a federally funded supplemental program in language arts and math. Qualified students receive small group and/or individual instruction in selected skill areas. Focus is placed on assessment, diagnosis and remediation.

## **Assessments and Evaluations**

A comprehensive student evaluation and assessment program is carried out in the elementary school. Student progress is monitored through a wide variety of measures including but not limited to teacher observation, daily work results, demonstrations by the student(s), unit tests, standardized tests and teacher designed evaluation instruments. In the area of reading, FAST and benchmark assessments are given 3 times a year to all K-6<sup>th</sup> grade students. AVMR math assessments are completed 3 times a year to determine math needs. STAR reading and math assessments are also given several times a year to elementary school students. This data is used to provide tiered services for the Response to Intervention (RtI) program. Also, the state requires the MN Comprehensive Assessment test (MCAs) in 3<sup>rd</sup> through 6<sup>th</sup> grade.

A report of your student's academic progress will be posted in ParentVue/StudentVue's "Report Card" section 3 times during the school year at the end of each Term. Term 1 Essential Skills will serve as a baseline at the beginning of the school year and be completed prior to Fall Conferences. Term 2 Essential Skills will be completed at the end of Semester 1 - January 19, 2024. Term 3 Essential Skills will be completed at the end of the school year. Report cards will be available online ONLY throughout the school year. If you wish to have a printed copy of your child's report card, please request a copy in the elementary office.

Parents are encouraged to check their child's attendance, grades, discipline incidents, etc. at any time online using ParentVue. Students may also check their online information and are encouraged to check it often. Please contact the school office for more information and account access information.

### Field Trips

Actual experience is an important part of the learning process. For this reason, field trips are part of the curriculum and recommended for students. Organizing and arranging for field trips is done by the elementary teacher and approved by the principal. Every precaution is taken for student safety and an adequate supervisory ratio is achieved in keeping with the event and the place visited. Occasionally teachers may request parent/guardian volunteers to assist during field trips. Background checks will be required for volunteers. The background check form that should be completed a week in advance can be found at: [https://drive.google.com/file/d/110H8hRgWOYlj\\_1Qs32yZ3LjhKYhiIIGm/view](https://drive.google.com/file/d/110H8hRgWOYlj_1Qs32yZ3LjhKYhiIIGm/view)

### Grading Scale:

Key:		What does that mean?
E	Exceeds	Student was able to consistently go above and beyond the standard's expectation in depth of knowledge, fluency, and/or independently apply/connect the standard to other areas.
M	Meets	Student consistently demonstrates mastery of the knowledge and/or skills expected at this grade level for this standard.
PM	Partially Meets	Student was not able to fully meet grade level expectations in the standard. This might include

		independently understand the standard, fluency, or apply the concept to other areas.
DM	Does not meet	Student was not able to meet the expectations of the standard at this time.
Blank	Item was not evaluated at this time.	This standard was not assessed during this grading period or there is not enough information at this time. Some standards will be evaluated once per year such as Essential Skills and other more developmental skills that are continually worked on throughout the school year will be evaluated each term.
NA	Not Applicable	This will be used on a limited basis. An example of when this might be given would be when a student moved into the district and they were not in attendance when that standard was covered and assessed.

**Homework**

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks for parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. Set aside a regularly scheduled time at home each evening for homework. If your child does not have specific assignments for that day, use the time for some extra reading or online academic resources to maintain your nightly homework routine.

**MDE Testing Opt-Out**

Minnesota Statutes, section 120B.31, subdivision 4a, student participation requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. The Parent/Guardian Guide to Statewide Testing document provides some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available on the school website at [https://drive.google.com/file/d/1WRubwBWYG3MneQytCsA11LQjtB\\_HF\\_Im/view](https://drive.google.com/file/d/1WRubwBWYG3MneQytCsA11LQjtB_HF_Im/view) or at the end of this handbook.

## **Promotion and Retention**

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

## **Parent Right to Know [\*]**

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

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

## **Standards Based Report Cards -- Grading for Learning**

Breckenridge Elementary Schools are assessed using a Standards Based Report Card.

**What is grading for learning?** Grading for learning is designed to communicate a child's progress toward mastery of specific learning standards. The Minnesota K-12 Academic Standards establish high and challenging performance expectations for all students. They describe what students should know and be able to do, and serve as the basis for the Breckenridge Elementary School's curriculum, instruction and assessment model. Your child will be scored based on the level at which they demonstrate proficiency of the standard, rather than how he/she performed in comparison to other students. The focus is on evidence of learning, not on compliance or the accumulation of points. Grading for learning allows teachers

to provide families with a more thorough explanation of what skills and concepts are needed in order for students to show proficiency in the standard. It, also, enables teachers to better understand a student's current level of performance on a standard and how to best support the next instructional steps in the learning progression.

**Want to know more?** Please contact your child's classroom teacher or the elementary principal for more details! Together we can support a stronger partnership for learning among all stakeholders in our school community.

## **PART III — RULES AND DISCIPLINE**

### **Attendance [\*\*]**

#### **ABSENCE POLICY (#503) FOR ATTENDANCE INCL. TARDIES/TRUANCY/APPROVED AND UNAPPROVED ABSENCES**

##### **Purpose**

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

##### **Responsibilities**

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

2. Parent or Guardian's Responsibility - It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student's absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise. **Parents are responsible to notify the school at 218-643-6681 by 9:00 a.m. on the day of the absence. If the parent does not call the office, we will attempt to call the parents after 9:00 a.m. to determine the whereabouts of the absent child. If you know in advance of a planned absence, a written note or phone call to the office prior to this absence is appreciated. There is an answering machine available at school 24 hours a day.**

A student returning to school after an absence needs a written excuse signed by his/her parent/guardian or an e-mail from the parent is also acceptable.

## **Excused Absences**

To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. The following reasons are valid and should be used by parents and students as guidelines:

1. Illness of the student.
2. Serious illness or death of a member of the student's immediate family. Immediate family includes parents, siblings, and grandparents.
3. A death or funeral in the student's immediate family or of a close friend or relative.
4. Medical, dental, or orthodontic treatment, or a counseling appointment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction not to exceed three hours in any week.
7. Physical emergency conditions such as fire, flood, storm, etc.
8. Official school field trip or other school-sponsored outing.
9. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
10. Family emergencies.
  - a. Seasonal farming emergencies.
11. Active duty in any military branch of the United States.
12. A student's condition that requires ongoing treatment for a mental health diagnosis.

**All other reasons for absences will be deemed unexcused.**

## **Truancy**

Absence from school without parent's/guardian's or school's permission is truancy. Elementary students will be considered tardy (excused or unexcused) up to 1 hour after the school day has started. If they are more than 1 hour late, they will be considered absent.

## **EDUCATIONAL NEGLECT AND TRUANCY REPORTING PROCEDURES**

Students that reach 8 unexcused tardies and/or partial day absences will be sent a warning letter and a conference (via phone or in person) with administration, parents, and the child will be held to determine a solution for the tardies/absences. Wilkin County Family Services may also be notified at this time, depending upon the cause of the tardies/absences. Students that reach 14 unexcused tardies and/or partial day absences will be reported to the Wilkin County Attorney for Educational Neglect.

An Educational Truancy/Neglect warning letter will be sent when a student reaches 5 unexcused absences. A conference with administration, parents, and the child will be held to determine a solution for the absences. Wilkin County Family Services may also be notified at this time, depending on the cause of the absences. Students that reach 7 unexcused absences will be reported to the Wilkin County Attorney for Educational Truancy/Neglect.

### **PERMISSION TO LEAVE SCHOOL**

Parents are required to send a note with the student or call the office to confirm an appointment their child may have during the school day. The student will then be excused to leave the building. All students are required to check out and indicate the time of their departure and their destination. Upon returning to school after an absence, the student will again report to the office and sign back in and indicate the time of their return to school.

### **Bullying Prohibition [\*\*]**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property, at school-related functions, and by misuse of technology. For detailed information regarding the school district's Bullying Prohibition Policy 514, please see the school website or request a copy from the district office.

#### **Definition of Bullying:**

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.

#### **State of Minnesota Definition of Bullying:**

- A. Bullying is intimidating, threatening, abusive or hurtful conduct
- B. It is objectively offensive AND
- C. The conduct involves an imbalance of power and is repeated OR
- D. The conduct materially and substantially interferes with a student's education or ability to participate in school activities.

#### **Our School's Anti-Bullying Rules**

- 1. We will not bully others.
- 2. We will try to help students who are bullied.
- 3. We will try to include students who are left out.
- 4. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

### **Bus Conduct & Consequences [\*\*]**

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses. The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus. Decisions regarding a student's ability to ride the bus in connection with co curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district.

Rules at the bus stop (Policy #709):

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

Rules on the bus (Policy #709)

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.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures.

District Transportation Discipline Policy

The following discipline policy will be used when a student is reported by a driver for failing to obey the transportation rules of conduct:

1. Upon first violation, a conference will take place with the student and school administrator. The transportation director and bus driver may also be a part of this conference. Parents will receive a telephone call and a written report will be documented in ParentVue.
2. Upon second violation, a parent conference will take place with the parent, student, bus driver, transportation director and school administrator in attendance.

3. Upon the third and subsequent violations, the parent will be notified and the student will lose the privilege of riding on the school district's transportation system for one week.

\*Serious misconduct, or discipline problems reported during the last week of school are not subject to the procedural sequence of this policy.

## Cell Phones and Other Electronic Devices



Students are prohibited from using cell phones and other electronic devices from 8:00 a.m. to 3:15 p.m. Students also are prohibited from using a cell phone or other electronic device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic 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. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to confiscation of the phone by school staff. Repeat offenders may be required to have parents/guardians personally pick up the confiscated phone. In addition, a student's cell phone or electronic device, if applicable, may be turned over to law enforcement.

## Discipline System [\*\*]

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law.

When corrective actions taken by the classroom teacher have failed or the rule infraction is of serious nature, the incident shall be referred to a principal for investigation and action. The severity of the consequences applied by the principal depends on several factors: 1) the seriousness of the offense, 2) the previous disciplinary record of the student, and 3) developmental age of the student.

A discipline incident report will be recorded in ParentVue for offenses that meet the criteria. School Administration may exercise discretion as to the consequences for the student's actions. The principal shall be responsible for seeking the assistance of counselors, social workers and other professionals to help students correct their behavior problems.

The following flow chart will be used to provide corrective action for students who are disruptive to the school climate and culture. Breckenridge Elementary wants to approach misbehavior as a lack of skills vs. a lack of will. With that in mind, the flow chart below has been designed to provide support, skills training and restitution for a student's behavior.



# Breckenridge Elementary Behavior Flow Chart

*Breckenridge Pride...Inspiring to Excel*



Ongoing teaching and strategies to encourage appropriate behavior and building of relationships:

- Promote Breckenridge Pride
- Proactively Teach Behavior Expectations
- Specific Praise
- Preventative Prompts
- Individual Reinforcers
- Collaborative Problem Solving - teach lagging thinking skills.

**Inappropriate Behavior Occurs**

**Breckenridge Core Values:**  
Empathy  
Integrity  
Respect  
Responsibility

**Informal CPS**

**Tier 1**

**Step 1:**  
-Privately ask the student which core value they are not meeting  
-Try to find the antecedent  
-Teach the student the skill they need to meet the expectation.

**Step 2:**  
-Privately ask the student which core value they are not meeting  
-Try to find the antecedent  
-Reteach the student the skill they need to meet the expectation.  
- Contact parents if you feel it is necessary

**Step 3:**  
-Teach the student which core value they are not meeting  
-Contact parents  
-Document as a minor in Synergy

**Staff (Minor)**

**Administration (Major)**

- Inappropriate Language
- Physical Contact
- Disrespect
- Defiance w/o a safety concern
- Disruption
- Property Misuse
- Work refusal
- Cheating

- Safety of students and/or staff
- Anything sexual
- Weapons
- Alcohol/Drugs/Tobacco
- Vandalism
- Stealing
- Bullying
- Harassment
- Habitual "minors"

**Tier 2**

**Next Steps:**  
1) Document as MAJOR in Synergy  
2) Collaborative Problem Solving  
3) Restitution or Restorative Justice may include a Structured Detention

**Tier 3**

Possible referral to T.A.T for further review, interventions, and assessment.

- Steps to Specific Error Correction**
1. Respectfully address the student
  2. Describe the inappropriate behavior
  3. Describe expected behavior
    - a. Tie into Breck Pride
  4. Redirect back to appropriate behavior
    - a. Have student practice desired behavior
- Note: Do this privately if at all possible*

- Tips for a Great Day!**
- Remind students of Breckenridge Pride
  - Reinforce students frequently for meeting expectations (4 positives to 1 correction)
  - Hold students accountable for not meeting expectations (privately)
  - Celebrate successes!

Questions? Reach out to Mrs. Erickson or Mr. Christensen

## **Suspension**

Suspension is assigned for students that are a danger to themselves or others. Suspension can be in-school or out of school at the discretion of the administration. Suspensions do not count against the school's attendance policy. Students absent from school the day of their in-school suspension will be responsible to make up their suspension on the next available day they are in school.

## **Suspension Procedures**

1. While serving in-school suspension (ISS), a student will be assigned to a designated area. All other rules pertaining to conduct in designated area are applicable.
  - a. Parent(s)/Guardian(s) will be notified of the in-school suspension for their child via a phone call or conference meeting at the school. The incident will be documented in Synergy.
2. A student serving out of school suspension (OSS) must remain off of school property. An OSS student is not allowed to attend extra-curricular events or use any of the facilities on the days of suspension including the day of and OSS assigned days.
  - a. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony will be mailed to the parent. A conference to discuss the incident may be required in certain circumstances.
  - b. A school administrator shall prepare and enforce an admission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil's behavior, including completing a character education program, consistent with section 120B.232, subdivision 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.
  - c. In the event a student is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to persons or property around him or her; the written notice shall be served either personally or by certified mail upon the pupil and his or her parent or guardian within 48 hours of the suspension.
3. No suspension from school shall be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to him/herself or to property around the student.

## **Dress and Appearance**

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- Disruptive to the normal operation of a classroom.
- Clothing or shoes must not be such as to cause damage to school property (for example: steel cleats on shoes).
- Clothing, buttons or insignia may not be worn if the message is intended to mock or provoke others because of race, religion, national origin or is contrary to school policy.
- Clothing, buttons or insignia which display obscenity, advertise alcohol, drugs or smoking or promote its use may not be worn.
- Students must wear shoes at all times while attending school.
- Students are not allowed to carry backpacks with them throughout the school day.

If the administration or staff member believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day.

## **Drug-Free School and Workplace**

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

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with the school district's Student Medication Policy 516. The school district will provide an instructional program in the elementary and secondary school on chemical abuse and the prevention of chemical dependency.

## **Harassment and Violence Prohibition [\*]**

The school district strives to maintain a learning and working environment that is free from and prohibits harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

If any words or action make you feel uncomfortable or fearful, it is important that you report it immediately. This will allow an investigation to take place so appropriate action by the school can be taken. A harasser may do the following:

1. Name calling, jokes, or rumors
2. Hazing
3. Pulling on clothing
4. Graffiti
5. Notes or cartoons
6. Unwelcome touching
7. Offensive or graphic posters or book covers
8. Any words or actions that make you feel uncomfortable, embarrassed, or hurt.

Individuals found to have engaged in acts of harassment or other acts that create a hostile environment based on disability, or any other protected characteristic, will be promptly disciplined pursuant to the district's discipline policy. If circumstances warrant it, such discipline may include suspension and expulsion for students. For a complete copy of School Board Policy 413 Harassment and Violence or Policy 525 Violence Prevention can be requested at the district office.

## **Hazing Prohibition [\*]**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's Student Discipline Policy 506. For detailed information on the school district's Hazing Prohibition Policy 526, contact the district office or the school website.

## **Internet/Technology Acceptable Use**

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. A copy of the school district's Internet Acceptable Use and Safety Policy 524 is available at the district office or school website.

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

## **Noon Recess**

Noon supervisors conduct elementary noon recess. All students are expected to go outside for recess when the temperature or wind chill is zero degrees Fahrenheit or above. This means students must have appropriate attire for outdoors. For example, students should have boots, snow pants, hats, mittens, etc. When the weather is not conducive to going outside, games and activities will be in the gymnasium or other indoor area.

Discipline concerns will be directed to classroom teachers and/or the administration.

Illness Procedure: Students will be expected to participate in noon recess wherever it is held unless parents/guardians provide a written excuse.

### Breckenridge Elementary Noon Hour Rules

- Be Respectful
- Be Responsible
- Be Active
- Be Safe



1. Stay inside the fence.
2. Use playground equipment safely.
3. Food and drinks are not permitted on the playground.
4. Do not throw or kick rocks, snow, ice, or any other potentially unsafe objects.
5. Bullying is not permitted.
6. No physical contact fighting, play fighting, or rough, aggressive behavior.
7. Stop playing when the whistle is blown to come in.

## **Parking on School District Property**

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

## **Tobacco-Free Schools [\*\*]**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related device, or electronic cigarette in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's Tobacco-Free Environment Policy 419, contact the district office or school website.

## **Weapons Prohibition**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district takes a "zero tolerance" position in regard to the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the School Weapons Policy 501, contact the district office or school website.

## **PART IV — HEALTH AND SAFETY**

### **Accidents**

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

### **Asbestos Management Update [\*]**

The school district has developed an asbestos management plan. A copy of this plan can be found in the district office and is available on the district's website.

### **Crisis Management**

The school district has developed a crisis management plan and uses an emergency response tool called CrisisGo. Each school building has its own building-specific crisis management plan. The plan addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans, located in each room, include evacuation procedures.

### **Health Information**

#### **First Aid**

The elementary office is equipped to handle minor injuries requiring first aid. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation. The elementary office staff consult with a public health nurse, as needed, for any medical support. The district has installed automated external defibrillators (AEDs) in the south gym hallway and outside the lunchroom/teacher's lounge. Tampering with any AED is prohibited and may result in discipline.

#### **Communicable Diseases/Health Concerns**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school secretary or principal so that other students who might have been exposed to the disease can be alerted. This would include significant health concerns such as but not limited to asthma, seizure disorder, allergic reactions or medications that are given at home that could affect your child's behavior/attention in school (i.e. allergy medication, antibiotics, and so on).

## GUIDELINES FOR WHEN STUDENTS CAN RETURN TO SCHOOL

The following guidelines will be used to assist in determining if a student will remain in school or if the parent/guardian will be contacted to have the student sent home from school.

Fever/ill symptoms – A student with a temperature of 100.1 degrees or more will be sent home. The student can return to school 24 hours after temperature returns to normal and when ill symptoms no longer exist.

Vomiting/diarrhea – If a student has an episode of vomiting with other ill symptoms, the student will be sent home. The student can return to school 24 hours after last episode.

Sore throat/earache – If a student has complaints of sore throat or earache, accompanied by a temperature of 100.1 degrees or greater, the student is to be sent home and referred for medical follow up. The student can return to school after the child has been on an antibiotic for 24 hours (if strep throat) or when symptoms disappear. If the student has no temperature and no previously identified problems but has drainage from the ear and ear pain, the parent will be contacted to make them aware of the situation. It will be the parent's responsibility to determine if medical follow up is necessary. The child may remain in school.

Head lice – If a student has an identified case of head lice, including nits, the student will be sent home immediately for treatment. Students should be treated with the lice remover shampoo and all nits should be combed out thoroughly. Students will be rechecked upon returning to school.

Pink eye (with pus) – If a student has extreme redness of the eyes accompanied by itching and pussy drainage from the eye, the student is to be sent home/referred for medical follow up. Students can return to school 24 hours after treatment with appropriate eye drops.

Skin rashes - Students can return to school after the symptoms disappear, or when the rash is self-contained, non-draining, or covered.

Cold sores and common cold – Students can be in school (unless accompanied by a temperature or other symptoms).

Impetigo – Home 24 hours with salve – if spreading, student will need to be home longer and on medication.

If your child becomes seriously ill or is injured at school, every effort will be made to contact you or the emergency number you give. In an emergency, it may be necessary to have your child treated by a physician or taken to the hospital.

Keeping children home when they are sick helps keep students healthy in the long run. Parental cooperation is appreciated.

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

Students who become sick at school should notify their classroom teacher. The school health aide will contact the parents/guardians to arrange for students who get sick at school to go home early. **If your child goes home sick for any reason during the school day, they are not allowed to return to school for any reason that day, including school activities in the evening.**

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. Please call the elementary school office as soon as you know your child will not be in school. An answering machine will be available for these messages after school hours.

Vision and hearing screenings, along with scoliosis screenings are offered to students. School staff administers all medications. Under no circumstances are students to have in their possession any medication, prescription, or over-the-counter drug.

### **Immunizations**

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

### **Medications at School During the School Day**

The school district acknowledges that some students may require prescribed drugs/medication or over-the-counter drugs/medication during the school day. A ***Prescription Medication Authorization Form OR Over-the-Counter Medication Authorization Form*** is available from the elementary school office or on the school website. The appropriate form must be filled out and returned to the school if your child is taking any medication that must be given during the school day. All medications must be provided in the original labeled container and will only be administered to a student according to physician's orders and/or parent/guardian consent.



Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized

Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). The school district is to be notified of any change in a student's prescription medication administration.

Please forward any questions regarding specific medications and its use to the school office at 218-643-6681. These forms must be completed once a year and/or when a change in the prescription or requirements for administration occurs.

### **Opioid Antagonist**

A school district must maintain a supply of opiate antagonists, as defined in section 604A.04, subdivision 1, at each school site to be administered in compliance with section 151.37, subdivision 12. Each school building must have two doses of nasal naloxone available on-site.

### **Suicide Prevention Information**

Minnesota's suicide prevention and mental health crisis service is available 24 hours a day, seven days a week. People can call, text, or online chat 988 to connect to the Minnesota Suicide Prevention and Crisis Lifeline Centers. You can also contact the local Mobile Mental Health Crisis Response team at 1-800-223-4512. They are also available 24 hours a day, 7 days a week.

### **Pesticide Application Notice [\*]**

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting Jim Grawe, Elementary Building Head Custodian.

### **Breckenridge School Policy Statements and Annual Public Notices**

The following school policy statements and notices can be found online at [isd846.org](http://isd846.org) or are available in print at the district office.

Policy 102 Equal Educational Opportunity

Policy 413 Harassment and Violence

Policy 419 Tobacco Free Environment

Policy 501 School Weapons

Policy 503 Student Attendance

Policy 506 Student Discipline

Policy 514 Bullying Prohibition Policy

Policy 515 Protection and Privacy of Pupil Records

Policy 516 Student Medication

Policy 520 Student Surveys

Policy 521 Student Disability Nondiscrimination  
Policy 522 Student Sex Nondiscrimination  
Policy 524 Internet Acceptable Use and Safety  
Policy 525 Violence Prevention  
Policy 526 Hazing Prohibition  
Policy 534 Unpaid Meal Charges  
Asbestos Notification  
Notice Concerning Use of Pesticides

**The following forms can be found online at - <https://bhs.isd846.org/en-US/forms-dcc56f32>**

- Roller Skating Permission Form
- Over the Counter Medication Authorization Form
- Prescription Medication Authorization Form
- Consent to Release Private Data
- Health Information Sheet
- School Bus Waiver Form
- Parent/Student Technology Use Agreement
- Opt-Out Form
- New Student Enrollment Packet
- Volunteer/Field Trip Chaperone Background Check
- Mental Health Referral Form

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. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school. *To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.*

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

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

### Please initial to indicate you have received and reviewed information about statewide testing.

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the MDE Website ([education.mn.gov](http://education.mn.gov) > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

\_\_\_\_\_ MCA/MTAS Reading                      \_\_\_\_\_ MCA/MTAS Science  
 \_\_\_\_\_ MCA/MTAS Mathematics              \_\_\_\_\_ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

**I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."**

**If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State**

college or university.

Parent/Guardian Name (print)

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

To be completed by school or district staff only. Student ID or MARSS Number \_\_\_\_\_

## Acknowledgement Form

We have received a copy of the 2022-23 Student Handbook for the Breckenridge Elementary School.

---

Student Printed Name

---

Student Signature

---

Parent/Guardian Printed Name

---

Parent/Guardian Signature

---

Parent/Guardian Printed Name

---

Parent/Guardian Signature

---

Date



# STUDENT- PARENT HANDBOOK

## Breckenridge High School (7-12)

### 2023-2024



# B



710 13<sup>th</sup> Street North  
Breckenridge, MN 56520  
(218) 643-2694  
[isd846.org](http://isd846.org)

This handbook belongs to:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/Town \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_  
Email: \_\_\_\_\_

#### **BRECKENRIDGE SCHOOL VISION STATEMENT**

“Breckenridge Pride...Inspiring to Excel”

#### **BRECKENRIDGE SCHOOL MISSION STATEMENT**

We are devoted to providing personalized learning through challenging, relevant, and dynamic experiences in a safe environment where mutual respect is fostered and innovative builders of the future are developed.

#### **BRECKENRIDGE CORE VALUES**

Responsibility, Empathy, Respect, Integrity

Dear Students, Parents/Guardians and Community Members:

The goal of the Breckenridge Board of Education, school administration, and the teaching and support staff is to create a 21<sup>st</sup> century environment where each student can be successful. Additionally, we strive to create an environment where everyone is respected and respectful, an environment where we can grow as people and as citizens of this country, an environment of commitment to and support for the Breckenridge Cowboy and Cowgirl tradition, and an environment of pride in achievement and excellence.

We believe in active classroom, inquiry-based learning, problem based learning and project based learning. Our students need to develop AGENCY throughout their time at Breckenridge high school. We have developed a Profile of a Graduate (<https://sites.google.com/isd846.org/breck-grad/home>)

Breckenridge High School's **STUDENT-PARENT HANDBOOK** is presented to all students and available online to parents. Its purpose is to promote understanding of school policy and practices. It also provides information on standards, expectations, resources and, in general, what is available to each Breckenridge student. This handbook is part of the school's commitment to provide communication and high quality education and life opportunities to all our students.

Parents/Guardians, we request your support and your input. Our continuous improvement is tied to your assistance. In the event there are any complaints or misunderstandings, please call and set up an appointment to discuss the situation. Our goal is to serve your student's educational needs. If you have any questions please call 641-4005 or email me at [ericksonc@isd846.org](mailto:ericksonc@isd846.org)

Sincerely,

Corinna Erickson  
K-12 Principal

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## I) General Student Information and School Procedures

### Absences

Absences must be called in by a parent/guardian on the day of the absence. Please call the High School before 9:00 am. Messages may also be left on the HS answering machine at any time.

### Sign In/Out

Parent/Guardian must communicate with the office before a student is allowed to leave the building during the school day. **When a student leaves or enters the building during the school day, they must stop in the office to sign in or out.**

### TEAM Time – Time for Extra Access and Meetings

Students will meet everyday (Monday-Friday) with an assigned teacher for 23 minutes. The purpose of this time is to provide students with time during the school day to complete and make up school assignments, student meetings and to enhance their academic/social learning. This time also allows students to sign out to meet with any teacher that they would like as long as it is set up in advance. TEAM Time will allow time for school organizations to meet with groups of students without interrupting the regular school day.

### School Day and Supervision of Students

During the school day, all students must have adult supervision. Students will not be permitted in the halls or other unsupervised areas during the school day without a pass from their assigned teacher or a pass from the office. Students in the halls repeatedly without a pass may be subject to disciplinary action.

School day is defined as the time from when a student gets on the bus in the morning or enters school district property by any mode of transportation to the time when a student gets off the bus at the end of the school day or when a student leaves the school grounds by any mode of transportation after the school day or after any school district sponsored activity.

### Student Assistance Team (S.A.T.)

This program deals with the prevention, intervention and follow-up regarding issues, which interferes with the individual student's potential to learn. S.A.T. addresses behaviors and assists in seeking solutions. Communication, self-awareness, problem solving, responsibility, self-discipline, choices, conflict resolution and mediation are some of the skills that S.A.T. will bring to students.

### Counseling and Guidance Services

This includes assistance with educational planning, interpretation of test scores, occupational information, career information, school and personal problem resolution. Counseling & guidance services also assist with state & national testing. Lessons are embedded into required classes to ensure that all students receive this curriculum.

### Psychological Services

The school provides a psychologist in the area of testing and counseling.

### Special Education

Trained staff are available to provide students who have learning, physical, or other handicaps with help and support needed to be successful in high school.

### **Tutoring**

Tutoring is a program to help students who are academically struggling. Counseling and administration can assist students and parents in connecting with tutoring services. These may be available before/after school or during TEAM Time. *Arrangement for this assistance can be made through the counselor's office.*

### **Community Services**

Psychological, family, crisis, chemical dependency, suicide, alternative education, abuse and other issue assistance programs are available. Counseling and administration can assist students and parents in connecting with community services.

### **Medication Authorization (Policy 516)**

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

A Prescription Medication Authorization Form is available from the high school office or on the school website. The form must be filled out, signed, and returned to the school if your child is taking prescription medication that must be given during the school day. All medication will be stored and given by school personnel in the HS office.

### **Opioid Antagonist**

A school district must maintain a supply of opiate antagonists, as defined in section 604A.04, subdivision 1, at each school site to be administered in compliance with section 151.37, subdivision 12. Each school building must have two doses of nasal naloxone available on-site.

### **Armed Service Opt Out – Juniors and Seniors only (Policy 515)**

We are required to release names, addresses and phone numbers of all junior and senior students to the Armed Services. Your child's name will be included on the list unless **an opt out form is returned to the high school office by September 30**. A new form must be filled out yearly. A form is available from the high school office or on the school website.

### **Student Directory Information Opt Out – All students (Policy 515)**

The Breckenridge School District may release student directory information for various purposes. Parents/guardians have a right to opt out of the inclusion of information about the student as directory information, photo/image, and student work. **If you wish to opt out, you must fill out and return an "Opt Out" form to the school no later than September 30 or ten days following the student's enrollment in the District.** A new form must be filled out yearly. A form is available from the high school office or on the school website.

**If an opt out form is NOT received by the school, we assume that you have granted permission for your child to be included in student directory information & student pictures, videos & student art/work.**

\*\*\*Public disclosure of student directory information may occur in many ways, such as:

- School yearbooks (including photos)
- Team rosters and class lists
- Graduation, theater, athletic and music programs
- Video performances, school activities and athletic events
- Articles about school activities and athletic events
- School honor roll, scholarships and other awards
- Releases to media

### **Publishing of Pictures, Social Media, Videos & Student Art/Work in Schools:**

Photographs of students and school activities may appear in various District materials, including the District's website ([isd846.org](http://isd846.org)), newsletters, yearbooks, brochures, social media etc. Student work may also be publicized.

Student directory information may include, but is not limited to:

- Student name and address
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Honors, awards, & degrees received
- School & grade level
- Previous educational agencies or institutions attended by the student
- Photographs, videos and other similar information

### **Complaints**

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

### **Student Surveys (Policy 520)**

Throughout the school year, students may be asked to take school surveys, student surveys, college/career readiness surveys and other types of personal surveys for the benefit of data. Taking these surveys is OPTIONAL **A Public Notice of data collection is given or included with our Policy 515.**

### **Emergency School Closing**

School may be canceled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early as possible. The School Messenger System will be used to notify parents of a change in the regularly scheduled school day. Weather related school closings or delays are announced over KBMW radio & TV, KVLV11, WDAY6, KVRR15, KXJB4 and Facebook. Be sure to have your ParentVue contact information updated for these important announcements. Contact the school office if you need assistance getting these notifications.

**Flexible Learning Days** - The school district will utilize Flexible Learning Days when school is canceled due to weather related emergencies. By law, we are allowed to use up to 5 Flexible Learning Days per school year. Watch for updates and expectations from classroom teachers on those days.

### **Equal Access to School Facilities**

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

### **Fees**

Breckenridge High School requires user or participation fees in the following areas:

1. School owned musical instruments
2. Combination lock (Refundable at the end of the student's senior year or withdrawal from school)
3. Admission and meals on certain field trips
4. Fan buses
5. Athletic activity participation (which includes individual and family caps)
6. Non-athletic activity participation
7. Classroom projects may have fees or materials required (No waivers available)
8. Drivers Ed including Classroom & Behind-the-Wheel (No waivers available)

**\*\*\*Note: Forms are available in the HS office to apply for waiver of participation fees.**

### **Fire Drills/Building Lockdowns**

Fire drills are practiced at random times during the year. When the alarm sounds all students are to follow the directions of the teacher and proceed in an orderly manner to the predetermined exit. The building exit for each classroom is posted in the classroom. Building lock downs are also practiced at random times during the year. These drills should be taken seriously and practiced without incident.

### **Books/Chromebooks & Other school property**

Books, Chromebooks & other school property are provided to students at no cost, other than repair or replacement for lost or damaged property

### **Student Publications and Materials (Policy 512)**

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

### **Distribution of Non School-Sponsored Materials on School Premises (Policy 505)**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Non School-Sponsored Materials on School Premises by Students and Employees."

### **School-Sponsored Student Publications (Policy 512)**

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

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

### **Student Records (Policy 515)**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more complete information on the rights of parents/guardians and eligible students regarding student records, please see Policy 515. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at ***the Breckenridge School district office.***

### **Age of Majority (18 Year Old Students)**

MN Statute 120.06 states, "The Board of Education of any school district shall provide free educational services to any person between the ages of 18 and 21 years and may require that person adherence to rules and regulations applicable to students under 18 years of age". At Breckenridge High School, our policy states that **all students, regardless of age, must adhere to the same rules and regulations.** Persons between the ages of 18 and 21 must follow the same regulations as those students under age 18. Students 18 years old and older must provide legal emancipation documentation to the school from the courts in order to be allowed different application of the rules and regulations. For example, the school requires that students 18 years and older must provide parental verification of absences

### **Lockers (Policy 502)**

Students will be assigned to a locker. Students are encouraged to have locks for both regular and locker room lockers. Students may rent a lock from the school for \$7, which may be refunded at the end of the student's senior year or withdrawal from school. Locks may be cut from lockers or the locker room in the event of an emergency.

Lockers are "on loan" from the school to the student. Lockers should be kept clean and neat, both inside and out. Lockers should contain no pictures, posters, etc. that promote or advertise tobacco, alcohol, or drugs. Sexually explicit pictures or messages or other contents that are offensive or in bad taste are not permitted in lockers. The school will not be responsible for lost or stolen property. Students may not "switch" lockers with other students. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

### **Riding a School Bus**

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses. The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus. Decisions regarding a student's ability to ride the bus in connection with co curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district.

#### Rules at the bus stop (Policy #709):

1. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver 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 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 (Policy #709)

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.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures.

### District Transportation Discipline Policy

The following discipline policy will be used when a student is reported by a driver for failing to obey the transportation rules of conduct:

1. Upon first violation, a conference will take place with the student and school administrator. The transportation director and bus driver may also be a part of this conference. Parents will receive a telephone call and a written report will be documented in ParentVue.
2. Upon second violation, a parent conference will take place with the parent, student, bus driver, transportation director and school administrator in attendance.
3. Upon the third and subsequent violations, the parent will be notified and the student will lose the privilege of riding on the school district's transportation system for one week.

\*Serious misconduct, or discipline problems reported during the last week of school are not subject to the procedural sequence of this policy.

### **Lunch Program (Policies 533 and 534)**

Our school provides healthy meals each day. School breakfast and lunches are free for all students this year, ***BUT...We still need you to complete the Free/Reduced lunch form for your family.*** This is very important as other funding from the state/federal government and grants depend on the number of families that are eligible under those guidelines. Contact either office for details on the lunch application or to pick up a paper version. Doing the online version is encouraged and can be found at <https://www.lunchapplication.com/>

Parents/students are responsible for keeping sufficient funds in their account(s) for second chance breakfast, ala carte, or seconds at lunch. Lunch balances may be monitored on ParentVue and StudentVue. Electronic deposits may be made at the school web store [isd846.org](http://isd846.org) . Electronic deposits must be made before 11:00 AM in order for funds to be available that day.

Student in grades 7 through 10 that leave campus without a parent/guardian during lunch will be subject to disciplinary action. Juniors and Seniors are allowed to leave the building for lunch.

### **Zero Hour/Online Courses:**

Students who have Zero Hour or online courses on their schedule have specific expectations to follow during those periods. All students in grades 9 through 12 are required to stay on campus and in the school building during the specified period on their schedule. In the event that a student is excused, the student would be required to sign out/in at the High School Office. Students required to stay in the building should remain in the Media Center or in a location deemed appropriate by school administration.

Students in grades 11 and 12 may leave campus to attend an in person college class, but students doing so would be required to sign out/in at the High School Office each time they leave the school building. Students will not be allowed to loiter in the parking lots or be on campus unless in a designated area, including the Media Center or other appropriate locations determined by school administration. Students who violate school policies during these specific blocks may be assigned to be in a specific location. Any student in grades 9-12 who is not considered to be in “good standing” in any of their classes may be assigned to a specific location.. Good standing is determined by passing grades in ALL classes, attendance and behavior standards.

#### **Zero Hour:**

In order to accommodate specific course sections that are offered to students, a student may have a “Zero Hour” class that would meet from 7:38am-8:25am. A student with a “Zero Hour” course may receive an open class period at some point during the day. Junior and Senior students choosing to leave during an open period due to a Zero Hour would be required to sign in and out of the school office.

#### **Working Lunch:**

Students who are consistently late with their school work may have a “working lunch” assigned to them. Students will get their lunch and then go to a designated area to get caught up with their homework. This may be assigned by administration.

#### **Chromebooks: See Chromebook Procedures and Information Handbook**

Each student in grades 7-12 will have the option to receive a Chromebook for school use. The purpose of the Chromebook is to increase students’ productivity in and outside of the classroom, to capitalize on a plethora of educational resources, facilitate mobile learning, and promote leadership in one’s own learning. **The Chromebook is an educational device which is owned by the school district and shall be used as such.** Each student and the parent receiving a Chromebook will be required to sign and complete a user agreement to be kept on file with the tech department.

#### **Chromebook Insurance (Optional)**

Families are encouraged to purchase the following optional insurance coverage from District 846. At a rate of \$25 per year per student (\$65 annual family cap), any and all **accidental damages** will be covered by the policy. Students and families choosing to waive the optional policy would be subject to full repair cost for any damage to a leased chromebook.

- This does not cover Loss, Theft, or Intentional Damage to a chromebook.
- Claims should be filed with the Technology Coordinator within 7 days of the incident.
- Payment can be made on SchoolPay or at the school office between July 1 and October 1 (enrollment deadline) of the applicable year. Families enrolling within the school year must enroll within 2 weeks of their first day of classes.

## **Electronic, Video, and Communication Devices**

**Teachers will have designated spots in their classroom for all mobile devices.**

Electronic devices, including cell phones, are allowed in the school building before, after school and during lunch. Students that choose to violate the teacher's classroom rules will be subject to disciplinary action.

During designated times outside of class time during the school day, students may be allowed to use their mobile device. When students are allowed to use their mobile device's camera function to capture memories/events during the school day and at school activities, these pictures or videos **ARE NOT allowed** or to be utilized or posted on websites such as Facebook, Snapchat, Instagram, etc without consent of the individuals. **Students MAY NOT** live stream in class or during the school day from 8:15am-3:30 pm and on school transportation. Any picture taken during the school day must have approval from the students in the photo and their parent/guardian. **All reported violations of this procedure will be handled based upon Policies 413, 514 and 526: Harassment, Bullying and Hazing.**

***\*\*\*Note: It is against school rules to videotape, stream live or take pictures of another student/faculty member or school employee without their knowledge. If such behavior occurs, students will be subject to school discipline.***

### **Telephone Use**

A telephone for local calls is provided outside the High School office for student use.

### **Pledge of Allegiance (Policy 531)**

Students at Breckenridge High School will recite/listen to the Pledge of Allegiance as a sign of respect for their country. Students will be required to show proper respect for themselves and others during the Pledge.

### **Parent Volunteers**

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school building or classroom, parents/guardians should contact the building principal. Parents/guardians who visit the school should sign in at the high school office before entering a classroom. For more information, contact the high school office.

## **II) Academic and Curriculum Information**

### **Curriculum and Curriculum Procedures (Policy 606, 616, 618)**

#### **Academic Lettering**

Students may qualify for a Breckenridge High School Letter starting with their completion of 10<sup>th</sup> grade. The requirement for an academic letter is to carry a composite Grade Point Average (GPA) of 3.5. Once a letter and lamp are awarded, students may receive a bar for their second and third year of earning a 3.5 GPA. Students who qualify for an academic letter, lamp, or bar will be recognized each year.

#### **College or Vocational-Technical Visits (Gr. 10,11,12)**

Students are encouraged to make college and vocational school visits. If you use school time for your visits you must use the following procedure:

1. Make an advance appointment with the school admissions office. The guidance and counseling office will assist you with this.
2. Forms and information can be obtained from the counselor.
3. A college or Vocational visit is considered an excused absence.

### **Communication of Discipline and Grading**

Breckenridge High School will make every effort to communicate effectively and often with parents regarding school issues, especially grading and student progress. We will provide the following:

1. Parent-Teacher conferences scheduled twice each year. Student Showcase Nights are scheduled twice a year.
2. Ineligible Notices every three weeks, for failing or ineligible students.
3. Special Education Staffings.
4. **Academic meetings:** Before a student can fail a quarter or semester course, at least 3 conversations with the parent/guardian need to be given. The 3<sup>rd</sup> communication will be a meeting between students/parent/teacher/counselor and administration. All communication in regards to academics and failure will be documented to meet this guideline.
5. **Discipline/Agency meetings:** If a student is removed from any class 3 times during a semester, a parent/student/teacher and administration meeting will occur after the 3<sup>rd</sup> removal and for every removal after the 3<sup>rd</sup> removal. A discipline/classroom behavior discussion will occur with input from multiple sources.

Return communication from parents / guardians and students that we request, include:

1. Attendance at any meetings in regards to academics or discipline
2. Early notification of planned absences; vacations, working for parents, etc.
3. Phone call notification (643-2694) before 9:00am of unplanned absences; illness, emergency, etc.
4. Homework requests for absent students should be made directly to the teachers by 10:00 am
5. Change of status; address, family changes, multiple addresses, email, etc.

### **ParentVUE/StudentVUE: Breckenridge High School Student Information System**

It is important we have current contact information for all parents/guardians/students. Please review student and family information on **ParentVue on the school website at [isd846.org](http://isd846.org) and update information as needed. If you do not have electronic access please contact the office and we will assist you.**

Students and parents can login to ParentVue/StudentVue to view many items including: CALENDAR for homework and missing assignments, ATTENDANCE, CLASS SCHEDULE please bring a printed copy the first day of school, DISCIPLINE including incident details and scheduled detention dates, GRADE BOOK for current grades and missing assignments, HEALTH information and immunizations record, SCHOOL INFORMATION for staff email addresses, STUDENT INFORMATION please review and update parent and student information before school starts, LUNCH ACTIVITY and balance. If you have questions or need help logging on, please contact the High School office at 643-2694.

**\*\*\*NOTE: ParentVUE/StudentVue may be disabled if:**

- Students owe a fee (ex. Activity fee, class fee, band rental, etc.)
- Owe lunch money
- Have an overdue library book
- Have not returned a school uniform, equipment, etc.

A variety of automatic alerts can be set up to automatically go out to parents through ParentVue. Parents must set up these automatic alerts in their ParentVue account. Alerts can be set up for missing/failing grades, absences, discipline incidents, etc. It will be important to have your email address updated in the system as well so these alerts and other e-mailed information goes to the correct email address. This includes instant alerts for weather related emergencies and other notifications.

**Excellence in Education Program**

Breckenridge High School recognizes students who achieve academic excellence, combined with good citizenship, leadership, and a respect and concern for others. Each teacher has the opportunity to nominate one or more students per quarter. These students are recognized with a certificate, a reward party or other reward, and an opportunity to win a \$50.00 Savings Bond.

**Graduation Requirements: Policy 613**

All students must attempt 7 credits per year. Credit requirements for graduation are 24 credits (MN graduation credits). All credits include required and elective credits. *For a copy of the graduation requirements for a particular graduating year, contact the High School Office.*

High School Level Courses Required for Graduation		
Subject Area	Credits	Explanation
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Math	3.5	Algebra I is required by the end of eighth grade. Algebra II, geometry, statistics and probability, or its equivalent sufficient to satisfy all of the academic standards in mathematics is also required. <i>*** Students <b>who pass</b> the 11th grade MCA-III math test will be credited with an additional .5 math credit towards graduation</i> <i>***Students <u>who do not pass</u> the 11th grade Math MCA-III math test will need to take a Senior Math course unless they have met the 3.5 credit graduation requirement.</i>
Science	3	Must include at least one credit of biology, one credit of chemistry or physics, and one elective credit of science. The combination of credits must be sufficient to satisfy all of the academic standards in either chemistry or physics and all other academic standards in science
Social Studies	3.5	Must include at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies.

Arts	1	Must be sufficient to satisfy all of the state or local academic standards in the arts. A career and technical education course may fulfill an arts credit.
Elective Courses	6.5	

### Minnesota Academic Standards

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

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

Academic Standards information can be found on the MDE website at:

<https://education.mn.gov/mde/dse/stds/>

### School District Required and Elective Standards

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

- Health (1 credit)
- Speech (.5 credits)
- Personal Finance (.5 credits)
- Phy Ed (.5 credits)

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

### Recognition at Graduation Ceremony:

Breckenridge recognizes graduating students in the form of Summa Cum Laude (Cumulative GPA of 3.90-4.0), Magna Cum Laude (Cumulative GPA of 3.70-3.89) and CumLaude (Cumulative GPA of 3.50-3.69).

### Class Placement: Policy 607

Students will be placed in grades 9-12 at the beginning of each school year according to credits earned the previous years toward graduation. Classification will be determined according to the following scale:

- Freshmen: 5.0 or fewer credits earned
- Sophomore: 10.0 or fewer but more than 5.0 credits earned

Junior: 16.5 or fewer but more the 10.0 credits earned  
 Senior: 17 or more credits earned or be enrolled in courses necessary to produce the total needed to be on track to graduate

**Eligibility for advancement will be made prior to the start of each school year. School administration will communicate to parents and students the status of only those not promoted to the next grade level.**

\*\*\*Any senior who cannot meet the credit requirements for graduation, has not fulfilled required course or classroom expectations, or is not in good standing with the school will not take part in the commencement program.

\*\*\*Breckenridge does not allow students to do "Early Graduation"

**Promotion and Retention**

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

**Grading Scale:**

Below is the conversion from number to letter grading.

A.....95-100	C..... 73-76
A-.....90-94	C-.....70-72
B+.....87-89	D+.....67-69
B.....83-86	D.....63-66
B-.....80-82	D-.....60-62
C+.....77-79	F..... 59 & below

**Learning Outcomes:**

Students will be assessed in the following 5 learner outcomes.

- A. Knowledge and Thinking (Content)
- B. Collaboration
- C. Written Communication
- D. Oral Communication
- E. Agency

*\*\*\*Note: At least 10% (or more) of every grade at Breckenridge High School will be in the area of AGENCY. Agency is effort, etiquette and engagement. **Faculty will give an AGENCY grade each week***

**GPA**

Below is the conversion from letter grade to number on a 4.00 grading scale: This is used to calculate Grade Point Average (GPA)

A .... 4.00	B- ...2.66	D+ ...1.33
A- ... 3.67	C+ ...2.33	D ... 1.00
B+ ...3.33	C .... 2.00	D- ... 0.67
B .... 3.00	C- ...1.66.	F ... 0.00

**Failure of a course: Communication**

**Academic meetings:** Before a student can fail a quarter or semester course, at least 3 communications with the parent/guardian need to be given. The 3<sup>rd</sup> communication will be a meeting between students/parent/teacher/counselor and administration. All communication in regards to academics and failure will be documented to meet this guideline.

### **Student Drop/Add of Courses**

1. Students will have four (4) days at the start of each semester/quarter to drop or add classes with administrative approval. Students need to choose and register for classes carefully so that drops/adds are minimal.

2. Any schedule changes following the drop-add period will be subject to administrative, teacher and counselor discretion. Any student who chooses to drop a course after the drop/add deadline will receive a WF on their transcript 0.00 gpa.

**3. Any student dropping an alternative education classes such ITV, M-State Online, CollegeNow, etc. will assume financial responsibility for dropping that class past the drop date that coincides with those programs. The fees for these courses vary depending on the program.**

### **Honor Roll Requirements**

1. Students must be enrolled in a minimum of seven Breckenridge High School classes to be on the honor roll, regardless of your grade point average.
2. The courses that do not have honor roll status are: Work Internship, Service Learning, Media Aide, ESL, Transitions, Drivers Ed, Jazz Band, and Swing Choir.
3. Students enrolled in PSEO or M-State College Online classes are unable to have those courses included in the Honor Roll calculations.
4. Honor Roll qualifications are as follows: A Honor Roll is 4.00 - 3.67 (**No F's, D's, I's**) B Honor Roll is 3.66 - 3.00, (**No F's, D's, I's**)
5. Any student with an incomplete (I) at the end of the quarter cannot earn honor roll status for that quarter.
6. Students that transfer to Breckenridge High School must be full-time students for a period of three (3) consecutive semesters in order to be eligible for any graduation honors. Consideration will be given to students that do not meet this transfer requirement at the discretion of the administration.

### **Incomplete Grade**

Any instructor may give an INCOMPLETE to a student at the end of the grading period. **Students will have 8 school days to make-up INCOMPLETE work.** INCOMPLETE work is determined by the instructor and can be given for any academic reason.

1. Any students with an incomplete (I) at the end of the quarter cannot earn honor roll status for that quarter. **Students that have a participation fee due at the end of the quarter will be given an incomplete.** An incomplete becomes an F (failure) 8 days after the end of a quarter, including the end of the school year. In the case of an extended illness or family emergency, this 8 day period may be extended through agreement between teacher and administration.

### **Ineligibility and Failure Policy in Handbook**

As a public educational facility, our primary goal is to provide a strong academic and learning environment to all our students. We want all our students to experience the varied curriculums and attitudes inherent with that strong learning environment. A secondary goal is to provide as many students as possible with the exposure to and participation in a variety of extracurricular activities. Activities are an important addition to the school's curriculum; moreover, the two programs must be mutually supportive. An essential

belief is that extracurricular activities are secondary to the academic programs. As such, failure in academics results in ineligibility in ALL extracurricular activities including all MSHSL activities for those

### **7th-12th Grade Students.**

1. At the start of each quarter, teachers will submit names of students who are failing after three weeks.
2. Thereafter, throughout the quarter, teachers will submit student failures to the office in three week intervals.
3. A students with one or more failing grades in a class are ineligible to participate in activities for a minimum of one game. This does not include practices. Students are not allowed to be dismissed early from school to travel with a team if they are ineligible. Students are required to work with teachers to raise their grades or the failure will result in a one week penalty. Failures will carry over to next activity for a minimum of a one game suspension.
4. Teachers must report all failures no later than 10:00 am on Tuesday following the reporting week.
5. A master list of students on the fail list will be sent out to teachers and coaches from the office.
6. Students will be informed immediately of their ineligibility. It is the responsibility of the student to contact the teacher. Teachers will provide input on reason(s) for failure and suggestions for change.
7. Teachers, coaches, and the activities director will communicate on to determine if an ineligible student has become eligible or remains ineligible.
8. Teachers will try to provide students with a reasonable opportunity to become eligible during their first week of ineligibility.
9. All grades should be computed from the beginning of the quarter and reflect a composite of the student's progress.
10. Failure is a grade below 59.9.
11. One or more failures at the end of a grading period will make a student ineligible. This includes failures in the 4th Quarter, which will make a student ineligible in the fall. Also included is any "F" at the end of any grading period which will carry over to a 1 game/event suspension at any point of the year.
  - 1 "F" = 1 game/event suspension
  - 4 "F" = 1 game/event suspension
12. **Non-Student Athletes** failing could miss 1 full week of events; which may include Homecoming, Snowball, Prom, and Field Trips. This will be at the Principal's discretion.

### **Academic Ethics and Cheating: See Teacher syllabus**

Students that choose to violate this policy on their school work, quizzes, or tests will earn a zero (0) on the assignment, test, or quiz and be subject to disciplinary procedures.

*\*\*\*Note: The 7-12 English department will have students sign the "Academic Ethics/Academic Honesty" statement*

### **Homework**

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks for parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. **Students and Parents should review the teacher syllabus for homework expectations.**

### **Summer School**

The school district may provide summer school learning opportunities. ***Summer school opportunities will be for students who failed a course in grades 7-12 or are in need of credits to graduate.*** For more information, contact the *high school counselor or high school principal.*

### **Post-Secondary Enrollment Options**

10th, 11th or 12th grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the **high school counselor** by May 30 for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact **the high school counselor or high school principal**.

### **Post-Secondary Enrollment Options (PSEO) Program including College in the Schools (CIS)**

Per Minnesota Statute, Students in grades 10, 11 and 12 are eligible to take select classes at post-secondary institutions. Any student interested should contact the counselor for details by April 15th. Students need to have a pre-qualified GPA to be able to enroll in PSEO/CIS courses.

The following policy has been adopted by the school board;

<b>College Credits</b>	<b>Breckenridge HS credits</b>
1	.250
2	.500
3	.750
4	1.00
5	1.25

A student may wish to have their post-secondary institution send a transcript to Breckenridge High school to receive graduation credit. Credits earned under the Post-Secondary Enrollment Options program will be equated with high school credit according to guidelines presented in M.S. 123.3514 Post Secondary Enrollment Options Act, subd. 5 Credit. All students taking advantage of this program will be given a copy of this policy prior to their enrollment in the post-secondary institution.

**\*\* College credit may be denied in college courses if a student has exceeded 5 absences from that class in a semester.** Students may still receive high school credit if they don't exceed 10 absences. Students taking PSEO/CIS courses are limited to a maximum amount of credits per semester.

**\*\*\*Note: Students may take any class as Pass / Fail. A "P" on the transcript will be counted as a 2.0 in the cumulative GPA. An "F" on the transcript will be counted as 0.0 on the cumulative GPA. This also includes all concurrent enrollment courses (PSEO / CIS), correspondence, online and other courses offered at BHS. Excluded are Teaching Assistant (TA), Student Volunteer, and specific Music Lesson / Ensembles grades . Students who opt to take PSEO/CIS classes on a Pass / Fail basis may submit an appeal in writing to the Principal or Counselor requesting that one (1) course per semester be counted for credit only but not counted towards their cumulative GPA.**

**\*\*\*All PSEO /CIS courses are included on the high school transcript according to MN Statute. (MS 123.3514)**

### **National Honor Society**

NHS is the highest honor for students in high schools across the country. To be eligible for election to the Breckenridge Chapter of the NHS, you must be a junior or senior, with a 3.5 GPA at the end of the fifth or seventh semester. In addition to this scholarship criterion for membership, the selection committee considers the attributes of leadership, service, and character. An awards ceremony is conducted each spring.

### **Student Records**

All student records will be treated in accordance with the provision of Public Law 93-380, passed by Congress in 1974 and Chapter 479 of the 1974 Session law of the State of Minnesota.

### **Testing**

The following are important state and national tests that students are required to take or are recommended for students to take at Breckenridge High School.

- ACT, PSAT/NMSQT, Pre-ACT, and ASVAB
- MCA Testing: Reading(7,8,10), Math(7,8,11), & Science(8,10)
- Minnesota Civics Test

### **MCA Opt out form**

Parents/Guardians may choose not to have their student take the MCA exams. The test out form can be filled out at the website below or see the attached document at the end of the handbook.

<https://drive.google.com/file/d/1f3VQVYvAMRQY2f9filb0wLTUrRzLTIGi/view?usp=sharing>

### **Profile of a Learner**

During the 2015-16 school year, the Breckenridge school district developed district-wide goals that incorporated our vision for teaching and learning within the district. This work produced our TL21 initiative. TL21 stands for Teaching & Learning in the 21st Century. This vision has been our guidepost for creating a classroom experience that best prepares our students for their future.

In 2018-2019, the secondary staff took on the challenge of developing this vision further to provide an explicit portrait of skills and understandings that students in Breckenridge would develop. Staff and community questionnaires were used to gather broad data and the analysis of that data provided a detailed portrait of a Breckenridge graduate.

Our ideal Breckenridge graduate will be:

1. Inspired
2. Impassioned
3. Empowered
4. Engaged

<https://sites.google.com/isd846.org/breck-grad/home>

## **III) Attendance**

### **Purpose (This includes Flex Learning Days, Edmentum and any college class off-campus)**

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

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

### **Google Classroom:**

At Breckenridge High School, teachers use Google classroom for their classroom setup. Assignments, homework, materials and videos are used to assess student learning. At any time, students and parents/guardians can and should access google classroom for any school work or classroom materials.

### **Responsibilities**

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

**2. Parent or Guardian's Responsibility** - It is the responsibility of the student's parent(s)/guardian(s) to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise. Parents(s)/guardian(s) must contact the school on the day of the student's absence no later than 9:00 a.m. Messages may be left on the school voicemail if necessary. Requests for homework must also be made prior to 10:00 a.m.

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

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

### **Excused Absences (This includes Flex learning days and Edmentum)**

To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. The following reasons are valid and should be used by parents and students as guidelines:

1. Illness of the student.
2. Serious illness or death of a member of the student's immediate family. Immediate family includes parents, siblings, and grandparents.
3. Serious illness or death of a member of the student's family or close family friend.
4. Medical, dental, driving tests, court, and counselor appointments.
5. School sponsored activities.
6. Post Secondary Visits. Visits require a "School Visit Pre-Approval" form to be excused.
7. Work to help parents only when necessary.
8. Severe weather conditions, according to the merits of the case.
9. Family Vacations.
10. Religious Instruction

**Unexcused Absences: \*\*\*All other reasons for absences will be deemed an Unexcused Absence.**

**Truancy (This includes Flex learning days, Edmentum and any college class off-campus)**

Absence from school without parent's/guardian's or school's permission is truancy. The violation will result in the assignment of detention. When a student reaches seven (7) unexcused absences per class period, students under the age of 18 will be reported to the Wilkin County Attorney and Wilkin County Family Services. Students under the age of 18 will be classified as being Habitually Truant unless lawfully withdrawn from school. A student is responsible for making up the missing assignments, but their agency score may be affected due to their truancy. Repeated truancy will result in loss of credit for missed class(es).

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

**Tardy to Class (This includes Flex learning days and Edmentum)**

Students are expected to be in class when the hour begins. Promptness and time management are important components to an education. To help create a climate of punctuality and help each teacher better manage their classes, Breckenridge High School employs the following tardy policy:

- Tardies accumulate per quarter per period.
- On the third tardy in one period, **one hour of detention will be assigned, and for every tardy thereafter.**
- Students that are in class or have signed in the office within 5 minutes of the start of the class are considered tardy. Otherwise it will count as an unexcused absence.+-
- Students coming to school following a partial day illness must be on time for their next class.

**Make-up Work: Classroom (This includes Google Classroom Assignments)**

1. Students who have been absent from school have twice the length of time missed to make up daily work or tests assigned while the student was absent (1 day=2 days). At the end of the allotted time, the teacher at her/his own discretion will award either a letter grade or give an incomplete for the assignment. An assignment not turned in by the end of the allotted time may result in an "F".
2. In the cases of both excused and unexcused absences, the teacher may assign different or additional materials to cover the material missed during the absence.
3. Assignments made while students are in attendance should be turned in on time. Example: if an assignment is made on Wednesday for Monday and the student is absent on Friday, the assignment is still due on Monday.
4. In the case of unexcused absences including truancy, the teacher may choose not to award credit for the work missed during the absence.
5. Students that know about absences in advance, i.e. vacations, appointments, school activities or other school events, etc. shall be responsible to get the homework in advance and have it completed upon their return to school. This includes tests, quizzes, papers, projects, etc.

### **Leaving the School Building**

Students who need to leave the school at any time during the course of the school day must secure a leave school permit from the High School Office. When leaving the building, parents/guardians/students must complete the following:

1. A parent/guardian must notify the school the student is to leave.
2. The student is responsible for getting a permission slip to leave class and the building.
3. The student or the parent/guardian must sign out in the High School Office.
4. The student is responsible for attaining and turning in any verification needed.
5. Students must return to school and class in a timely manner.
6. The student or the parent/guardian must sign in in the High School Office.

\*\*\*This policy also applies to the noon hour if the student will not be returning for afternoon classes.

Should a student leave school for lunch and suddenly becomes ill and is unable to return to school after lunch, the parent must contact the high school office immediately. Afternoon leave school permits will not be issued without verbal contact with the student's parent/guardian. Written notes from parents or guardians will be accepted the following day. **In order to participate in all after school extra-curricular activities, students must attend class all day unless they have an appointment or absence cleared through the High School Office.**

## **IV) Activities**

### **Student Eligibility**

\*\*\***Note: This includes Flex Learning days, Edmentum and any College classes on & off-campus**

When a student enrolls in an activity at Breckenridge High School, the student is under the jurisdiction of the Minnesota State High School League (MSHSL) and Breckenridge High School activity policies and regulations. It is the responsibility of the participant in a league-sponsored event to know the requirements to participate and to remain in participation. It is your right to have a coach, advisor, or director explain the requirements to you. Thereafter, lack of knowledge is no defense; you verify this through your signed statement, which is on file with the activities director. A Middle School student who is selected to be on a high school team would also be under the same jurisdictions.

Activities are an important part of the educational process. Teamwork, togetherness, commitment, work ethic, time management, and follow-through can be learned as effectively in football, softball, drama, speech, or mathletes as they can be learned in the classroom.

Eligibility to compete in activities can be maintained by doing your best in the classroom, (**See Academic section for school policy on academic ineligibility**), being a good citizen, remembering that you represent Breckenridge High School, by training effectively, and avoiding illegal and/or controlled substances. A student shall not at any time, regardless of the quantity:

- Use, consume, or have in possession a beverage containing alcohol;
- Use, consume, or have in possession tobacco; or,
- Use, consume, or have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia.

Students who are in Category I and Category II activities will receive penalties as set forth below for violations of this policy or for conduct unbecoming the team.

### **Penalties -Category I**

1. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
2. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant for three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
3. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
4. Penalties are progressive and consecutive.
5. **Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.**

#### **Penalties - Category II**

1. First Violation: After confirmation of the first violation, the student shall lose eligibility for 10 school days in session. No exception is permitted for a student who becomes a participant in a treatment program.
2. Second Violation: After confirmation of the second violation, the student shall lose eligibility for 15 school days in session. No exception is permitted for a student who becomes a participant in a treatment program.
3. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for 20 school days in session. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
4. Penalties are progressive and consecutive.
5. **Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.**

If it is unclear whether a particular activity falls within Category I or Category II above, the Superintendent of Schools shall make the determination. The penalties above are not negotiable. A complete copy of the Minnesota State High School League Rules can be found on the Minnesota State High School League website, in the District Office and the Principal's Office.

#### **Absences and Activities**

An absence on the day of an activity will result in ineligibility to participate as part of the activity that day or evening. This does not relate to absences such as appointments (medical, dental, counselor, legal, driving tests), funerals, religious instruction, or absences that have prior approval by the principal. Also,

any unexcused absence for the day (or any part of the day) of an activity will result in ineligibility for that day's activity. This would include unexcused absences for missed school, unverified medical appointments.

### **Student Code of Responsibilities**

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the property of others.
- I will respect and obey the rules of my school and the laws of my community, state, and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.

A student whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by school administration.

### **District Sponsored Activity Offerings**

Football, Volleyball, Cross Country, Basketball, Gymnastics, Swimming, Hockey, Wrestling, Cheerleading, Mathletes, Drama Club, Knowledge Bowl, Student Council, National Honor Society, Concert/Pep/Jazz Band, Concert/Swing Choir, Speech, Lettermen Club, Baseball, Softball, Track, Golf, One Act Play, Peer Mentors, Close Up

### **Independently Sponsored Activity Offerings (tentative)**

Robotics, Big Shots Trap Team, Fishing Team, Dance, SADD, DECA

## **V) Rules and Discipline**

**\*\*\*ALL School rules and discipline may/can be left up to the discretion of the building administration or designee. School rules and discipline are used as a guide for expectations at Breckenridge high school .School administration reserves the right to increase, decrease or modify disciplinary decisions based upon their undo discretion.**

### **Expected Behaviors at Breckenridge (This includes Virtual and/or Distance Learning)**

Each of your teachers will discuss and explain their expectations for you in their classroom. We feel that the higher our expectations, the greater the opportunity for you to be successful. This involves both expectations of behavior and expectations of learning and growing as a student and a person. We expect to have an educational environment for all our students. We expect all our students to feel safe, cared about, and aware that as a school and as teachers, we have no greater concern than your welfare as a student and as a person. The following general guidelines will help ensure that our school can best function to the advantage of all students and staff.

1. Read the Student handbook
2. Be present in classes daily.
3. Be in class on time.
4. Be prepared for class.
5. Bring all required materials to class; books, chromebook, pencils, gym clothes, etc.
6. Be attentive to class activities.
7. Participate in your classes.

8. Make an effort every day to be successful.
9. Show respect; do not engage in activities that disturb learning opportunities for others.
10. Follow the directions of teachers and other adults.
11. Help keep the classrooms and the school neat.
12. Take care of school property.
13. Know the laws of our Nation, State, and Community, and follow them.
14. Respect yourself and be proud to be a Cowboy/Cowgirl.
15. Be serious about school while you enjoy yourself and have fun, but never at the expense of others.

A principle of American Democracy is that the price of freedom is constant vigilance. Freedom is precious and it is worth watching over, and it is the obligation of every citizen to protect our shared freedoms. An important part of the preservation of freedom is the establishment of a set of rules that govern. Rules, to some, may restrict freedom, but, to most, rules allow freedom to exist. While one person may believe that the rules that restrict his freedom to drive a car fast and recklessly are his loss of personal freedom; in actuality, such a law is in place for all of us to enjoy the freedom to travel safely on the roads. School rules are of such a nature. They are put in place to insure the freedom of the majority to learn and grow.

School rules are put in place to allow our students the freedom to seek and gain an education, an education that will give each of us, in turn, the freedom to pursue the kind of life that will fulfill each of us and make us happy. Most school rules are nothing more than the logical extension of our National, State, and Community laws. In some cases, we have special rules; rules that are put in place to provide a safe, orderly, and academic environment for our students and adult staff. Students need to respect and support the bottom line--the rules that protect us from improper, unacceptable, or intolerable behavior. School rules and disciplinary consequences apply to the "school day"; this includes busing and school events. In addition to the Breckenridge High School code of conduct, school events are governed by the Heart of Lakes Sportsmanship manual, which has been approved by the school board of Breckenridge High School.

### **\*\*\*Discipline/Agency meeting**

If a student is removed from any class 3 times during a semester, a parent/student/teacher and administration meeting will occur after the 3<sup>rd</sup> removal and for every removal after the 3<sup>rd</sup> removal. A discipline/classroom behavior discussion will occur with input from multiple sources. A behavior/agency plan may be written at this meeting.

### **Cell Phones and other Devices**

The use of cell phones and other electronic devices or any other "nuisance items" are prohibited during class time. Too often these items affect concentration and the ability to maintain a classroom environment conducive towards learning. Students in grades 7-12 are permitted to use their cell phones during passing time and during lunch time. Any "nuisance item" is subject to disciplinary action by the classroom teacher and by administration.

Discipline actions may include:

- 1.Warning; Device must be picked up by parent
- 2.Detention Device confiscated until picked up by parent or held in office for 5 days, ISS (1-3 days)
- 3.Device confiscated until picked up by parent or held in office for 10 days, ISS (3-5 days)
- 4.Student may no longer bring phone or device in school

### **Earbuds/Headphones in the Classroom:**

Students shall not use earbuds/headphones in the classroom unless specifically instructed by the classroom teacher. Earbuds/Headphones are to be used as an educational tool.

### **Technology Use (This includes Flex learning days, Edmentum and college classes off-campus)**

Students of Breckenridge Public School will have access to technology with internet capabilities. With this privilege come certain responsibilities. Any student that uses school district technology for inappropriate use will be subject to disciplinary action. Before students may use school district technology the student and parent will be required to fill out the “Student/Parent Technology Use Agreement” and return it to the HS office.

### **Dress Code: Policy 504 (This includes Flex learning and Edmentum)**

Students are expected to dress appropriately for school. Breckenridge High School will enforce the following dress code:

- Hats are allowed on campus with the exception of: If the hat or headgear is derogatory or impacts the learning of the classroom or if the staff member asks the student to remove their hat while in the classroom.
- No bare midriffs, tube tops, spaghetti straps, halter tops, tops that go over one shoulder or revealing/low cut clothing. Straps of outer garments are no less than one inch wide.
- No Short shorts, skirts or dresses. Must be at least mid-thigh below the extended finger tips.
- No underwear/bra straps showing.
- No clothing with inflammatory slogans, derogatory language, offensive language or graphics, malicious or sadistic and/or clothing promoting illegal activities or products (such as tobacco, alcohol, etc.)
- No items deemed to be dangerous or unsafe, including chains and jewelry with spikes.
- No backpacks in the classroom or in the school hallways from 8:30am-3:23pm.
- No clothing that disrupts the educational climate or learning of the building.

*\*\*\*Note: If the administration believes a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.*

**Professional Dress Days:** It is an expectation that students and facilitators dress “up” for presentations, interviews, and other business and community meetings as requested. We believe professional dress is an important professional component of our learning environment. Because students work hard to produce their end products, the dress they showcase when they present should be at a high level of professionalism. It is our desire to have a sense of unified school spirit that focuses on the importance of professional culture, as we believe professional dress is an aspect of the work world for which practice is important. We also know that professional dress helps establish an air of confidence, and on presentation day, confidence and a positive attitude are extremely important.

The purpose of the example is not meant to limit dress-wear, simply to provide some foundational ideas. Items of professional dress can be found in multiple locations throughout Breckenridge. If, at any time, professional dress presents a financial concern, please call the school and speak to the school counselor or administration.

### **The Level System: Progressive Discipline (This includes Virtual School and/or Distance Learning)**

When corrective actions taken by the classroom teacher have failed or the rule infraction is of serious nature, the incident shall be referred to a principal for investigation and action. The severity of the consequences applied by the principal depends on two factors: 1) the seriousness of the offense, 2) the previous disciplinary record of the student. In an effort to take both into account, a progression of

consequences (the level system) has been adopted. A student who is referred for violating a rule contained within this code will receive the consequence that corresponds to the entry level for that offense. With each successive referral the student will be advanced up the level system at least one level up depending upon the seriousness of the infraction. The disciplinary consequences for each level are as follows, and in accordance with Pupil Fair Discipline Act:

- Level 1:** Referral to administration for conference. Incident recorded on the student record. Written notification to parent (at discretion of administration). Incidents at each level will be recorded on the discipline record.
- Level 2:** Administration conference - one period of detention. Parents notified in person, by phone or written notice.
- Level 3:** Administration conference - two periods of detention. Parents notified in person, by phone or written notice.
- Level 4:** One (1) day of in-school suspension. Parents notified in person, by phone or written notice.
- Level 5:** Two (2) days of in-school suspension. Parents notified in person, by phone or written notice. Conference may be requested.
- Level 6:** Three (3) days of suspension (in or out of school depending on the nature of the offense). Conference with parents.
- Level 7:** Expulsion hearing before Board of Ed. or an Administrative Conference of Superintendent, Principal, School Psychologist and teachers.

### **Provisions for the Use of the Level System**

1. A disciplinary file will be initiated for each student referred to the administration. A record of each violation, as well as the level assigned, will be maintained.
2. After a student has been placed on a level, the next infraction will result in the student being advanced to the next level. A level may be "jumped" if the infraction calls for a higher entry level. For example, a student who is on level 1 and commits a level 4 violation will be advanced to level 5. Normally, a student will be advanced up the level system with each successive violation; however, the principal may exercise discretion as to whether a student should be advanced for a minor violation.
3. The administration shall be responsible for seeking the assistance of counselors, teacher advisors, social workers, SAT and other professionals to help students correct their behavior problems.
4. Students failing to fulfill the disciplinary requirements of a level in the time prescribed will automatically move up to the next level. i.e. One missed detention = 2 detentions.

**\*\*\*Note:Administration has the discretion of limiting or advancing any discipline consequences based on past experience, severity, safety of students and staff and/or the impact of the learning process at Breckenridge.**

### **Detention**

Detention is earned by those who choose to violate school rules or policy, misbehaves, or is unexcused from school. Students will be issued notification of their detention during school hours. Failure to serve or be admitted to the assigned detention on or before the assigned date will result in further discipline. Students absent from school the day of their detention will be responsible to make up for their detention the day they return to school.

### **Suspension**

Suspension is earned and assigned for students that choose to violate school rules or policy, misbehave, or choose to not fulfill obligations of detention. Suspension can be in-school or out of school at the

discretion of the administration. Suspensions do not count against the school's attendance policy. Lunch deliveries to students on ISS are not permitted. Students on ISS should bring a lunch or eat the school's hot lunch. Students absent from school the day of their suspension will be responsible to make up their suspension on the next available day they are in school. Suspension will be held at the high school on a schedule to be determined.

**Suspension Procedures**

1. While serving in-school suspension (ISS), a student will be assigned to a designated area. Except when the infraction is serious enough to warrant a level six consequence, or when the student's presence in the building poses a threat to the health and safety of the other students, staff or the operation of the school. All other rules pertaining to conduct in designated areas are applicable.
  - a. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony will be mailed to the parent. A conference to discuss the incident may be required in certain circumstances.
2. A student serving out of school suspension (OSS) must remain off of school property. An OSS student is not allowed to attend extra-curricular events or use any of the facilities on the days of suspension including the day of and all assigned days.
  - a. A school administrator shall prepare and enforce an admission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil's behavior, including completing a character education program, consistent with section 120B.232, subdivision 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.
  - b. In the event a student is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to persons or property around him or her; the written notice shall be served either personally or by certified mail upon the pupil and his or her parent or guardian within 48 hours of the suspension.
3. No suspension from school shall be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to him/herself or to property around the student.

**Disciplinary Infractions and Consequences**

**\*\*\*ALL School rules and discipline may/can be left up to the discretion of the building administration or designee. School rules and discipline are used as a guide for expectations at Breckenridge high school. School administration reserves the right to increase, decrease or modify disciplinary decisions based upon their undo discretion.**

**A. School Attendance (This includes Flex learning days, Edmentum and Online activities)**

Right: All students living within the boundaries of the Breckenridge School District who are under the age of 21 are entitled to a free public education through the 12th grade.

Responsibility: Students are expected to attend school on a regular basis.

Policy: Students will attend classes, assemblies and required meetings unless properly excused by a parent or guardian. Students are required to report to school and classes on time and to remain on the school campus during regular school hours unless excused by a pass to leave the building. This requires a note from one of the parents or guardians.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
A-1 TRUANCY: Being absent from school	2-5	In addition to school

part or all of a school day without permission of parents or school administrators.

disciplinary action, habitual offenders will be referred to legal authorities. According to attendance policy

A-2 UNEXCUSED ABSENCE: Failure to report to assigned class(es) or destination or left class without an acceptable excuse or permission. 2

A-3 LEAVING/RETURNING to CAMPUS: Leaving/Returning to campus without signing out/in. 2

See attendance policy

A-4 TARDINESS: Reporting late for class or other required activities without an acceptable excuse. 2

See attendance policy

A-5 LEAVING THE BUILDING: Students leaving the school building or school grounds during school hours without permission from administration. 2

See attendance policy.

**B. Student/Student Relationships (This includes Flex learning day, Edmentum and Online activities)**

Right: Each student has the right to attend school and school activities & be free from threats against his or her feelings, physical well-being & property.

Responsibility: Each student shall be responsible to respect the feelings, property and physical well-being of other students.

Policy: Students will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of the property of a fellow student.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
B-1 THREATENING, HARASSING, BULLYING OR INTIMIDATING ACTS: The act verbally or by gesture, threatening the well-being, health or safety of any student on school property or enroute to or from school. Includes racial and derogatory language	1-5	See School Board Policy
B-1a Any act - Physical or verbal of a sexual nature.	4-7	Referral to proper authorities.
B-2 PHYSICAL ATTACK: The act of physically assaulting or, in some manner attempting to injure any student on school property or going to or from school.	4-7	Referral to police when appropriate.
B-3 DISRESPECT: To insult, call derogatory names, use obscenity toward, dishonor or in other manner abuse verbally or in writing any member of the student body.	2	Parents notified.
B-4 SHAKE DOWN: The act of extorting things of value from a person in the school, under pressure of either implied or expressed threats.	5	Referral to police when appropriate.

B-5 FIGHTING: The act of involving hostile bodily contact in/on school property or going to or from school, including any activity under sponsorship.	4-6	Both parties involved are to be equally disciplined and share in damages, unless self-defense can be shown on the part of one of the students.
B-5a - Scuffle	2-4	
B-6 PROPERTY DAMAGE.	3	Restitution required through parent contract.
B-7 THEFT.	3-4	Restitution required through parental contract. Referral to police when appropriate.
B-8 HORSEPLAY: Tripping, shoving, misuse of other students, books, etc.	2	

**C. Student/Staff School Personnel Relationships (This includes Flex Learning days, Edmentum and Online activities)**

Right: Students and staff have a right to work, study and teach in an atmosphere of mutual respect. They also have the right to free inquiry and expression while being mindful of the responsibilities listed below.

Responsibility: Students have the responsibility to respect authority, feelings, physical well-being and property of school personnel.

Policy: Students shall refrain from disobedience, disrespect, threats, or attacks directed at school personnel, as well as damage to - or theft of property belonging to school personnel.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
C-1 INSUBORDINATION: The willful failure to respond or carry out a reasonable request by school personnel to include lying.	2-4	
C-2 THREATENING OR INTIMIDATING ACTS: Verbally or by gesture threatening the well-being, health or safety of any school personnel.	6-7	Notification of police when appropriate.
C-3 PHYSICAL ATTACK: The act of physically assaulting any school personnel on school property or at any activity under school sponsorship.	6-7	Notification of police.
C-4 DISRESPECT OR HARASSMENT: To insult, call derogatory names, dishonor, make gestures or in other manner abuse verbally or in writing any school personnel.	2-5	Parents notified.
C-5 DISRESPECT FOR THE PROPERTY OF ANY SCHOOL PERSONNEL.		
C-5a - Damage	3-6	Restitution required through a parental contract.
C-5b - Theft	3-6	Referral to police when appropriate.

#### **D. School Property (This includes Flex Learning days and Edmentum)**

Right: Each student is entitled to a well-equipped, well-maintained, clean and aesthetically pleasing school environment.

Responsibility: Each student is responsible to respect and help maintain the appearance and cleanliness of the building.

Policy: Acts of vandalism, theft and abuse of the school buildings and grounds are prohibited.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
D-1 VANDALISM: The act of willful destruction of public property.		
D-1a Destruction - to render unusable.	5	Restitution required through a parent contract.
D-1b Defacing - damage requiring cleaning or repair.	2-5	Restitution required.
D-1c Misuse of printed material.	2	Restitution required.
D-1d Possession or use of laser pointers.	2-5	
D-2 THEFT		
D-2a - Theft not serious enough to be reported to the police.	4	Restitution required through a parent contract.
D-2b - Major Theft - considerable enough to be reported to the police.	6	Restitution.
D-3 ABUSE OF SCHOOL GROUNDS	3	Restitution.
D-4 LITTERING	1	Work detail.
D-5 MISUSE OF FOOD: Any consumption of food or drink other than in designated areas.	1	
D-6 IMPROPER USE OF SCHOOL PROPERTY.	1-3	
D-7 POSSESSION OR USE OF SQUIRT GUNS OR BOTTLES, ETC.	2	

#### **E. Protection of the Public Safety (This includes Flex learning days, Edmentum and Online activities)**

Right: All people have the right to be safe and secure.

Responsibility: Students have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and welfare of others.

Policy: The infractions listed below, as well as any act that poses a threat to the health and safety of students and/or staff, are strictly forbidden.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
E-1 DETONATION OF FIRE-CRACKERS OR OTHER EXPLOSIVE DEVICES.	4-7	Referral to police.
E-2 FALSE ALARM.		
E-2a The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause.	6	Referral to police.
E-2b Bomb threats.	7	Referral to police.

E-3 ARSON: the willful and malicious burning of, or attempt to burn, any part of any building or any property of the school or its staff and students.	7	Referral to police.
E-4 IMPROPER USE OF MOTOR VEHICLES.		
E-4a Reckless driving.	3	Report to police when appropriate.
E-4b Unauthorized driving during school day.	2	Repeated violations of automobile policies will result in the offender not being allowed to bring auto to school/turn keys into the office.
E-4c Being in the parking lot during school day without a pass.	2	
E-4d Parking in unauthorized areas.	1	
E-5 POSSESSION OF WEAPONS ON PERSON OR IN LOCKERS.	4-7	Referral to police.
E-6 OFF PREMISES THEFT DURING SCHOOL-SPONSORED ACTIVITIES.	4-7	Referral to police.

**F. Alcohol, Tobacco and Drug, including imitation**

Right: Each student has the right to associate with students who are free from the use of alcohol, tobacco and drugs and not be subjected to those wishing to buy, sell or use such substances.

Responsibility: Each student has the responsibility to keep his or her mind and body in a sound, healthy condition.

Policy: The use, sale or possession of any non-prescription drugs, alcoholic beverages, or tobacco is prohibited on school grounds, as well as at or before school-sponsored activities. Since these are illegal actions, the police may be involved in any violation at the discretion of administration.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
F-1 ALCOHOL AND DRUGS		
F-1a Possession of alcohol and drugs.	6/7	Police involved in readmission conference.
F-1b Selling or transmitting alcohol or drugs.	7	Referral to police
F-1c Noticeably under the influence of alcohol or drugs, as indicated by obvious behavior and mood changes and/or the smell of substances on the person.	6	Referral to police.
F-1d Observed use of drugs or alcohol.	6	Referral to police.
F-2 TOBACCO: Use or possession of tobacco on restricted school premises or at a function under the sponsorship of the	4-6	Referral to police <u>(referral to MyLife/My Quit program);</u>

**G. Other Disciplinary Infractions**

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
G-1 REPEATED SERIOUS CLASS-ROOM DISRUPTION.	2-6	Possible exclusion.
G-2 DISRUPTION OF MEETINGS AND ASSEMBLIES.	2-6	Possible exclusion.
G-2.5 CLASSROOM DISRESPECT OR DISRUPTION	2-6	Agency Meeting
G-3 CHEATING: (i.e. stealing a test, tampering with grade book, copying work, etc.)	2-5	Agency meeting
G-4 FORGERY: Written or spoken misrepresentation of the truth (i.e. forged passes, parent signatures, false phone calls, misinformation to school personnel, etc.)	4	Parents notified.
G-5 MISUSE OF FOOD: In the cafeteria and other areas of the building.	2	Work detail.
G-6 ELECTRONIC, VIDEO AND COMMUNICATION DEVICES		Refer to Technology policy
G-7 BEING IN UNAUTHORIZED AREA.	1-2	
G-8 BEING AN ACCESSORY to a school rule violation.	1	Step assignment at admin. discretion depending on level of involvement.
G-9 ABUSIVE OR OFFENSIVE LANGUAGE: Used in the presence of staff members and/or students, including written notes or published material as well as vocal.	2-4	
G-10 PDA, EMBRACING OR OTHER SIMILAR IMPROPER AND/OR DISRUPTIVE BEHAVIOR.	2	
G-11 INAPPROPRIATE DRESS: Refer to Student Handbook for specific definition.	1	Required to remove, cover up or change clothes, etc

### **Homophobic and Racial Harassment and Abusive language:**

Breckenridge School District does not accept racial and sexual harassment or derogatory/inflammatory language or actions directed at anyone in Breckenridge schools. The use of racial, homophobic, derogatory or insulting language at Breckenridge or on social media will not be accepted.

### **Reporting Procedures:**

**-Students, parents/guardians and/or community members are encouraged to report via verbal, email, written or any other communication if racial or other derogatory language has been used.**

### **Level I Infraction:**

**-This includes using the N-word, references to homophobic slurs, videos, TikTok, referencing any types of racism/slavery or race related language or images.**

-5 days ISS

-2 hours of education, parents are highly encouraged to attend

-1 MSHSL activity dates

**Level II infraction:**

- 7 days OSS
- 2 hours of education, parents are highly encouraged to attend
- 3 MSHSL activity dates
- \*\*Parent/Guardian meeting and restitution

**Level III infraction:**

- 10 days OSS
- 2 hours of education, parents are highly encouraged to attend
- 6 MSHSL activity dates
- referral to “online” Edmentum programming
- \*\*Parent/Guardian meeting and restitution

**\*\*\*Note: In all harassment cases, discipline measures are left up to administrative discretion in terms of advancing to Level 3 or more.**

## **VI) Health and Safety**

**Safety, Security and Doors**

The High School limits daily school entrance accessibility to Door #2 during school hours. Students should never allow anyone to come in a locked school door at any time. Outside doors should never be propped open to gain access at a later time.

Video cameras have been installed both inside and outside the building. The district will also conduct canine searches of the building and parking lots throughout the school year. Students are subject to disciplinary consequence for any illegal substances, alcohol, ammunition, narcotics, tobacco, or weapons that are found on school property or in the student’s possession.

**Visitors**

**ALL visitors must sign in at the school office upon arrival in the building.** ALL visitors will be required to visibly show a VISITORS badge while they are in the building. No visitors are allowed to be with students during the school day unless it is a classroom assignment, class presentation or by administrative discretion.

**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 their 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, where 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**

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of

the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

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 and Classrooms**

School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the desks may be conducted by school officials 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.

### **Search of the Interior of a Student's Motor Vehicle (Policy 527)**

The interior of a student's motor vehicle in a school district location, including the glove and trunk compartments, 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 withdrawal 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 the request of a school official.

### **Patrols and Inspections**

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

### **Parent Right to Know**

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

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

\*\*\*In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments.

\*\*\*The school district also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

### **Suicide Prevention Information**

Minnesota's suicide prevention and mental health crisis service is available 24 hours a day, seven days a week. People can **call, text, or online chat** 988 to connect to the Minnesota Suicide Prevention and Crisis Lifeline Centers. You can also contact the local Mobile Mental Health Crisis Response team at 1-800-223-4512. They are also available 24 hours a day, 7 days a week.

## **VII) Independent School District #846 Policy Statements**

### **Equal Educational Opportunity – School Board Policy 102**

It is Breckenridge Public Schools policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, and parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.

A. The school district prohibits the harassment of any individual for any of the categories listed above.

For information about the types of conduct that constitute a violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.

B. This policy applies to all areas of education including academics and vocational coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

C. It is the responsibility of every school district employee to comply with this policy conscientiously.

D. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to Superintendent Kristie Sullivan, 710 13th St. North, Breckenridge, MN 56520 Ph. (218) 643-2694.

A complete copy of School Board Policy 102, Equal Educational Opportunity, can be requested at the District or High School Office or found online at [isd846.org](http://isd846.org).

### **Tobacco-Free Environment – School Board Policy 419**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or electronic cigarettes on school property or at school-sponsored events.

#### **Tobacco and Tobacco Related Devices Defined**

- A. "Electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- B. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. "Tobacco-related devices" means cigarette papers or pipes for smoking.
- D. "Smoking" means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation.

#### **Enforcement**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

A complete copy of School Board Policy 419, Tobacco Free Environment, can be requested at the District or High School Office or found online at [isd846.org](http://isd846.org).

#### **Protection and Privacy of Pupil Records – School Board Policy 515**

The school district gives notice to parents/guardians and eligible students of their rights regarding student records.

Parents/guardians and eligible students have the following rights:

1. 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;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy 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;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
4. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;
5. That the school district forwards education records on request to a school or post-secondary education institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
6. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 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

A complete copy of School Board Policy 515, Protection and Privacy of Pupil Records, can be requested at the District or High School Office or found online at [isd846.org](http://isd846.org).

### **Student Surveys – School Board Policy 520**

Independent School District No. 846 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district, and students currently in attendance in the school district of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

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

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

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

- (1) political affiliations or beliefs of the student or the student's parent;
- (2) mental and psychological problems of the student or the student's family;
- (3) sex behavior or attitudes;
- (4) illegal, antisocial, self-incriminating, or demeaning behavior;
- (5) critical appraisals of other individuals with whom respondents have close family relationships;
- (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- (7) religious practices, affiliations, or beliefs of the student or the student's parent; or
- (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

- (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
- (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.
- (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.

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

e. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

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

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

- (1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- (2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- (3) Any nonemergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue SW

Washington, DC 20202-4605

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to Corinna Erickson, High School Principal, Breckenridge Public School, 710 N. 13<sup>th</sup> St. N. Breckenridge, MN 56520. Administration will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

A complete copy of School Board Policy 520. Student Surveys, can be requested at the District or High School Office or found online at [isd846.org](http://isd846.org).

### **Student Disability Nondiscrimination – School Board Policy 521**

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

A. Disabled students are protected from discrimination on the basis of a disability.

B It is the responsibility of the school district to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

C. For this policy, a learner who is protected under Section 504 is one who:

1. Has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act. Persons who have questions, comments, or complaints should contact the Building Principal regarding grievances or hearing requests regarding disability issues. This person is the high school ADA/504 Coordinator is Noah Brenden, High School Counselor, Breckenridge High School, 710 N 13th Street, Breckenridge, MN 56520 phone 218-643-2694. *Grievance Procedures are posted in the main office and throughout the school building.*

### **Student Sex Nondiscrimination- School Board Policy 522**

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

B. It is the responsibility of every school district employee to comply with this policy.

C. The school board hereby designates Corinna Erickson, Breckenridge Schools 710 13th St. N Breckenridge, MN 56520 Ph. 218-643-6822 as its Title IX Coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Chicago Office for Civil Rights, U.S. Department of Education, 111 N Canal Street, Suite 1053, Chicago IL 60606-7204 Tele. 312-886-8434. *Grievance Procedures are posted in the main office and throughout each school building.*

A complete copy of School Board Policy 522, Student Sex Nondiscrimination, can be requested at the District or High School Office or found online at [isd846.org](http://isd846.org).

### **Safe School Standards**

By Minnesota Law whoever possesses, stores or keeps a dangerous weapon as defined in Section 609.02, Subdivision 6, on school property is guilty of a felony and may be sentenced to imprisonment for not more than two (2) years or to payment of a fine of not more than \$5,000 or both. School property means a public or private elementary, middle or secondary school building and its grounds (parking lots, athletic fields, etc.) whether leased or owned by the school. It also means the area within a school bus when that bus is being used to transport one or more elementary, middle or secondary students.

### **Substance Use/Abuse Policy**

The Board of Education of Independent School District No. 846 is committed to the prevention of alcohol, tobacco and other substance use/abuse. This policy describes the philosophy of the district and the program elements the district will use to promote healthy life styles for its students and staff and to inhibit the use/abuse of alcohol, tobacco and other substances.

No person may use, possess, sell or distribute alcohol or other substances, nor may use or possess drug paraphernalia, on school grounds or at school sponsored events, except drugs prescribed by a physician. The terms "alcohol and other substances" shall be construed throughout this policy to refer to the use of all substances including but not limited to: alcohol, tobacco, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-a-likes and any other of these substances commonly referred to as "designer drugs." The inappropriate use of prescription and over the counter drugs shall also be prohibited.

Additionally, the following persons shall be prohibited from entering school grounds or school sponsored events: any person exhibiting behavior, conduct or personal or physical characteristics indicative of having used or consumed alcohol or other substances.

This policy in its entirety as adopted by the Board of Education in May 1992 is on file in the District office. It is available to any student or parent upon request.

### **Suspension, Expulsion, Exclusion**

**Suspension** means an action taken by the principal prohibiting a student from attending school for a period of time no more than ten (10) consecutive school days. This definition does not apply to dismissal from school for one day or less. During the suspension, professional staff, parent/guardian and students are to discuss the matter and reach an agreement on future conduct. Students placed on suspension are responsible for all assignments due the day they return to school. A student with an Individual Educational Plan (IEP) will be treated in accordance with the Statutes regarding Special Education and Non Exclusionary Discipline.

**Expulsion** means an action taken by the School Board to prohibit an enrolled student from further attendance for a period that shall not extend beyond the school year. The Pupil Fair Dismissal Act of 1974 (as amended) will be followed in procedural matter of this kind.

**Exclusion** means an action taken by the School Board to prevent enrollment or re-enrollment of a student for a period that shall not exceed beyond the school year. The Pupil Fair Dismissal Act of 1974 (as amended) will be followed in procedural matters of this kind. Copies of the Pupil Fair Dismissal Act of 1974 are available from the office upon request.

### **Sexual Harassment and Sexual Violence Policy**

Sexual harassment is a form of sex discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000, et seq., and Minnesota Statute 363.01.13, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. The policy in full detail is available upon request from the District office.

It is the policy of Independent School District No. 846 to maintain a learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee of School District No. 846 to be sexually violent to a student or employee.

The School District will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District.

The policy includes definitions of sexual harassment and violence. It organizes the reporting, investigation, district action and reprisal procedures. The policy in full detail is available upon request from the District office.

### **Violence Prevention and Weapons Policy**

It is the policy of Independent School District No. 846 to maintain a learning and working environment that is free from threats or harmful influence of any person(s) or group(s), which exhibit and promote violence and disruptive behaviors. The Board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe. It further believes that students are the first priority, and that no physical or emotional harm is to come to them during school activities, on school grounds, buses or field trips.

It shall be a violation of this policy for any pupil or staff member to possess a firearm or a dangerous weapon when in the school building, on school grounds, or at a school-related activity. It shall be the policy of ISD 846 to refer to Law Enforcement any person who brings a firearm to school in violation of the "Gun-Free School Act of 1994."

The Board and administration shall publicize and inform staff and students annually of policies and procedures related to violence prevention and weapons. The District shall act immediately to investigate all acts or complaints of violence, either formal or informal, and take appropriate disciplinary action against any pupil or staff member who is found to have violated this policy. The Superintendent will expel for 365 days any student who brings a firearm to school. The Superintendent may modify such expulsion on a case-by-case basis.

### **Annual Asbestos Notification**

Our school buildings have been inspected for asbestos under the Asbestos Hazard Emergency Response Act of 1986 (AHERA). Some asbestos-containing building materials (ACBM) have been submitted to the Minnesota Department of Education (MDE), and the report is available for your inspection in the Superintendent's Office. The person designated as Asbestos Program Manager for our district is the Superintendent of Schools who can be reached at 218-643-6822.

Asbestos-containing areas will be kept under surveillance for change or damage. If you notice any change or damage to areas identified as asbestos containing, please notify the Asbestos Program

Manager above at once. In addition to periodic surveillance (at least every 6 months), the school will be re-inspected by a certified asbestos inspector every three years.

### **Harassment and Violence - School Board Policy 413**

- A. It will be a violation of this policy for any student or district employee to harass a student or district employee through conduct (e.g., physical, verbal, graphic or written) that is based upon that student or employee's actual or perceived race, color, creed, national origin, religion, sex/gender, sexual orientation, disability, public assistance, or marital status or age [protected class] as defined by this policy. For purposes of this policy, a district employee includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district. For purposes of this policy, school district includes charter schools.
- B. It will be a violation of this policy for any student or district employee to inflict, threaten to inflict, or attempt to inflict violence based upon a student or district employee's actual or perceived protected class as defined by this policy.
- C. The school district will investigate all complaints, formal or informal, verbal or written, of harassment and/or violence based upon a student or employee's perceived or actual protected class and to discipline or take appropriate action against any student or school district employee who is found to have violated this policy.

### **Definitions**

The following definitions, which have been modified for purposes of this policy, are found in the Minnesota Human Rights Act. Please note that there is not a definition for every protected class.

- A. Disability. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who (1) has a physical, sensory, or mental impairment which materially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.[1]
- B. Discriminate. The term "discriminate" includes segregate or separate and, for purposes of discrimination based on sex, it includes sexual harassment.
- C. Educational Institution. "Educational Institution" means a public or private institution and includes an academy, college, elementary or secondary school, extension course, kindergarten, nursery, school system and a business, nursing, professional, secretarial, technical, vocational school, and includes an agent of an educational institution.
- D. National Origin. "National Origin" means the place of birth of an individual or of any of the individual's lineal ancestors.[2]
- E. Sexual Harassment. "Sexual Harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:
- (1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, ... [or] education...;
  - (2) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, ...[or] education...; or
  - (3) that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, ...[or] education..., or creating an intimidating, hostile, or offensive employment, ...[or] educational... environment.
- F. Sexual Orientation. "Sexual Orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness.

### **Harassment and Violence General Applicability**

- A. The anti discrimination laws apply to all of the academic and nonacademic (e.g. athletic and extracurricular) programs of the school district, whether conducted in school district facilities or elsewhere.
- B. For purposes of this policy, any student who is harassed or discriminated against, including subject to violence, by peers or school district employees based upon that student's actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age [protected class may file a complaint as described more fully in section IV below. (Policy 413 form is available)
- C. For purposes of this policy, any school district employee who is harassed or discriminated against, including violence, by students or other school district employees based upon that employee's actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age may file a complaint as described more fully in section IV below.
- D. The alleged harassment/violence consists of harassing conduct (e.g. physical, verbal, graphic, or written verbal or physical) based upon that student's actual or perceived protected class that interferes or limits the ability of that student to participate in, enjoy, or benefit from the education program, including athletics and extracurricular activities.
- E. The alleged harassment/violence may not be directed at a particular person, but may instead consist of harassing conduct (e.g. physical, verbal, graphic, or written) that creates a hostile environment for students based upon actual or perceived protected class that interferes with or limits the student's ability to participate in, enjoy, or benefit from the academic and nonacademic programs, including athletics and extracurricular activities.

### **Description of Harassment based upon a person's perceived or actual protected class**

- A. Harassment is unwelcome conduct that is based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.
- (1) Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.
- (2) It is unwelcome if the student or employee did not request or invite it and considered the conduct to be undesirable or offensive.
- (3) The conduct is considered harassment if it creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school district's programs.
- B. Sexual harassment based upon sex/gender and/or sexual orientation.
- (1) Sexual conduct that is unwelcome.
- a. It is unwelcome if the student or employee did not request or invite it and considered the conduct undesirable or offensive.
- b. A student's submission or failure to complain does not mean that the conduct was welcome – look at circumstances.
- c. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

- (1) Sexual violence includes rape, sexual assault, and dating violence. This includes coerced sexual intercourse or other sexual acts. The physical act is considered non-consensual if a person is incapable of giving consent due to alcohol or drug use or due to an intellectual or other disability.
- (2) Sexual violence includes touching, patting, grabbing, or pinching another student's or employee's intimate parts of the clothing covering the intimate parts.
- (3) Sexual violence includes coercing or forcing or attempting to coerce or force a student or employee to touch anyone's intimate parts.
- (4) A police report does not relieve the school of its responsibilities under Title IX.
  - D. Assault, as defined in state statute is:
    - (1) an act done with intent to cause fear in another of immediate bodily harm or death; or
    - (2) the intentional infliction of or attempt to inflict bodily harm upon another.
  - E. Racial, color, creed, or national origin harassment/violence
    - (1) Intimidation or abusive behavior toward a student, based on perceived or actual race, color, creed or national origin, that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school district's programs.
    - (2) Racial violence: Racial violence is a physical act of aggression or force, or the threat thereof, which is directed toward a student or employee based upon their perceived or actual race, color, creed, or national origin.
  - F. Religious harassment/violence
    - (1) Intimidation or abusive behavior toward a student based on perceived or actual religious beliefs that create a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school district's programs.
    - (2) Religious violence is the threat of or an actual physical act of aggression or force which is directed toward a student or employee based upon their perceived or actual religion.
  - G. Disability harassment
    - (1) Intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school district's programs.
    - (2) Disability harassment also may deny a student with a disability a free and appropriate public education (FAPE). Harassment of a student based on disability may decrease the student's ability to benefit from his or her education and amount to a denial of FAPE.

### **Reporting Procedures (Policy 413)**

- A. The adoption and implementation of a proper reporting system can help the school district comply with the Minnesota Human Rights Act by allowing the school district to promptly address allegations of harassment and violence.
- B. Pursuant to Title IX, each school district must designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the regulations, including Title IX complaint investigation (Title IX Coordinator). 34 C.F.R., section 106.8(a). Each school district must also publish grievance procedures providing for prompt and equitable resolution of sex discrimination complaints, including complaints of sexual harassment. In addition, under Section 504 and Title II, school districts are also required to have grievance procedures to address disability harassment.
- C. Minnesota Statutes, section 121A.03 requires that school districts have reporting procedures for sexual, religious, and racial harassment and/or violence complaints.
  - (1) For purposes of meeting the state reporting requirements, the following reporting procedure will be made available for students and staff who wish to report an incident or incidents that may involve harassment or violence based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.

(2) Designated school district person to receive oral or written complaints/reports of actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.

D. Human Rights Officer Designation

(1) The school board hereby designates the superintendent as the school district human rights officer(s) to receive reports or complaints of harassment or violence based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age. If the complaint involves one of the designated human rights officers, the complaint will be filed directly with Superintendent Kristie Sullivan.

(2) In the event the superintendent is the designated human rights officer, the complaint should be filed directly with the school board.

E. The school district will conspicuously post the name of the human rights officer(s), superintendent, and school board: including mailing addresses and telephone numbers.

(1) The Human Rights Officer is Kristie Sullivan. Mailing address: 710 13th St. N, Breckenridge, MN 56520. Telephone number: (218) 643-6822. Email address: [sullivank@isd846.org](mailto:sullivank@isd846.org)

(2) The superintendent is Kristie Sullivan. Mailing address: 710 13th St. N, Breckenridge, MN 56520. Telephone number: (218) 643-6822. Email address: [sullivank@isd846.org](mailto:sullivank@isd846.org)

(3) The school board contact information is: Brett Johnson. Mailing address: 710 13th St. N, Breckenridge, MN 56520. Telephone number: (218) 643-6822. Email address: [johnsonb@isd846.org](mailto:johnsonb@isd846.org)

F. These reporting procedures are not intended to prevent a person from reporting harassment or violence incident(s) to another school official.

(1) The school official must immediately notify the principal, who is then responsible to submit the oral or written complaint/report to the human rights officer without screening or investigating the credibility of the report. If the school principal is not available on the date of the report, then the school official must forward the oral or written report/complaint directly to the human rights officer.

(2) If the report was given verbally, the principal will personally reduce it to written form within 24 hours and forward it to the human rights officer.

a. If the school principal fails to forward any harassment or violence report or complaint (written or verbal) to the human rights officer within 24 hours, the principal will be subject to disciplinary action.

(3) If the complaint involves the building principal, the complaint will be made or filed directly with the superintendent or the school district human rights officer by the school official or reporting party or complainant.

G. The human rights officer may request, but not insist, upon a written complaint. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office. Alternative means of filing a complaint, such as through a personal interview or by tape recording, will be made available upon request for qualified persons with a disability.

H. The complaint (verbal or written) should be reported to a school official immediately, or within 30 calendar days whenever possible, of the alleged violation. The school district will accept reports of alleged incidents that are older than 30 calendar days; however, delays between the date of the alleged incident and the reporting date may make investigations more difficult.

### Investigation

A. The human rights officer, upon receipt of a complaint alleging discrimination or harassment toward an employee or student, will promptly undertake an investigation if deemed appropriate. The Title IX coordinator may conduct the investigation complaints of sexual harassment, the 504 coordinator for complaints of disability harassment, or the human rights officer for other types of alleged harassment and violence covered by this policy. The Title IX coordinator/504 coordinator or human rights officer may

designate a neutral third party to conduct the investigation. The investigation will be completed within 30 calendar days from receipt of the complaint, unless impracticable.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district will consider the facts and the surrounding circumstances, such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.

D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination or harassment of an employee or student.

(1) Upon completion of the investigation, the school district or neutral third party designated investigator will make a written report to the human rights officer. If the complaint involves the human rights officer, the report must be filed directly with the superintendent. If the complaint involves the superintendent, the report must be filed directly with the school board. The report will include the facts, a determination of whether the allegations have been substantiated and whether a violation of this policy has occurred, as well as a description of any proposed resolution which may include alternate dispute resolution.

(2) Upon completion of the investigation, the human rights officer will inform the complainant/reporter of his or her right to review the written report at the school building where the complainant/reporter is employed or enrolled, in accordance with state and federal law regarding data or records privacy.

(3) If the complainant/reporter is a student, the human rights officer will inform the parent/guardian of his or her right to review the written report at the school building where the student reporter is enrolled, in accordance with state and federal law regarding data or records privacy.

(4) The school district must comply with federal and state law pertaining to retention of records.

### **Appeal**

If the grievance has not been resolved to the satisfaction of the complainant/reporter, s/he may appeal to the human rights officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator will conduct a review of the appeal and, within ten (10) school days of receipt of the appeal, will affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final, and action will occur as addressed in VIII below.

### **School District Action**

A. Upon conclusion of the investigation and receipt of the findings, the school district will take appropriate and effective action. If the investigator determined that a violation of this policy has occurred, such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Actions may also include alternative dispute resolution, including restorative justice programs, school or district wide training, counseling, and class transfer. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and school district policies.

B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

### **Reprisal**

A. The school district will take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful harassment toward an employee or student or any person who testifies, assists, participates in an investigation or hearing related to alleged unlawful harassment covered by this policy. Reprisal also includes retaliation against a student or district employee who associates with a person or group or persons who are disabled or who are of different race, color, creed, religion, sexual orientation, or national origin. Retaliation includes, but is not limited to, any form of intimidation or harassment. Reprisal is also prohibited based upon a request for a religious or disability accommodation.

#### **Conflict of Interest**

A. If there is a conflict of interest with respect to any party affected by this policy, appropriate accommodations will be made, such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation, or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

#### **Harassment or violence as abuse**

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, section 626.556 may be applicable.

B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

#### **Dissemination of Policy and Training**

A. This policy must be conspicuously posted throughout each school building in areas accessible to students and staff members.

B. This policy must be given to each school district employee and independent contractor at the time of entering into the person's employment contract.

C. This policy must be included in each school's student handbook on school policies.

D. The school district has developed the following process for discussing the school's harassment and violence policy with students and school district employees: all staff will review the policy and procedures for harassment reporting at the opening school workshop. Students will review the harassment policies and procedures in their ongoing OLWEUS curriculum.

E. The school board will review this policy annually for compliance with state and federal law.

F. The school district will post this policy on its website and ensure that it is easily accessible to view and download. The school district has also made the policy accessible for parents and community members by making printed copies of the policy available at the District Office.

#### **Right to Alternative Complaint Procedures**

A. These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the agencies below, filing a report with a law enforcement agency, or initiating action in state or federal court. For claims of unlawful discrimination/harassment:

Minnesota Department of Human Rights

Freeman Building

625 Robert Street North

St. Paul, MN 55155

toll free: 800.657.3704

tty: 651.296.1283

fax: 651.296.9042

U.S. Department of Education  
Office for Civil Rights, Region V  
500 W. Madison Street- Suite 1475  
Chicago IL 60661  
Tel: 312.730.1560  
TDD: 312.7

### **Bullying Prohibition (Policy 514)**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

1. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
2. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
3. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
4. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
5. False accusations or reports of bullying against another student are prohibited.
6. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  1. The developmental ages and maturity levels of the parties involved;
  2. The levels of harm, surrounding circumstances, and nature of the behavior;
  3. Past incidences or past or continuing patterns of behavior;

4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **Definition**

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
- The term, "bullying," specifically includes cyberbullying as defined in this policy.

**B. "Cyberbullying"** means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

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

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school

contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

### **Reporting Procedure**

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

### **School District Action**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

### **Retaliation or Reprisal**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate

treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

### **Training and Education**

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;

4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

### **Notice**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

### **Policy Review**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

### **Hazing Prohibition (Policy 526)**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

## **DEFINITIONS**

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

## **Reporting Procedures**

A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.

B. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

C. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the

privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

### **School District Action**

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

### **Reprisal**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

### **Dissemination of Policy**

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

### **Insurance**

The school district does not insure student losses or injuries. Each student is responsible for his or her own insurance protection.

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[1] This includes students with an IFSP, IEP, and students who qualify for special education and related aids and services under Section 504 of the Rehabilitation Act.

[2] This includes harassment of students born in the United States who have relatives that are from other countries.

### **Student Tennessee Warning Information**

Students and Parents are to be advised that:

Students attending school in the school district will be asked to supply information to school personnel. Examples of such information requests include homework assignments, test questions and questions during the course of classroom activities.

The information will be collected by the school district in order to evaluate the students current level of performance with respect to his or her education program, to maintain discipline within the school, and to determine the students needs and preferences related to their educational program.

Students are not required by any law or regulation to supply data. However, the school district expects and requires that students participate fully in their educational program by completing homework assignments and tests. Moreover, the student's refusal to supply data may prevent the school district from assessing the student's needs and incorporating the student's preferences into the student's educational program. Refusal to supply information used to evaluate a student, including homework assignments and tests, will result in a failing grade given for the assignment. Continued failure to supply information will result in a failing grade for a particular course and a failing grade for the year. Refusal to supply information to a school district investigating an alleged rule violation may result in action being taken without benefit of information the student could have provided.

Data collected will be provided to school personnel having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory right to the data.

\*\*\*\*Breckenridge Public Schools ISD #846 does not discriminate on the basis of race, color, national origin, sex, or disability. The High School Section 504 Coordinator is Noah Brenden, phone 218-643-2694, [brendenn@isd846.org](mailto:brendenn@isd846.org)



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. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.

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

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_ Student's

Legal Last Name \_\_\_\_\_ Student's Date of

Birth \_\_\_\_\_ Student's

District/School \_\_\_\_\_ Grade \_\_\_\_\_

**Please initial to indicate you have received and reviewed information about statewide testing.**

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the MDE Website ([education.mn.gov](http://education.mn.gov) > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

\_\_\_\_\_ MCA/MTAS Reading \_\_\_\_\_ MCA/MTAS Science

\_\_\_\_\_ MCA/MTAS Mathematics \_\_\_\_\_ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

**I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."**

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print)

\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only. Student ID or MARSS Number \_\_\_\_\_

**PLEASE RETURN THIS PAGE TO THE HIGH SCHOOL OFFICE, THANK YOU!**

This handbook is for your use and includes the basic rules that aid us in operating the Breckenridge Public Schools. Rather than specifically discussing each and every passage in the handbook, I leave the responsibility of reading the book up to you and only ask that you sign this form indicating that you have received the **Breckenridge High School Handbook 2023– 2024**. If you have any questions or comments about the contents of the handbook, please share them with the appropriate administrator.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date







*Breckenridge Pride ... Inspiring to Excel!*

## **Chromebook Procedures & Information Handbook**

APPROVED SUMMER 2022

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## **BACKGROUND INFORMATION**

*The focus of providing Chromebooks at the Breckenridge Public School District is to provide current tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential, and one of the learning tools of 21st Century students is the Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for postsecondary education and the modern workplace. The Chromebook is a “next generation” device that makes learning more engaging and accessible. Learning results from the continuous dynamic interaction among students, educators, parents/guardians, and the extended community. However, technology immersion does not diminish the vital role of the teacher but transforms the teacher from the director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum.*

### **Why use Chromebooks?**

1. Speed and management. It is a completely web-based device so there is no need for downloading or installing.
2. The Chromebook is a cost effective device allowing the Breckenridge Public School District to provide 1:1 devices to students while also keeping our network secure
3. Instant on and all day battery: Boot up time is less than 8 seconds. Battery life on a Chromebook is approximately 10 hours.
4. Auto-save: Student work on the Chromebook saves automatically to the Google Cloud. No more excuses like “I forgot to save my homework!” The Chromebook does not require internet to save work.
5. Contextual Learning: the Chromebook is an “anywhere anytime” learning device. A user can work offline and sync to their Google account when online. This makes it ideal for projects and learning which take place out of the classroom.
6. Personal Learning Studio: the Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

### **Goals for Student Users**

- *To increase students’ productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers.*
- *To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.*
- *To facilitate mobile learning across the school district and beyond.*
- *To promote leadership in one’s own learning by establishing access to education resources and providing a host of tools to craft information in ways that support specific curricular areas.*

# 1. Receiving and Returning a Chromebook

## 1.1 Receiving a Chromebook

- a. Students in grades 7-12 will be issued their chromebook during Open House/Orientation prior to the beginning of the school year. There is no charge to use the chromebook, but all outstanding Tech Fines/Fees must be paid prior to checkout.
- b. Students are issued one charger upon admission to Breckenridge High School. They are not collected at the end of the year. Additional chargers may be purchased for \$10 in the event of loss, theft, or to have an extra.
- c. Students attending classes at BHS, grades 7-12, will receive a Chromebook and AC charger. Full time PSEO students, (not taking any coursework at BHS) will not receive a Chromebook.
- d. Parents/guardians and students must sign and return the District Issued Chromebook User Agreement (Appendix H) before a Chromebook is issued to the student.
- e. Chromebooks will be labeled in a manner specified by the Breckenridge Public School District. Labels may not be removed from the Chromebook. **Students are not allowed to place labels/stickers on the device.**
- f. The Chromebook and district-issued email account are the property of the Breckenridge Public School District and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
- g. Should you want your child to opt out of having a Chromebook to take home, you will need to submit a signed note to that effect to the Breckenridge Public School District. In this case, your child will pick up and return a Chromebook from the media center each day for use during the school day. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device during school.

## 1.2 Probationary Student Privileges

To protect the assets of the Breckenridge Public School District, some students will be required to turn in their Chromebooks to the media center at the end of each day for a period of two weeks unless otherwise specified by the building principal. The media center will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis.

### **Students who will be indicated as probationary will be the following:**

- a. Students with poor attendance records (Students who have 10 unexcused absences in 3 or more class periods during the present or previous semester.)
- b. Students who have violated the Acceptable Use Policy during the current or previous semester.
- c. Others as determined by administration.

### **1.3 Returning a Chromebook**

- a. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled at Breckenridge Public Schools.
- b. Chromebooks must be returned immediately when a student transfers out of the Breckenridge Public School District, is suspended, expelled, or terminates enrollment for any reason.
- c. Any Chromebook not returned will be considered stolen property and law enforcement will be notified.

### **1.4 Fines Related to a Chromebook**

- a. Chromebooks will be turned in to the building office staff, when requested, in satisfactory condition. Chromebooks will be inspected for damage. The following fee schedule will be used to assess fines in the event of needed repairs:  
Screen or keyboard: \$50  
Top Cover: \$35  
Bezel or Bottom Case: \$20  
Mainboard: \$100  
Trackpad or daughterboard: \$30  
Stickers or defaced property: Fine of \$5-\$20 depending on severity
- b. Breckenridge Public Schools offers an optional insurance policy of \$25 per student, per year, with a family cap of \$65 (Appendix B) to indemnify against Accidental Damages to leased chromebooks.
- c. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook, or, if applicable, any insurance deductible. Failure to return the Chromebook will result in a theft report filed with the Breckenridge Local Law Enforcement.

## **2. Taking Care of a Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the Breckenridge Public School District. Chromebooks that are broken or fail to work properly must be brought to the Tech Department for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login.

Chromebooks are the property of the Breckenridge Public School District and leased to the student user. All users will follow these procedures and the Breckenridge Public School District Acceptable Use Policy (524).

### **2.1 General Precautions**

- a. Avoid using any sharp object(s) on the Chromebook. The Chromebook will scratch, leading to the potential for needed repairs.

- b. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, lint free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- c. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the Tech Department or HelpDesk (support@isd846.org)
- d. **Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance.**
- e. Never throw or slide a Chromebook.
- f. Always open the Chromebook from the center of the device and not from the corners. Opening the device from the corners creates additional stress on the screen and may lead to the screen damage.
- g. Cords and cables must be inserted carefully into the Chromebook to prevent damage. Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your Chrome bag or back pack while plugged in.
- h. Chromebooks must remain free of any writing, drawing or stickers.
- i. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- j. Chromebooks are never to be left in an unlocked locker, on top of a locker, outdoors, or in any unsupervised area.
- k. Chromebooks should be placed vertically in the top locker compartment or in a backpack/book bag to avoid putting any pressure on the screen.
- l. Never leave your chromebook on the floor or a location where you can easily sustain damage.
- m. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- n. Chromebooks must be charged for school each day. **This is the student's responsibility.**
- o. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person.
- p. Use caution when taking your Chromebook off campus. Do not take your Chromebook places where it is possible it could be lost or stolen. For example, taking it to after school activities.

## **2.2 Carrying Chromebooks**

Chromebooks should **always** be transported with the cover closed. Carrying the chromebook with an open cover risks significant damage to the screen.

## **3. Using a Chromebook at School**

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, School messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students

are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher or principal.

### **3.1 Chromebooks Left at Home**

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present. Repeat violations of this policy will result in disciplinary action. In the event of forgotten chromebooks, a limited number of spares are available for checkout from the High School Media Center.

Repeat violations of coming to school without your chromebook may result in loss of the privilege of taking the chromebook off campus.

### **3.2 Chromebook Undergoing Repair**

Spare Chromebooks are issued to students when their Chromebooks are being repaired.

A limited number of spare Chromebooks are available so having a spare is not guaranteed. Students using spare Chromebooks will be responsible for any damages incurred while in their possession. Student will pay full replacement cost if it's lost or stolen.

### **3.3 Charging a Chromebook's Battery**

Chromebooks must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home. Repeat violations of this policy will result in disciplinary action. In cases where the battery is not charged, students may be able to connect their Chromebook to power charging stations located in the Media Center and outside of the Main Office and Entry.

### **3.4 Screensavers/Background photos**

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drugs, alcohol, or gang related images are not permitted and subject to disciplinary action.

### **3.5 Sound, Music, Games, Apps**

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Students should provide their own headsets/ear buds if said permission is obtained.
- c. All software/apps must be district provided. Data storage will be through your Google Apps for Education (GAPE) account. (Google Drive)
- d. Internet games are not allowed on the Breckenridge Public School Chromebooks.

### **3.6 Legal Propriety**

- a. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher.

- b. Plagiarism is a violation of the Breckenridge Public School District rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- c. Use or possession of hacking software is strictly prohibited and violators will be subject to Breckenridge Public School District discipline. Violation of applicable state or federal law may result in criminal prosecution.

### 3.7 Printing

Students may not print to district printers from their Chromebooks or personal devices. Printing to a personal non district owned printer is permitted. If you need to print a document, students should login to their Google Drive from a school networked computer.

### 3.8 Home Internet Access

## THE CHROMEBOOK ONLY HAS A LIMITED FILTER FOR THE INTERNET!

Parents/guardians, please take the necessary precautions for internet safety with your student! For more tips, please see the *Parents' Guide. Safe and Responsible Internet Use.* (Appendix C).

REMINDER: Breckenridge Public School provides internet filtering on the district's network. These filters have limited use outside of the network. It is the family's responsibility to monitor the student's use of the internet outside of the school setting. Home use of the Chromebook is monitored by the Breckenridge Public School Technology Department.

- a. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require a wireless printer, proper settings on the Chromebook and the correct app.
- b. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- c. All activity on the Chromebook and district issued email account, whether conducted at school or off site, is subject to search as school district property.

### 3.9 Using the Chromebook Camera

The Chromebook comes equipped with a camera with photo and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Cameras may only be used in the classroom if approved by the teacher and may never be used in a locker room or restroom.

Students are not permitted to remove the bezel (screen cover) in order to cover the chromebook camera.

### **3.10 Managing & saving your digital work with a Chromebook**

- a. Google Apps for Education (GAFE) is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the cloud.
- b. With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are. You can access your GAFE account from any computer with internet access by using the Google Chrome browser to login.
- c. All items will be stored online in the Google Cloud environment (Google Drive).
- d. Prior to leaving the district, or graduating, students wanting to save any work need to use Google Takeout to transfer any work to a personal Gmail account.

### **3.11 Network Connectivity**

The Breckenridge School District makes no guarantee that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data. The Chromebook has the ability to be used offline and sync back to the user's Google Drive when connected to the internet.

### **Chromebooks left in Unsupervised Areas**

- a. Under no circumstances should the Chromebooks be left in an unsupervised area.
- b. Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

## **4. Theft, Vandalism, or Lost Chromebook**

- a. In cases of theft, vandalism, or loss the student/parent/guardian must file a report with the Principal's Office before a Chromebook can be replaced.
- b. The fee for a Lost Chromebook is \$75. If a second device is lost, full replacement cost of \$300 will be assessed.
- c. Failure to report a lost or stolen Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook.

## **5. Operating System on your Chromebook**

### **5.1 Updating your Chromebook**

When a Chromebook starts up, it updates itself automatically, so it has the latest version of the Chrome operating system. No need for time-consuming installs, updates, or re-imaging.

### **5.2 Virus Protections & Additional Software**

With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks. Files are stored in the cloud, so there's no need to worry about lost homework.

### **5.3 Software Installation**

Chromebooks can seamlessly access the Google Apps for Education suite of productivity and collaboration tools, as well as apps available in the Chrome Web Store and content across the entire web.

## FREQUENTLY ASKED QUESTIONS

### 1. **What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?**

The Breckenridge Public School District will be responsible for the repair of the Chromebook for normal wear of the unit that is covered by the warranty. If the Chromebook is damaged, stolen, or lost, the student/parent/guardian is responsible for replacing the unit. The District regards the Chromebook as all other materials that are checked out to a student ex: library materials, sports equipment, etc.

### 2. **Does my child have to accept a Chromebook?**

A Chromebook will be made available to each student grades 7-12 for use at school and to take home. Students and parents/guardians must sign and return the District Issued Chromebook User Agreement (Appendix H) and pay any existing fines before a device is issued to the student. If a parent/guardian does not want the child to take a Chromebook home, the parent may notify the office in writing. In this case the student will need to check the Chromebook in and out of the Media Center each day.

### 3. **How is the District paying for the Chromebooks?**

The Chromebooks are being purchased using dollars from the current technology budget and technology referendum.

### 4. **As a parent/guardian, how do I monitor my child's use of the Internet?**

Breckenridge Public Schools uses Securly as a filter for all student activity. During the school day, all online activity is closely monitored by the Technology Department. Parents are encouraged to closely monitor use of the chromebook in the family home. Please see the attached document entitled *Parents' Guide. Safe and Responsible Student Internet Use.* (Appendix C).

### 5. **What if we don't have wireless internet access (Wi-Fi) at home?**

Chromebook use is maximized with wi-fi. If a family does not have wi-fi, a student may use the Chromebook at school, at the public library, at local businesses with wi-fi capabilities, or wherever wi-fi is available. For times when wi-fi is not available, there are a variety of tasks you can still do with your Chromebook:

- **Write emails.** Gmail Offline is built to support offline access, allowing mail to be read, responded to, searched, and archived without network access. After first start-up, Gmail Offline will automatically synchronize messages and queued actions anytime Chrome is running and an Internet connection is available.

- **View appointments.** With offline access from the Google Calendar app, you can view a read-only version of your calendar no matter where you are.
- **View, create, and edit documents.** The Google Drive app allows you to view and edit Google Docs, Slides, Sheets, and Drawings files.
- **View and edit photos.** Your Chromebook comes with a built-in photo editor, so you can view and edit photos that are saved locally.
- **View Microsoft Office and Adobe .pdf files.** You can easily use your Chromebook to view Microsoft Office or Adobe files without an Internet connection.
- **Take notes.** With Google Keep, you'll be able to take and save short notes that will be synced to the cloud the next time you're connected to the Internet.
- **Read offline web pages.** If you've saved web pages for offline viewing later, these will open seamlessly in Google Chrome on your Chromebook.
- **Use offline-capable apps.** Some very powerful web applications also have offline counterparts, and you can find them in the Chrome Web Store. Some of these apps include The New York Times and Cloud Reader from Amazon.

## **6. What if a student forgets to charge the Chromebook?**

Charging stations are available in the Media Center and in the Main Entry. Repeat violations of not having a fully charged Chromebook will result in disciplinary action.

## **7. Will students keep the Chromebook for the summer?**

Chromebooks and all Breckenridge Public School District accessories will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year.

***Please contact your child's principal with any questions regarding student use of Chromebooks.***

## Breckenridge District 846 Chromebook Insurance

### *Optional*

Families are encouraged to purchase the following optional insurance coverage from District 846. At a rate of \$25 per year per student (\$65 annual family cap), any and all *accidental damages* will be covered by the policy. Students and families choosing to waive the optional policy would be subject to full repair cost for any damage to a leased chromebook.

- This does not cover Loss, Theft, or Intentional Damage to a chromebook.
- Claims should be filed with the Technology Coordinator within 7 days of the incident.
- Payment can be made on SchoolPay or at the school office between July 1 and October 1 (enrollment deadline) of the applicable year. Families enrolling within the school year must enroll within 2 weeks of their first day of classes.
- For reference, current repair costs for the Lenovo 100e Chromebook are as follows

Screen or keyboard: \$50

Top Cover: \$35

Bezel or Bottom Case: \$20

Mainboard: \$100

Trackpad or daughterboard: \$30

STUDENT NAME \_\_\_\_\_ Grade \_\_\_\_\_ Year \_\_\_\_\_

- I choose to purchase ADP insurance coverage for the \_\_\_\_\_ school year
- I waive the option to purchase ADP insurance coverage at this time

Parent/Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## CHROMEBOOK USE: RULES AND EXPECTATIONS

### Rules and Appropriate Usage

The Breckenridge Public School District encourages the use of 1:1 devices and the network, including the Internet, as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for the educational purposes for which it was intended. The Chromebooks issued to students are the property of Breckenridge Public School District. The distribution of a Chromebook to each student is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Before issued a Chromebook for use at school and/or home, students and parents or guardians must sign a *District-Issued Chromebook User Agreement and a Student Internet Acceptable Use Consent Form*, and pay the annual lease, and optional insurance coverage.

**Students are expected to abide by the following rules and behavioral expectations both at home and within the school:**

### **USE OF EQUIPMENT (Hardware and Software)**

- Student must have a user agreement signed by a parent/guardian on file with the Breckenridge Public School District to use the Chromebook and to use the Internet.
- The District's technology is to be used for educational purposes only.
- The use of the District's technology must not violate existing policies of the Breckenridge Public School District
- Student may not destroy, deface, or alter Chromebook equipment or files not belonging to the student.
- Students may not hide files or activity on the Chromebook.

### **THE NETWORK**

- Online time must be used wisely to allow equitable access for all users.
- Chat lines, bulletin boards, forums, etc. may not be accessed by students without prior consent from a teacher or person monitoring the Internet use.
- Engaging in activities that are pornographic or drug related will result in automatic termination of the student's network/Internet privileges. Suspension or expulsion may result from inappropriate use.
- Sending messages via any technological or cellular communication system with the intent to intimidate, frighten, threaten, or abuse another person is considered harassment and will be dealt with as such.
- Students may not change, alter, bypass, or attempt to bypass any Chromebook security measures including filtered Internet sites.
- Possession of malicious software items such as viruses, Trojan software, spyware while at school, on the District network, or transferring to the District network will be considered a violation.

### **PRIVACY**

- It is a violation to share a password or any other confidential information with anyone else or to access any account belonging to other students, faculty, or staff.

### **APPROPRIATE LANGUAGE**

- The use of vulgar, suggestive, or otherwise inappropriate language will not be tolerated.

## **MANAGEMENT**

Breckenridge Public School District reserves the right to monitor all District technology use. The District also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of District technology will result in fines, loss of network/Internet privileges, suspension, or expulsion as deemed appropriate.

### **Responsibilities**

By signing the District-Issued Chromebook User Agreement and Student Internet Acceptable Use Consent Form, students and parents or guardians agree to:

- Submit their Chromebook to school authorities upon request. Such a request may be made in order to ensure Chromebooks do not contain any files, as well as to check browser histories and caches.
- Students are required to leave their Chromebooks at school over the summer for regular maintenance.
- Accept monitoring of student usage of the Chromebooks at any time, when requested by school personnel (teachers or administration). Students and parents need to be aware that files created using the Chromebook or stored on school servers are not private.
- Charge their Chromebook overnight each night to ensure that they are fully charged for classes the next day. Just as students are expected to be prepared for class by having all required materials, students must have a charged Chromebook available to them at the start of each day.
- Protect the Chromebook from damage and theft. Required precautions include the use of the protective case when transporting the Chromebook to and from classes and to and from school. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local law enforcement and school immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by authorities.
- If the Chromebook is damaged, the parents or guardians will pay the cost of repair/replacement as laid out in Appendix B.
- Parents/Guardians are encouraged to obtain their child's login and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact the building office for assistance. When the Chromebooks are taken home by the student, it is strongly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.

### **Consequences for Breaches of the Acceptable Use Agreements**

In the event a student breaches any part of the Chromebook Procedures & Information Handbook or Student Internet Acceptable Use Agreement, there will be consequences imposed by the school, consistent with the Parent/Student Handbook and District policies. Each situation will be considered independently and consequences will range from a discussion about the rules and expectations regarding Chromebook usage and/or a complete withdrawal of access to all computer technology up to and including suspension or expulsion. Violations could also lead to referral to local police authorities.

## **Chromebook Student-User Expectations**

### **As a Chromebook user, you will be expected to:**

1. Look after your Chromebook very carefully, all of the time.
  - a. Chromebooks will never be left unattended.
  - b. Chromebooks must be situated securely on the working surface.
  - c. Make sure the Chromebook is not subject to careless or malicious damage (i.e. as a result of horseplay).
  - d. Take care when the Chromebook is transported that it is as secure as possible. The Chromebook **MUST** be carried in its padded, protective case at all times.
  - e. Carry the Chromebook in the closed position with two hands.
2. Ensure that your Chromebook is charged every evening and ready for use the next day (i.e. plugging it in for charging overnight).
3. Store your Chromebook in your locked locker when not in use (i.e. lunch, phy ed, etc.). The Chromebook should be in its case when stored in a locked locker and no items can be stacked on top of it.
4. Be on the task assigned by the teacher at all times. Chromebooks will **ONLY** be used for educational purposes as directed by Breckenridge Public School District staff.

### **Consequences for Violation of Chromebook Rules:**

Please review the Parent/Student Handbook for building-specific consequences for violations of Chromebook user rules. By signing the District-Issued Chromebook User Agreement, you commit to the student expectations and understand the consequences for violation.

## Parents' Guide

### Safe and Responsible Student Internet Use

The Breckenridge Public School District recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the Chromebook.

1. **Take extra steps to protect your child.** Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
2. **Go where your child goes online.** Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as s/he works and socializes online.
3. **Review your child's friends list.** You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
4. **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.
5. **Limit the time your student is on the Chromebook.** While the Chromebook is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
6. **Report unwelcome or malicious online threats.** Report in a timely fashion to the school any online interactions that can be considered threatening.
7. **Help your child develop a routine.** Many parents have found success by helping create a routine for their Child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
8. **Take a look at the apps or programs.** It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.
9. **Read and share with your child the Breckenridge Public School Chromebook Procedures and Information Handbook.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

### General Tips for Parents for Internet Safety:

- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones, movies, and music.
- Monitor your child's computer use. Know their passwords, profiles, and blogs. When the Chromebooks are taken home by the student, it is strongly recommended that it will always be used in a common family location. Let children show you what they can do online and visit their favorite sites. Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.

## **SOCIAL MEDIA GUIDELINES**

### **Educational Purpose**

In order to help our students develop their reading and writing skills, cultivate our understanding of different people and cultures, share information and collaborate safely and effectively via the Internet, and learn through experiences, our students participate in using a variety of social media applications (blogs, wikis, podcasts) and content creation sites (Animoto, Glogster, Blogger). To protect student privacy and ensure safety, the following guidelines are to be followed:

### **Student Responsibility**

- When creating accounts, provide their full first names and only the first letter of their last name.
- When asked to provide birth date information, all students will use January 1 of their birth year.
- Students will not share personal, identifiable information. (i.e. school name, location, etc.)
- Students will use group pictures of students and/or individual pictures, which do not identify individuals by name.
- Students will agree to use social media and content sites responsibly.
- Protect the Chromebooks from damage and theft per the 1:1 Technology Student Expectations. Required precautions include the use of the protective sleeve when transporting the Chromebook to and from school. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the local police authorities and school personal immediately. Parents or guardians are financially responsible for any lost or stolen Chromebook that is not recovered in good working order by the authorities.
- Understand the User Agreements, including Acceptable Use Policy (AUP), building specific student handbook rules, 1:1 Technology Student Expectations and Parent Permission Agreement.

### **Parent/Guardian Responsibility**

- Monitor student Internet and social media use at home.
- Contact teacher who has assigned the project if any questions or concerns arise.
- Parents/Guardians are encouraged to obtain their child's log-in and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact their student's school Main Office for assistance.
- If the Chromebook is damaged, the parents or guardians will pay the full repair/replacement cost of the Chromebook, protective sleeve and/or AC power adaptor.

## District-Issued Chromebook User Agreement

Agreement must be signed by the student AND parent/guardian before a Chromebook will be issued to a student.

As a user of the Breckenridge Public School District computer network and District-issued Chromebook, I acknowledge receipt of and hereby agree to comply with the user requirements contained in the *Chromebook Procedures and Information Handbook*.

**Student Name (PRINT)** \_\_\_\_\_ **Grad Year** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I understand that I may be held liable for usage violations and/or equipment damage to District-issued Chromebooks. I acknowledge receipt of and hereby agree to comply with the user requirements contained in the *Chromebook Procedures and Information Handbook*.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

1.1 a: Chromebooks are distributed during Open House/Orientation prior to the school year; there is no mandatory cost, though all existing fines must be paid prior to receiving the chromebook.

3.1 Forgotten Chromebooks- students may check out a spare device from the media center that must be returned at the end of the day.

3.9 Students are not permitted to remove the bezel (screen cover) and cover the device's camera

3.11b Students may face disciplinary action for leaving chromebooks in unsupervised areas

4b A fine will be issued to students who report a missing chromebook. \$75 first time full cost second time

#### INSURANCE

-fee remains optional \$25/student, family cap \$65. No deductibles.

-clarified that insurance does not cover theft, loss, or intentional damage

-accidental damage should be reported within 7 days of the incident

-Enrollment in insurance will take place between July 1- October 1 of the coverage year, or within 2 weeks of beginning school for a newly enrolled student.



# **Breckenridge Public School District #846**

## **Social Media Guidelines for Employees**

Board Approved: [Date]

At Breckenridge Public Schools, we recognize many staff, students, parents, and community members are active social media users. As a school district, we use social media as a strategic tool for communication with stakeholders. The purpose of these guidelines is to help our employees participate online in a respectful, relevant way that protects their reputation and the reputation of Breckenridge Public Schools, and respects the professional relationship between teachers, students, and families.

For the purposes of this document, social media includes but is not necessarily limited to platforms such as Facebook, X (formerly Twitter), Instagram, SnapChat, LinkedIn, TikTok, Flickr, Pinterest, Tumblr, and YouTube. It also includes blogs, comments on websites, discussion forums, podcasts, and any other online activity involving connecting or communicating with other users. These guidelines complement, but do not replace, any existing policies regarding the use of social networking, ethics, technology, computers, email, and the internet in place for Breckenridge Public Schools.

### **Personal Responsibility**

We encourage responsible social media participation in adherence with policies concerning its use during work hours as well as other applicable policies. These policies include but are not limited to those concerning ethics, non-discrimination, anti-harassment, anti-bullying, student data privacy, and copyright/fair use.

We ask that you carefully consider the very public forum you may participate in and act in a way that properly represents both your professional reputation as an educator and the Breckenridge Public School District #846 as your employer.

### **Guidelines**

- You are personally responsible for the content you publish online or send in a private message. "Content" includes personal comments, links, photographs, audio or video, and content created by other users that you choose to share, send, or re-post. Your social media pages are an extension of you. We encourage you to ensure that your online behavior reflects the same standards of honesty, respect, and consideration you apply offline.
- Please use common sense when posting online. Express your ideas and opinions in a respectful manner. Seek to build trust and responsibility in your relationships.
- Avoid insulting others, including students, staff, parents, our extended school community, or other school districts. Do not use racial slurs, innuendos, obscenity or other inappropriate content.
- Avoid posting, sharing, commenting, or otherwise engaging in rumors or unsupported information.

- Represent Breckenridge Public Schools, and the students, families, and community you serve in the best light. Your posts and comments should help build and support the school community.
- Posts, comments, and messages on your personal social media pages may be used by the media as quotes and taken as such without explicit permission; therefore, you should refrain from commenting on district issues online. Doing so could lead others to believe that you are speaking for the district.
  - The Superintendent and School Board Chair are the only district employees expressly authorized to speak on behalf of the district.
- Content you post should not include provocative photographs, sexually explicit messages, content showing or promoting the use of drugs or content showing or promoting the illegal use of drugs or alcohol, or any other illegal activity.
- Be mindful that once something is posted, you cannot take it back. Any content you publish will be public and can be shared with the click of a button. “Deleting” content does not make it disappear, as deleted content can still show up in online searches. (The FTC allows private corporations to store publicly accessible Facebook posts for a period of approximately seven years to be used in background checks made by current or potential employers.) Moreover, even posts, messages, and photographs that are “private,” shared only with your specific contacts, or designed to disappear after a short time may be shared, screenshotted, and/or re-posted by other users. All content should be posted with the assumption that it could become public.

### **Privacy and Copyright**

- Respect the privacy and rights of both colleagues and students. Confidential student or personnel information should never be shared online. Photos and videos of students should not be posted on an employee’s personal social media account. This is a violation of FERPA (Family Educational Rights and Privacy Act) and against the law.
  - Employees are encouraged to “share” posts from their school or from the district if they would like to feature their work on their personal pages.
- Do not create any social media account, blog, or website intended to represent Breckenridge Public Schools unless given permission by the Director of Learning and Innovation or Superintendent. Breckenridge Public Schools maintains one official Facebook page. Other pages add confusion and impose liability on the employee responsible. It is important to protect the district’s brand by ensuring certain brand standards and content guidelines are maintained, and promoting a unified message on all district/school social media pages.
- Do not use logos or images without permission.
- Use your personal email addresses on social networking sites and while engaging in personal off-duty social media activities.
- You are responsible for understanding and controlling privacy settings on each social network you use. Always assume default settings will make your profile and any content you share publicly accessible. Even with maximum privacy settings in place, or in social media apps designed to make content disappear, content can still find its way into the public domain.



# EMPLOYEE HANDBOOK

## 2023-2024

### **BRECKENRIDGE PUBLIC SCHOOL DISTRICT NO. 846**

Business Office  
810 Beede Ave  
Breckenridge MN 56520  
218-643-6822

Elementary School  
810 Beede Ave  
Breckenridge MN 56520  
218-643-6681

High School  
710 13<sup>th</sup> Street N  
Breckenridge MN 56520  
218-643-2694

[www.isd846.org](http://www.isd846.org)

Breckenridge School District #846 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Kristie Sullivan, District Superintendent at 218-643-6822, has been designated to handle inquiries regarding discrimination. Additional information may be obtained from the US Department of Education, Office for Civil Rights, 500 W. Madison St., Suite 140, Chicago, IL 60661.

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# FACULTY/STAFF HANDBOOK

“Breckenridge Pride...Inspiring to Excel”

## 1. MISSION STATEMENT

We are devoted to providing personalized learning through challenging, relevant and dynamic experiences in a safe environment where mutual respect is fostered and innovative builders of the future are developed.

## 2. VISION STATEMENT

A school system in which each learner graduates fully prepared to succeed in college, career, and life

## 3. GENERAL INFORMATION

- A. Working hours begin at 8:00 am and end at 3:45 pm for each teacher. Some may start at 7:45 am and end at 3:30 pm provided they have made the request to their building principal. **Teachers are expected to keep their classrooms locked when not occupied. The period from 3:15 (elem)/3:23 (HS) to 3:45 pm will be reserved for student appointments, parent conferences, teacher meetings, lesson preparation, etc.**
- B. The Breckenridge Public Schools’ buildings, vehicles, and property are tobacco- and vape-free. Tobacco and vape device usage is not allowed.
- C. **Teachers- Please do not leave classrooms or study halls unattended!** Teachers are legally responsible for the safety of each child under their supervision; gross negligence is displayed if students are left unsupervised. Secondary teachers are expected to be visible in the hallway between classes.
- D. The administration will conduct faculty meetings as needed.
- E. Please see respective administrators regarding the format expectations of lesson plans.
- F. Teachers are expected to care for their room: writing on desks or other room surfaces is prohibited, desks should be rearranged after class, lights turned out after use, paper picked up off the floor, windows closed and locked at the end of the day, and rooms are to be locked after use. As appropriate, please have students put chairs and any other materials on the floor (i.e. book bins, folders, etc.) on top of their desks at the end of the day for easier and more thorough vacuuming. Teachers are asked to help keep the school clean. Students are not to be allowed to tamper with heating or cooling controls.
- G. Anytime teachers take students out of the building during school hours, a roll sheet is to be emailed to the principal and office secretaries and a copy carried on the bus for every bus trip except the routine rural runs. If a student is on the list but not on the bus, notify the office before leaving the school. These sheets are for emergency purposes and for taking roll on the way back home. Coaches/Advisors will ride the bus home from extra-curricular activities. Bus drivers are not to be left in charge of students. Vehicles carrying students to and from school events must be driven by an authorized adult with Type III Drivers training.
- H. Teachers conducting after hours activities are to remain in the building until the last student leaves. Upon leaving, rooms are to be straightened up, lights are to be turned off, and the doors and windows are to be locked. Do not prop doors for student use.

- I. **Teachers are not to let students use their keys.** The administrator may request that school keys be turned in at the end of the school year. If this request is made, keys should be submitted along with the end of the year checkout sheet.
- J. Teachers should require students to call them by Mr., Miss, Mrs., or Ms.
- K. Student and staff injuries are to be reported immediately to administration (including Dessica Komestakes) and an incident report completed.
- L. Teachers are not authorized to use school vehicles without permission from administration.
- M. Teachers are accountable for supplies and equipment under their care including staplers, tape dispensers, copying, etc. Teachers will be responsible for inventory.
- N. A teacher file is maintained in the district office which includes: teacher certificate(s), leave slips, evaluations, etc.
- O. Teacher tardiness to school or class will not be tolerated.
- P. Teachers planning special events will have them cleared with the principal a minimum of one week before the event is to take place. Activities involving money or the school activity account must be cleared with the principal.
- Q. Cash boxes and/or money from student activities may not be kept in classrooms; rather, turn cash and checks into the office. In the case where a deposit is not yet being made, office staff will store cash and checks securely in the vault.
- R. A detention for grades 7-12 will be scheduled for 50 minutes before or after school Monday through Thursday at the high school.
- S. Teachers are expected to become familiar with the items contained in the student handbook and student section of policy.
- T. The School Board hereby resolves to comply with Public Law 94-553 and Title 17 of the United State Code regarding Federal copyright laws. It is the intent of the Board of Education that employees shall respect the copyright laws and that copying machines, computers, etc. owned by the school district shall not be used in a manner as to infringe on the rights of others.

#### **4. STUDENT DISCIPLINE**

Discipline is not the responsibility of only the dean of students, principal, and/or superintendent. Each teacher in the district will share the responsibility of maintaining proper discipline. All rules and regulations put forth by the Board of Education and/or the offices of the superintendent and principal shall be enforced by each individual teacher. **Refer to the Student Handbook and Discipline policies** (500 series of policies apply specifically to students).

#### **5. DRESS CODE**

Teachers are expected to be professionally dressed during working hours. Expressly prohibited are T-shirts, sweats, etc. Jeans, sweatshirts, and “spirit” clothing is allowed on Fridays.

#### **6. SUBSTITUTES, SICK LEAVE, AND OTHER TEACHER ABSENCES**

- A. All absences prior to 7 a.m., should be submitted in Frontline (formerly AESOP). If a sub is needed any time after 7:00 a.m., notify the respective office secretary immediately and they will arrange for your sub. Contact the high school office (ext. 4401) for MS/HS absences. Call the BES office (ext. 4019) for elementary absences. If no one answers, leave a message.
- B. The district will grant sick leave in accordance with the negotiated agreement.

- C. The district will grant personal leave in accordance with the negotiated agreement. Personal leave shall be taken in half day increments.
- D. Leave forms should be submitted electronically in advance for personal leave and immediately upon return for other types of leave.
- E. Substitute folders are to be completed and kept in an accessible location and should include class rosters, seating arrangements, class schedules, procedures, material locations, computer passwords, and other necessary information. Current class rosters are also to be kept in classroom emergency buckets; in the event of an evacuation or lockdown, we must take into account that our substitutes will not have access to the district's Crisis Go application.

## **7. ABSENTEES AND ATTENDANCE**

- A. Teachers are required to keep a record of absences for each individual class. Junior high and senior high school teachers will enter absences/tardies into the district computer system for each class period. Attendance should be taken immediately at the beginning of the class period. Three unexcused tardies shall count as a class absence and count toward the district attendance policy. Elementary attendance is taken twice daily, once in the a.m. and once after lunch.
- B. Teachers will be expected to make valid assignments for make-up work to be given to students after they have missed class. This work should be designed to adequately make up for the number of classroom minutes missed and the learning objectives of the lesson(s).

## **8. ACTIVITIES**

- A. Teachers are encouraged to attend school events including athletic events, music programs, graduation, holiday programs, class plays, etc.
- B. School events are authorized only with permission from the principal.
- C. Teachers may be asked to chaperone school parties during the school year.
- D. Lights in the gym are to be turned off after activities are finished. Equipment is to be put away after use.
- E. Teachers are required to accompany and supervise students in lyceums, assemblies, and pep rallies and are required to sit with their classes. Teachers will share in the responsibility of supervision during said activities.
- F. It shall be the duty of the coaches/office to inform students if they become ineligible for a sport or activity.

## **9. PURCHASES**

All purchases by employees are required to follow proper purchasing procedures. The school district will not accept responsibility for unauthorized purchases. The requisition/purchase order process will be strictly followed. All requisitions should be completed by April 1 of the school year for the current school year. If an item is needed after this date such as perishable items, be sure to contact the principal prior to purchasing. Unauthorized purchases will become the financial responsibility of the employee placing the order or making the purchase. Student accounts should be approved by administration if there are any questions about the approval of the purchase.

## **10. MONEY**

- A. All money turned into the office should be counted.

B. Money disbursed for field trips, etc. is to be accounted for with receipts.

### **11. CUSTODIANS, COOKS, BUS DRIVERS, OFFICE SECRETARY**

- A. Teachers have no authority over the custodians, cooks, bus drivers, office secretaries, or other teachers, etc.
- B. The work of the custodian is very important to all of us. Cooperation of all staff members with custodians in keeping the school environment clean and safe will be appreciated. If you have suggestions about the way your room or area is being kept and cleaned, please refer comments to the principal or superintendent, not directly to the custodian. If repairs are needed, please contact Jerry Rosenthal via phone or email.

### **12. HOT LUNCH**

Employee lunch accounts can be set up through the elementary or high school offices with deposits made through the offices or through School Pay. Meal prices are set annually by the School Board and can be found on the Fee Schedule.

### **13. HIGH SCHOOL CLASS PROCEDURES**

- A. The full class period should be used for instruction. Do not allow students to line up at the door prior to the dismissal bell.
- B. Teachers will be at their door or in the hallway when classes are changing to ensure safety of students, facilitate orderly hallway traffic, and welcome students to class.
- C. Personal work is not to be done on school time.
- D. Authority to excuse students from class is reserved to the administration. Teachers are not to allow a student to leave the school building to drive home to get forgotten items or to pick up items downtown, etc. If such things are necessary, they must be cleared with administration.
- E. Teachers are not to allow students to disturb other classes.
- F. No personal use of technology when responsible for students.
- G. Help supervise students before and after school in the hallways.

### **14. HARASSMENT**

#### General Statement of Harassment Policy:

It is important to remind everyone that ISD 846 does not tolerate acts of harassment, including acts of harassment based on disability in our district.

If you believe you have been subject to harassment or a hostile environment based on your disability or any other protected characteristic (such as age, gender, national origin, race, color, creed, religion, marital status, familial status, age, sexual orientation or receipt of public assistance), immediately report the harassment or hostile environment to the district. The district is committed to conducting thorough investigations into reports of harassment or hostile environments. Reports should be made to the District's Human Rights Officer, Superintendent, 710 13th St. N, Breckenridge, MN, 56520, (218) 643-6822.

Individuals found to have engaged in acts of harassment or other acts that create a hostile environment based on disability, or any other protected characteristic, will be promptly disciplined pursuant to the District's discipline policy, employee discipline policy, or collective bargaining agreement where applicable.

If circumstances warrant it, such discipline may include suspension and expulsion for students, suspension or termination for district staff.

General Statement of Sexual Harassment Policy:

Sexual harassment is a form of sex discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000, et seq., and Minnesota Statute 363.01.13, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. The policy in full detail is available upon request from the district office.

It is the policy of Independent School District No. 846 to maintain a learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee of School District No. 846 to be sexually violent to a student or employee.

The School District will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District.

The policy includes definitions of sexual harassment and violence. It organizes the reporting, investigation, district action and reprisal procedures.

The Harassment and Violence Policy 413 in full detail is available upon request from the District office or on the school website under District Office > District Policies  
[https://drive.google.com/file/d/1ogKaHlmbd2DYCMOi18l\\_6Dvrqhy3b54i/view](https://drive.google.com/file/d/1ogKaHlmbd2DYCMOi18l_6Dvrqhy3b54i/view)

## **15. TEACHER'S LOUNGE**

- A. The teacher's lounge is provided for use during free time.
- B. Students are not allowed in the lounge.
- C. The refrigerator and coffee area are the responsibility of employees. Keep the lounge clean and orderly.

## **16. EVALUATION**

Formal teacher evaluations will be conducted in accordance with Minnesota state law. Informal observations will be an on-going process throughout the school year. Please refer to the Educator Excellence Program for more information.

## **17. GRIEVANCE**

Refer to the master agreement.

## **18. GRANTS & TECHNOLOGY PURCHASES BY TEACHERS**

All grants sought out by teachers need to be approved by administration. This includes, but is not limited to, such grants as Donors Choose, Richland Wilkin Community Foundation, etc. Technology purchases and grant requests with technology requests need to be approved by technology staff personnel. For state and federal grants, teachers should consult with the superintendent, principal, and Miriam Tobola.

## **19. PROFESSIONAL GROWTH**

It shall be the policy of the Breckenridge Public School District School District to adhere to Professional Growth Standards as put forth by the MN Department of Education. Compliance with these requirements is monitored by the Superintendent of Schools.

## **20. GRADING SCALE**

A numerical grade will be used on the report card and permanent records for all academic subjects in grades 7-12. The following grading systems shall be used:

A 95-100	C+ 77-79	D- 60-62
A- 90-94	C 73-76	F 59-00
B+ 87-89	C- 70-72	
B 83-86	D+ 67-69	
B- 80-82	D 63-66	

I = Incomplete – No grade unless work is completed.

Grades K-6 use a standards based grading scale as follows:

E- Exceeds

M- Meets

PM - Partially Meets

DM - Does not Meet

## **21. CLUBS AND ORGANIZATIONS**

All funds and financial transactions will flow through the appropriate office of that club or organization. No advisor shall solely maintain a club or organization's finances. Fundraisers for organizations must be approved by the School Board. Advisors **MUST** be present during fundraising activities and supervise the students involved.

## **22. FIELD TRIPS**

**NO STUDENT MAY GO ON A FIELD TRIP WITHOUT A SIGNED PERMISSION SLIP.**

Field trips are valuable if planned carefully by the teacher. If you wish to plan a field trip:

A. Get the approval of the principal at least 2 weeks prior to the event.

B. Get the approval of the place to be visited.

C. Complete Bus Request form 2 weeks in advance.

D. Instruct your students about the field trip, the approximate time of departure, time of return, and special actions to be taken on the students' part.

E. Chaperones are to have a background check completed.

## **23. CODE OF CONDUCT**

Staff members have a responsibility to make themselves familiar with and abide by, the laws of the state and the policies of the school district as these affect their work. District goals are dependent upon the professional behavior of all staff and the following responsibilities will be required:

A. Faithfulness and promptness in attendance at work.

- B. Support and enforcement of policies of the School Board and regulations of the school administration.
- C. Diligence in submitting required reports at the time and in the manner specified by the law and the district policies and practices.
- D. Care and protection of school property.
- E. Concern and attention for their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under proper supervision at all times.

## **24. CHAIN OF RESPONSIBILITY**

Students, parents, and teachers are encouraged to follow the appropriate chain of responsibility for resolution of any problems or concerns. The chain of responsibility is:

Student/Parent → Teacher → Building Principal → Superintendent → School Board

## **25. SCHEDULING EVENTS**

The school calendar is extremely important for planning school events and activities. For the sake of conflict, **all school activities will be scheduled through the principal's office.** Contact an administrative assistant in either school office. Also the Activities Director can be contacted for either building. Only those items approved through the administrative offices will be considered as having official sanction. School events can be found at the school website at [www.isd846.org](http://www.isd846.org) and click Activity Calendar.

## **26. PREPARATION TIME**

All teachers will remain in the building during their preparation time. The school office must be notified if a teacher needs to leave the building during their preparation time except during the allotted duty free lunch. Preparation periods are to be used for lesson preparation, assessing student work, and for working with students who may need extra help.

## **27. MEDIA CENTER**

Teachers will schedule time in the library with the media aide. Teachers must supervise students who are working in the library unless arrangements have been made with the media aide.

## **28. PAYROLL**

Payroll will be ready on the 15<sup>th</sup> of each month and the last day of each month; or the last working day falls on a weekend or holiday. If payday falls on a weekend or holiday, payment will be made the last working day.

## **29. TEACHER CONTRACT**

It is each staff member's responsibility to know their contract and how the details of the contract apply to them individually. **Read your contract.**

## **30. TORNADO, FIRE, & LOCKDOWN DRILLS**

Teachers are to be familiar with emergency procedures including fire and tornado drills. Fire and tornado drills are to be conducted under the supervision of the principal. The signal for a fire drill will be an automated warning and the use of Crisis Go. The signal for a tornado drill will be voiced over the

intercom and through Crisis Go. Holds and lockdowns will also be called over the intercom and Crisis Go. **Teachers must have their Emergency Procedures Flipcharts, class rosters, and bucket of supplies with them during drills or emergencies. Teachers should immediately take attendance to account for their students. You will do this through the Crisis Go app when possible.**

### **31. STORM PROCEDURES**

In the event of emergency school closings, including calling off school or early dismissal, students and parents should listen to the following radio and television stations for school information: KBMW, WDAY, KFGO, and KVLV. The district's School Messenger Notification System and Facebook page will also be used to notify parents/students of any emergencies or closings.

### **32. STUDENT MEDICATION**

Students who must depend upon receiving medication during the school day must have a written order from a physician giving specific directions for taking the medication. Prescription medicine must be in the original container and kept in a locked container in the school office / nurse's office during the day. Students must also have a signed permission slip by their parents/guardians to carry any over the counter medications such as aspirin, Tylenol, etc., on their person or to have them stored in their bags or lockers.

### **33. SUBSTANCE USE/ABUSE POLICY**

The Board of Education of Independent School District No. 846 is committed to the prevention of alcohol, tobacco and other substance use/abuse. This policy describes the philosophy of the district and the program elements the district will use to promote healthy lifestyles for its students and staff and to inhibit the use/abuse of alcohol, tobacco and other substances.

No person may use, possess, sell, or distribute alcohol or other substances, nor use or possess drug paraphernalia on school grounds or at school sponsored events, except drugs prescribed by a physician. The terms "alcohol and other substances" shall be construed throughout this policy to refer to the use of all substances including but not limited to: alcohol, tobacco, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-a-likes and any other of these substances commonly referred to as "designer drugs." The inappropriate use of prescription and over the counter drugs shall also be prohibited.

Additionally, the following persons shall be prohibited from entering school grounds or school sponsored events: any person exhibiting behavior, conduct, or personal or physical characteristics indicative of having used or consumed alcohol or other substances.

### **34. SAFE SCHOOL STANDARDS**

By Minnesota law, whoever possesses, stores, or keeps a dangerous weapon as defined in Section 609.02, Subdivision 6, on school property is guilty of a felony and may be sentenced to imprisonment for not more than two (2) years or to payment of a fine of not more than \$5,000 or both. School property means a public or private elementary, middle, or secondary school building and its grounds (parking lots, athletic fields, etc.) whether leased or owned by the school. It also means the area within a school bus when the bus is being used to transport one or more elementary, middle, or secondary students.

### **35. VIOLENCE PREVENTION AND WEAPONS POLICY**

It is the policy of Independent School District No. 846 to maintain a learning and working environment that is free from threats or harmful influence of any person(s) or group(s), which exhibit

and promote violence and disruptive behaviors. The Board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe. It further believes that students are the first priority, and that no physical or emotional harm is to come to them during school activities, on school grounds, on buses, or on field trips.

It shall be a violation of this policy for any pupil or staff member to possess a firearm or a dangerous weapon when in the school building, on school grounds, or at a school-related activity. It shall be the policy of ISD 846 to refer to law enforcement any person who brings a firearm to school in violation of the “Gun-Free School Act of 1994.”

The Board and administration shall publicize and inform staff and students annually of policies and procedures related to violence prevention and weapons. The district shall act immediately to investigate all acts or complaints of violence, either formal or informal, and take appropriate disciplinary action against any pupil or staff member who is found to have violated this policy. The superintendent will expel for 365 days any student who brought a firearm to school. The superintendent may modify such expulsion on a case-by-case basis.

### **36. ANNUAL ASBESTOS NOTIFICATION**

Our school buildings have been inspected for asbestos under the Asbestos Hazard Emergency Response Act of 1986 (AHERA). Some asbestos-containing building materials (ACBM) have been submitted to the Minnesota Department of Education (MDE), and the report is available for your inspection in the District Office at the Breckenridge Elementary School. The person designated as Asbestos Program Manager for our district is the Facilities Manager, Jerry Rosenthal, who can be reached at 218-643-6822.

Asbestos-containing areas will be kept under surveillance for change or damage. If you notice any change or damage to areas identified as asbestos containing, please notify the Asbestos Program Manager above at once. In addition to periodic surveillance (at least every 6 months), the school will be re-inspected by a certified asbestos inspector every three years.

### **37. ACCEPTABLE TECHNOLOGY USE**

Upon hire, all employees must sign the internet acceptable use agreement and observe the district’s social media guidelines. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in the files in the system. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, or the law. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or district policy. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and email files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under MN Stat.Ch 13(the Minnesota Government Data Practice Act). The school district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

### **38. SCHOOL BOARD POLICIES (400, 500 and 600 series of policies)**

All School Board Policies are to be adhered to at all times during the school year as a Breckenridge school employee. The Breckenridge School Board policies in the 400 series apply specifically to Employee/Personnel, the 500 series of policies apply specifically to students and the 600 series of policies apply specifically to education programs. All school district policies can be found at: [www.isd846.org](http://www.isd846.org).

### **39. COMMUNICATION WITH PARENTS/GUARDIANS**

As educational professionals, it is best practice to respond to a parent/guardian question in a professional manner. Please be proactive in contacting/talking with parents/guardians in regards to the education of their child in the building. It is recommended that staff respond to parent/guardian contacts (emails, phone, etc.) within 24 hours when school is in session. Parents/Guardians should also receive contact (phone call, email, etc.) from their child's instructor on a regular basis as a best practice.

### **40. CHEMICAL FREE ZONE**

In order to respect students and staff with allergy issues related to certain chemicals, please do not use scented soaps, body or air freshener sprays, cleaners, plug-in air fresheners, diffusers, etc. throughout the building. Students and staff with allergies or asthma are greatly affected by many of these types of scents and chemicals in the products.

**This Employee Handbook is shared with employee Google accounts on the school website.**

*School Board Policy & Master Teacher Agreement override this document.*

# Breckenridge Public Schools

*"Home of the Cowboys & Cowgirls"*

INDEPENDENT SCHOOL DISTRICT #846 • DISTRICT OFFICE

810 Beede Avenue • Breckenridge, MN 56520

Phone: 218-643-6822 • Fax: 218-641-4035

www.breckenridge.k12.mn.us



**PLEASE RETURN THIS PAGE TO YOUR PRINCIPAL. THANK YOU!**

This **employee handbook** is for your use and includes the basic rules that aid us in operating the Breckenridge Public Schools. Rather than specifically discussing each and every passage in the handbook, we leave the responsibility of reading the book up to you and only ask that you sign this form indicating that you have received the Breckenridge Public School Employee Handbook 2023-2024. If you have any questions or comments about the contents of the handbook, please share them with the appropriate administrator.

I have been offered a copy of the **Drug-Free Workplace/Drug-Free School Policy #418**.

I have been offered a copy of the **Internet Acceptable Use and Safety Policy #524** and **Breckenridge Public School District #846 Social Media Guidelines for Employees**. I have read and agree to comply with all aspects of the School District's Acceptable Use Policy.

I agree to abide by all school district policies.

*School policies can be found online on the school website or are available at the District Office.*

**Confidentiality** - I shall use my access to confidential information for the sole purpose of performing my job duties.

I have read the **Student Handbook** of the appropriate building. The handbooks can be found under the elementary or high school office tab on the school website or available at each school office.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date



# GUIDING PRINCIPLES

**2023-2024**



## CORE VALUES

- Empathy** – We value the practice of seeking to understand others’ experiences.
- Integrity** – We value the practice of acting with integrity in all aspects of education.
- Respect** – We value respect for our students, schools, and community.
- Responsibility** – We value the great responsibilities of educating our youth.

*Breckenridge Pride . . . Inspiring to Excel!*

WHAT

## VISION STATEMENT

A school system in which each learner graduates fully prepared to succeed in college, career, and life.

HOW

## MISSION STATEMENT

We are devoted to providing personalized learning through challenging, relevant and dynamic experiences in a safe environment where mutual respect is fostered and innovative builders of the futures are developed.

WHY

## BELIEF STATEMENTS

**We believe:**

- all students, given proper support, curriculum, and instruction, can learn and achieve at high levels.
- learning is an essential, innate, ongoing, and lifelong process.
- both self-perception and educator expectations directly affect motivation and learning.
- learning is most effective when information is embedded in purposeful and meaningful experiences and interactions.
- it is essential that learners can apply understandings in new situations in flexible and thought-provoking ways.
- a safe, welcoming, and affirming school environment is core to student success.
- all staff deserve high quality mentoring, training, and resources to be the best models demonstrating lifelong learning, development, and achievement for students.
- all students deserve access to high quality instruction and programming in which numerous perspectives are studied and shared.
- in clear and open communication and responsive leadership.
- in the responsible stewardship of resources.
- families and community are equal partners in our education system and ***that our children are our future.***



**Interquest Detection Canines®**

(INTERQUEST)

**Breckenridge School District**

(the District)

This shall serve as an agreement by and between Interquest Detection Canines® and the DISTRICT for substance awareness and detection services for the period of September 2023 through May 2024.

It is understood that the DISTRICT has established and communicated a policy clearly defining contraband as all drugs of abuse (in the broadest terms), alcoholic beverages, firearms and ammunition, prescription and over-the-counter medication, and that this policy has been disseminated to all campus locations. Violations are considered inimical to the welfare of students and contrary to the DISTRICT'S desire to foster an atmosphere conducive to safety and education.

INTERQUEST shall provide contraband inspection services utilizing non- aggressive contraband detection canines. Such inspections may be conducted on an unannounced basis under the auspices and direction of the DISTRICT administration with INTERQUEST acting as an agent of the DISTRICT while conducting such inspections. Communal areas, lockers, gym areas, parking lots (automobiles), grounds, and other select areas as directed by DISTRICT officials, shall be subject to inspection. Contraband detected on DISTRICT property is the responsibility of the DISTRICT. Suspected drugs of abuse may be field-tested to provide preliminary or presumptive identification of the drug.

INTERQUEST agrees to provide 6 Half day visits for the contract period. The DISTRICT may increase the total number of visits by notifying INTERQUEST in writing. The cost for each visit will be \$340.00 per team. Multiple canine teams will be charged on a per team basis. Required court testimony on behalf of the DISTRICT will be charged at the same rate. INTERQUEST will invoice for service on a monthly basis at the conclusion of the service month. The DISTRICT agrees to pay for services within thirty (30) days of receipt of such invoice.

INTERQUEST will schedule DISTRICT visits in conjunction with days designated by the DISTRICT as appropriate for visits. The District will provide a school calendar with inappropriate dates for service noted. This calendar will serve as an addendum to the Agreement. All other dates will be considered acceptable for visits. DISTRICT will be responsible for payment for any visit made on any day other than those days noted as unacceptable on the attached school calendar.

INTERQUEST is licensed and registered by the U.S. Department of Justice, Drug Enforcement Administration, and other state regulatory agencies as required.

INTERQUEST DETECTION CANINES®

*Sara Fox*

School's signature \_\_\_\_\_

## 8. Adjournment