



"The mission of the Ada-Borup School District is to educate and prepare all students for a successful tomorrow through academics, activities, arts and attitude."

**REGULAR MEETING
ADA-BORUP SCHOOL DISTRICT NO. 2854
INDEPENDENT SCHOOL DISTRICT NO. 2854
604 WEST THORPE AVENUE
ADA, MINNESOTA 56510
August 10, 2020 – 7:00 AM**

- I. Chairperson - Call to order by Chairperson _____ at _____ and declaration of a quorum.
- II. Attendance:
- III. Pledge of Allegiance
- IV. Consideration/Approval of district invoices
- V. Public Input
- VI. School Board Member Comments
- VII. Budget Report
- VIII. Administrative Reports
 - A. Superintendent or Business Manager Report
 - B. High School Principal
 - C. Elementary Principal/DAC
 - D. Activities Director
 - E. Committees
 - I. Building & Grounds
 - II. Staff Development
 - III. HS MEEP
 - IV. Elementary MEEP
 - V. Pine-to-Prairie
 - VI. Region 8A
- IX. Adoption of Agenda
- X. Old or Unfinished Business
- XI. New Business
 - A. Consent Agenda (A)
 - I. Approve minutes from the July 14, 2020 regular meeting and the August 4, 2020 special meeting
 - II. Approve the lease agreement with the City of Ada
 - III. Approve the lease agreement with ARC Lanes
 - IV. Approve the lease agreement with the Dekko Community Center
 - V. Approve the lease agreement with the Heart of the Valley Golf Course
 - VI. Approve the 2020-21 Elementary Student Handbook
 - VII. Approve the 2020-21 Elementary iPad/Chromebook Handbook
 - VIII. Approve the 2020-21 Activities Handbook
 - B. Personnel
 - I. Resignations
 - a. Accept the resignation of Tammy Anderson as a paraprofessional (A)
 - b. Accept resignation of Chris Hohnadel as a custodian (A)
 - II. New Hires
 - a. Approve Hiring Brian Bau as a 1.0 FTE Social Studies Teacher (A)
 - b. Approve Hiring Wendy Vesledahl as a Temporary VPK Teacher (A)
 - III. Postings

This institution is an equal opportunity provider and employer.

- a. Approve posting for a long term substitute elem teacher (A)
- b. Approve posting for a Full Time Custodian (A)
- C. Approve the resolution calling for school district general election (R)
- D. Approve resolution adopting In-person learning for all students as the base learning model for the start of the 2020-21 school year (R)
- E. Approve resolution stating the intentions of the school board to issue taxable general obligation refunding bonds; authorizing the negotiation for the sale of such bonds; covenanting and obligating the district to be bound by and to use the provisions of Minnesota statutes, section 126C.55 to guarantee the payment of the principal and interest on the bonds (R)

XII. Adjourn

Next Regular School Board Meeting **Date:** _____ **Time:** _____

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	CFB	55754	210677		AM. FAMILY LIFE ASSURANCE CO.		Check		
				B 28 215 006	American Family			\$1,962.57	
				B 28 215 006	9-mo empl adjustments			\$241.93	
PO#:	Voucher #:	44870	Invoice	Invoice No:	M2020121	7/24/2020	Paid Amt:	\$2,204.50	
			B 28 215 006		American Family			\$487.89	
PO#:	Voucher #:	45070	Invoice	Invoice No:	M2021010	7/24/2020	Paid Amt:	\$487.89	
							Check Amount:	\$2,692.39	
2854	CFB	55755	8560		Dentegra Ins. Co (Delta Dental)		Check		
				B 28 215 036	Dental			\$146.96	
PO#:	Voucher #:	44874	Invoice	Invoice No:	M2020121	7/24/2020	Paid Amt:	\$146.96	
							Check Amount:	\$146.96	
2854	CFB	55756	8445		HORACE MANN AUTO		Check		
				B 28 215 028	HORACE MANN AUTO			\$1,398.53	
PO#:	Voucher #:	44871	Invoice	Invoice No:	M2020121	7/24/2020	Paid Amt:	\$1,398.53	
			B 28 215 028		HORACE MANN AUTO			\$107.61	
PO#:	Voucher #:	45073	Invoice	Invoice No:	M2021010	7/24/2020	Paid Amt:	\$107.61	
							Check Amount:	\$1,506.14	
2854	CFB	55757	8729		Horace Mann Life Insurance Company		Check		
				B 28 215 030	Mcl Life Insurance			\$1,206.56	
PO#:	Voucher #:	44875	Invoice	Invoice No:	M2020121	7/24/2020	Paid Amt:	\$1,206.56	
							Check Amount:	\$1,206.56	
2854	CFB	55758	8530		MADISON NATIONAL LIFE		Check		
				B 28 215 030	Mcl Life Insurance			\$156.00	
PO#:	Voucher #:	44872	Invoice	Invoice No:	M2020121	7/24/2020	Paid Amt:	\$156.00	
			B 28 215 032		Long Term Disability			\$388.92	
PO#:	Voucher #:	44873	Invoice	Invoice No:	M2020121	7/24/2020	Paid Amt:	\$388.92	
			B 28 215 030		Mcl Life Insurance			\$45.45	
			B 28 215 030		Life Adjust - 9 mo employees			\$89.85	
PO#:	Voucher #:	45075	Invoice	Invoice No:	M2021010	7/24/2020	Paid Amt:	\$135.30	
			B 28 215 032		Long Term Disability			\$120.01	
			B 28 215 032		9-mo adjustment			\$10.15	
PO#:	Voucher #:	45076	Invoice	Invoice No:	M2021010	7/24/2020	Paid Amt:	\$130.16	
							Check Amount:	\$810.38	
2854	CFB	55759	8396		NCPERS Group Life Insurance		Check		
				B 28 215 026	PERA Life			\$16.00	
				B 28 215 026	9-mo employee adjustment			\$32.00	
PO#:	Voucher #:	45080	Invoice	Invoice No:	M2021010	7/24/2020	Paid Amt:	\$48.00	
							Check Amount:	\$48.00	

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59248	10521		NORTH CENTRAL TRUCK EQUIPMENT		Check		
				E 01	005 760 302 548 000 Pupil Trans Vehicle			\$94,198.67	
	PO#:	Voucher #:	44978	Invoice	Invoice No: 7335	7/1/2020	Paid Amt:	\$94,198.67	
							Check Amount:	\$94,198.67	
2854	RAM	59249	1056		GULLINGSRUD, MIKE		Check		
				E 04	005 505 321 305 208 Consulting Fees/Fees			\$150.00	
	PO#:	Voucher #:	44980	Invoice	Invoice No: 07062002	7/6/2020	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
2854	RAM	59250	8409		POEHLER TIM		Check		
				E 04	005 505 321 305 208 Consulting Fees/Fees			\$120.00	
	PO#:	Voucher #:	44979	Invoice	Invoice No: 07062001	7/6/2020	Paid Amt:	\$120.00	
							Check Amount:	\$120.00	
2854	RAM	59251	8770		BUCHHOLZ CHASE		Check		
				E 04	005 505 321 305 208 Consulting Fees/Fees			\$60.00	
	PO#:	Voucher #:	44983	Invoice	Invoice No: 07062005	7/7/2020	Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
2854	RAM	59252	8861		RESNICK SUNNY		Check		
				E 04	005 505 321 305 208 Consulting Fees/Fees			\$60.00	
	PO#:	Voucher #:	44982	Invoice	Invoice No: 07062004	7/7/2020	Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
2854	RAM	59255	8425		ELLINGSON CHRIS		Check		
				E 04	005 505 321 305 208 Consulting Fees/Fees			\$150.00	
	PO#:	Voucher #:	44984	Invoice	Invoice No: 07092001	7/9/2020	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
2854	RAM	59256	8409		POEHLER TIM		Check		
				E 04	005 505 321 305 208 Consulting Fees/Fees			\$120.00	
	PO#:	Voucher #:	44985	Invoice	Invoice No: 07092002	7/9/2020	Paid Amt:	\$120.00	
							Check Amount:	\$120.00	
2854	RAM	59257	3573		ACADEMIC THERAPY PUBLICAATIONS		Check		
				E 01	200 401 740 433 000 Inst Supp			\$385.00	
	PO#:	Voucher #:	45009	Invoice	Invoice No: 264163	7/9/2020	Paid Amt:	\$385.00	
							Check Amount:	\$385.00	
2854	RAM	59258	2143		ADA BUILDING CENTER		Check		
				E 01	005 810 000 401 000 Custodial Supplies			\$564.10	
	PO#:	Voucher #:	44986	Invoice	Invoice No: 06292001	7/9/2020	Paid Amt:	\$564.10	
							Check Amount:	\$564.10	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59259	8781		ADA SPORTS & RACKETS LLC		Check		
				E 01	300 240 000 430 000	Phy Ed/Health Supplies		\$452.86	
PO#:	Voucher #:	45010	Invoice		Invoice No: K-9880	7/9/2020	Paid Amt:	\$452.86	
				E 01	100 240 000 430 000	Inst Supplies - PE		\$226.00	
PO#:	Voucher #:	45011	Invoice		Invoice No: K-9872	7/9/2020	Paid Amt:	\$226.00	
							Check Amount:	\$678.86	
2854	RAM	59260	10989		AL'S DISPOSAL		Check		
				E 01	005 810 000 330 000	Utility Services		\$91.55	
PO#:	Voucher #:	45012	Invoice		Invoice No: 070092001	7/9/2020	Paid Amt:	\$91.55	
							Check Amount:	\$91.55	
2854	RAM	59261	8546		AMAZON		Check		
				E 01	005 110 000 423 000	FAMILY RESOURCE SPECIALIST		\$1,103.68	
PO#:	Voucher #:	45013	Invoice		Invoice No: 16QC-XTDX-C9YF	7/9/2020	Paid Amt:	\$1,103.68	
				E 01	300 220 000 430 000	Inst Supplies		\$127.39	
PO#:	Voucher #:	45014	Invoice		Invoice No: 1ygy-NXFG-MFKK	7/9/2020	Paid Amt:	\$127.39	
				E 01	300 258 000 441 000	Vocal Music Supp		\$336.79	
PO#:	Voucher #:	45015	Invoice		Invoice No: 1m91-KHH4-7H9J	7/9/2020	Paid Amt:	\$336.79	
				E 01	005 760 720 401 000	Gen Supplies		\$19.98	
PO#:	Voucher #:	45016	Invoice		Invoice No: 1H66-4LVD-YM4T	7/9/2020	Paid Amt:	\$19.98	
				E 01	300 292 000 401 110	Cross Country Supplies		\$270.00	
PO#:	Voucher #:	45017	Invoice		Invoice No: 1MHH-P91J-333X	7/9/2020	Paid Amt:	\$270.00	
				E 04	005 505 321 401 208	Summer Rec - Gen Supplies		\$100.10	
PO#:	Voucher #:	45018	Invoice		Invoice No: 1yy3-cl7k-lgng	7/9/2020	Paid Amt:	\$100.10	
				E 01	200 411 740 433 000	Spec. Instr. Supplies		\$114.34	
PO#:	Voucher #:	45019	Invoice		Invoice No: 1mhh-p91j-TLh6	7/9/2020	Paid Amt:	\$114.34	
				E 01	005 850 302 555 000	Technology Equipment		\$80.70	
PO#:	Voucher #:	45020	Invoice		Invoice No: 134v-dfhv-ccpc	7/9/2020	Paid Amt:	\$80.70	
				E 01	005 850 302 555 000	Technology Equipment		\$231.96	
PO#:	Voucher #:	45021	Invoice		Invoice No: 1xpr-pn3g-h1jr	7/9/2020	Paid Amt:	\$231.96	
							Check Amount:	\$2,384.94	
2854	RAM	59262	8773		APPTEGY		Check		
				E 01	005 620 000 405 000	Software & Licensing		\$5,450.00	
PO#:	Voucher #:	45022	Invoice		Invoice No: 03507	7/9/2020	Paid Amt:	\$5,450.00	
							Check Amount:	\$5,450.00	
2854	RAM	59263	2389		BANC OF AMERICA LEASING & CAPI		Check		
				E 01	005 920 000 730 000	Energy Loan Payment		\$3,069.08	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59263	2389		BANC OF AMERICA LEASING & CAPI		Check		
				E 01	005 920 000 740 000	Energy Loan Interest		\$338.30	
PO#:	Voucher #:	44987	Invoice		Invoice No: R90665	7/9/2020	Paid Amt:	\$3,407.38	
							Check Amount:	\$3,407.38	
2854	RAM	59264	10017		CITY OF ADA		Check		
				E 01	005 810 000 330 000	Utility Services		\$2,172.22	
PO#:	Voucher #:	44988	Invoice		Invoice No: 0400002227012	7/9/2020	Paid Amt:	\$2,172.22	
				E 01	005 810 000 330 000	Utility Services		\$546.05	
PO#:	Voucher #:	44989	Invoice		Invoice No: 0400002227070	7/9/2020	Paid Amt:	\$546.05	
				E 01	005 810 000 330 000	Utility Services		\$2,641.40	
PO#:	Voucher #:	44990	Invoice		Invoice No: 0400002227148	7/9/2020	Paid Amt:	\$2,641.40	
				E 01	005 810 000 330 000	Utility Services		\$3,018.55	
PO#:	Voucher #:	44991	Invoice		Invoice No: 0400002227122	7/9/2020	Paid Amt:	\$3,018.55	
				E 01	005 810 000 330 000	Utility Services		\$342.43	
PO#:	Voucher #:	44992	Invoice		Invoice No: 0400002227041	7/9/2020	Paid Amt:	\$342.43	
				E 01	005 810 000 330 000	Utility Services		\$28.99	
PO#:	Voucher #:	44993	Invoice		Invoice No: 0400002227083	7/9/2020	Paid Amt:	\$28.99	
							Check Amount:	\$8,749.64	
2854	RAM	59265	9002		Climax-Shelly Schools		Check		
				R 01	300 292 000 021 000	Rev/Other MN Dists		\$340.00	
PO#:	Voucher #:	44994	Invoice		Invoice No: 06292002	7/9/2020	Paid Amt:	\$340.00	
							Check Amount:	\$340.00	
2854	RAM	59266	10031		FOLLETT EDUCATIONAL SERVICES		Check		
				E 01	100 203 000 430 000	Inst Supplies		\$539.55	
PO#:	Voucher #:	45023	Invoice		Invoice No: 2467259A	7/9/2020	Paid Amt:	\$539.55	
				E 01	100 203 000 430 000	Inst Supplies		\$23.40	
PO#:	Voucher #:	45024	Invoice		Invoice No: 2467259B	7/9/2020	Paid Amt:	\$23.40	
							Check Amount:	\$562.95	
2854	RAM	59267	3538		FRESHWATER EDUCATION DISTRICT		Check		
				E 01	100 203 000 390 000	Targeted Services		\$10,284.35	
				E 01	300 211 000 390 000	Targeted Services		\$834.37	
				E 01	100 203 000 390 000	Targeted Services		\$1,887.27	
PO#:	Voucher #:	44995	Invoice		Invoice No: 17759	7/9/2020	Paid Amt:	\$13,005.99	
							Check Amount:	\$13,005.99	
2854	RAM	59268	10002		GERRELLS SPORT CTR		Check		
				E 01	300 294 000 401 104	Gen Supplies - BBB		\$312.00	
				E 01	300 296 000 401 107	Gen Supplies - VB		\$303.00	
PO#:	Voucher #:	45025	Invoice		Invoice No: 0019430	7/9/2020	Paid Amt:	\$615.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59268	10002		GERRELLS SPORT CTR		Check		
				E 01	300 292 000 401 000	Gen Supplies - AD		\$450.75	
PO#:	Voucher #:	45026	Invoice	Invoice No:	0019493	7/9/2020	Paid Amt:	\$450.75	
							Check Amount:	\$1,065.75	
2854	RAM	59269	1855		HAL LEONARD CORPORATION		Check		
				E 01	100 258 000 430 000	Inst Supplies - ELEM Music		\$195.00	
PO#:	Voucher #:	45027	Invoice	Invoice No:	36893601	7/9/2020	Paid Amt:	\$195.00	
							Check Amount:	\$195.00	
2854	RAM	59270	3541		HANDYMAN'S INC		Check		
				E 01	005 865 381 350 000	Repair & Maint - LTFM Plumbing		\$1,338.08	
PO#:	Voucher #:	44996	Invoice	Invoice No:	208997	7/9/2020	Paid Amt:	\$1,338.08	
							Check Amount:	\$1,338.08	
2854	RAM	59271	1992		HILLYARD/HUTCHINSON		Check		
				E 01	005 810 000 350 000	Repair & Maint Svc		\$626.68	
PO#:	Voucher #:	45028	Invoice	Invoice No:	603856674	7/9/2020	Paid Amt:	\$626.68	
				E 01	005 810 000 401 000	Custodial Supplies		\$8,344.78	
PO#:	Voucher #:	45029	Invoice	Invoice No:	603854647	7/9/2020	Paid Amt:	\$8,344.78	
				E 01	005 810 000 401 000	Custodial Supplies		\$3,407.38	
PO#:	Voucher #:	45030	Invoice	Invoice No:	603854646	7/9/2020	Paid Amt:	\$3,407.38	
							Check Amount:	\$12,378.84	
2854	RAM	59272	8526		INNOVATIVE OFFICE SOLUTIONS LLC		Check		
				E 01	300 256 000 430 000	Inst Supplies		\$163.24	
PO#:	Voucher #:	45031	Invoice	Invoice No:	IN2993231	7/9/2020	Paid Amt:	\$163.24	
				E 01	005 110 000 401 000	Gen Supplies		\$674.16	
PO#:	Voucher #:	45032	Invoice	Invoice No:	IN3012188	7/9/2020	Paid Amt:	\$674.16	
				E 01	005 110 000 401 000	Gen Supplies		\$234.10	
PO#:	Voucher #:	45033	Invoice	Invoice No:	IN3012252	7/9/2020	Paid Amt:	\$234.10	
				E 01	005 110 000 401 000	Gen Supplies		\$165.68	
PO#:	Voucher #:	45034	Invoice	Invoice No:	IN3014575	7/9/2020	Paid Amt:	\$165.68	
							Check Amount:	\$1,237.18	
2854	RAM	59273	10771		LAKESHORE LEARNING MATERIALS		Check		
				E 01	100 200 000 401 000	VPK Supplies		\$185.54	
PO#:	Voucher #:	45035	Invoice	Invoice No:	1002380620	7/9/2020	Paid Amt:	\$185.54	
				E 01	100 203 000 430 000	Inst Supplies		\$71.16	
PO#:	Voucher #:	45036	Invoice	Invoice No:	1002390620	7/9/2020	Paid Amt:	\$71.16	
							Check Amount:	\$256.70	

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2854	RAM	59274	8677		Learning Without Tears		Check
				E 01	100 203 000 430 000	Inst Supplies	\$590.48
PO#:	Voucher #:	45037	Invoice	Invoice No:	INV76263	7/9/2020	Paid Amt: \$590.48
							Check Amount: \$590.48
2854	RAM	59275	2105		MARCO INC		Check
				E 01	005 850 302 370 000	Facilities Lease	\$3,145.93
PO#:	Voucher #:	45038	Invoice	Invoice No:	417898608	7/9/2020	Paid Amt: \$3,145.93
							Check Amount: \$3,145.93
2854	RAM	59276	1544		MASSP		Check
				E 01	005 110 000 820 000	Dues Membership	\$870.00
PO#:	Voucher #:	45039	Invoice	Invoice No:	07092002	7/9/2020	Paid Amt: \$870.00
							Check Amount: \$870.00
2854	RAM	59277	2464		MINNESOTA CLAY USA		Check
				E 01	300 212 000 430 000	Inst Supplies - ART	\$571.50
PO#:	Voucher #:	45040	Invoice	Invoice No:	115062	7/9/2020	Paid Amt: \$571.50
							Check Amount: \$571.50
2854	RAM	59278	1418		MN COMPUTERS FOR SCHOOLS		Check
				E 01	005 850 302 555 000	Technology Equipment	\$24,550.00
PO#:	Voucher #:	45041	Invoice	Invoice No:	19200	7/9/2020	Paid Amt: \$24,550.00
							Check Amount: \$24,550.00
2854	RAM	59279	3750		MREA		Check
				E 01	005 110 000 820 000	Dues Membership	\$2,820.00
PO#:	Voucher #:	45042	Invoice	Invoice No:	2021-1611	7/9/2020	Paid Amt: \$2,820.00
							Check Amount: \$2,820.00
2854	RAM	59280	10062		NASCO		Check
				E 01	300 260 000 430 000	Science Supplies	\$612.08
PO#:	Voucher #:	45043	Invoice	Invoice No:	843952	7/9/2020	Paid Amt: \$612.08
							Check Amount: \$612.08
2854	RAM	59281	2402		NETWORKING SPECIALISTS		Check
				E 01	005 850 302 305 000	Consulting Fees/Fees	\$2,573.00
PO#:	Voucher #:	45044	Invoice	Invoice No:	NSPC-3436	7/9/2020	Paid Amt: \$2,573.00
							Check Amount: \$2,573.00
2854	RAM	59282	10068		NORMAN COUNTY IMPLEMENT		Check
				E 01	005 810 000 350 000	Repair & Maint Svc	\$1,853.21
PO#:	Voucher #:	44997	Invoice	Invoice No:	6211	7/9/2020	Paid Amt: \$1,853.21
							Check Amount: \$1,853.21
2854	RAM	59283	10069		NORMAN COUNTY INDEX		Check
				E 01	100 203 000 430 000	Inst Supplies	\$150.50

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2854	RAM	59283	10069		NORMAN COUNTY INDEX		Check
				E 01 005 110 000 305 000	Consulting Fees/Fees	\$385.00	
PO#:	Voucher #:	44998	Invoice	Invoice No:	06292003	7/9/2020	Paid Amt: \$535.50
							Check Amount: \$535.50
2854	RAM	59284	8566		NORMAN COUNTY WEST SCHOOL DISTRICT		Check
				E 01 200 420 740 396 000	Contracted Services	\$64,015.42	
PO#:	Voucher #:	44999	Invoice	Invoice No:	06292005	7/9/2020	Paid Amt: \$64,015.42
							Check Amount: \$64,015.42
2854	RAM	59285	8695		NOR-SON		Check
				E 06 005 870 000 305 000	Gen Obligation Contracted Services	\$476,877.20	
PO#:	Voucher #:	45000	Invoice	Invoice No:	1	7/9/2020	Paid Amt: \$476,877.20
							Check Amount: \$476,877.20
2854	RAM	59286	10521		NORTH CENTRAL TRUCK EQUIPMENT		Check
				E 01 005 760 720 350 000	Repair & Maint Svc	\$3,691.32	
PO#:	Voucher #:	45001	Invoice	Invoice No:	271465	7/9/2020	Paid Amt: \$3,691.32
							Check Amount: \$3,691.32
2854	RAM	59287	10244		OFFICE SUPPLIES PLUS		Check
				E 01 005 110 000 401 000	Gen Supplies	\$7.86	
PO#:	Voucher #:	45045	Invoice	Invoice No:	37234	7/9/2020	Paid Amt: \$7.86
				E 01 005 110 000 401 000	Gen Supplies	\$175.89	
PO#:	Voucher #:	45046	Invoice	Invoice No:	37231	7/9/2020	Paid Amt: \$175.89
				E 01 005 110 000 401 000	Gen Supplies	\$164.60	
PO#:	Voucher #:	45047	Invoice	Invoice No:	37505	7/9/2020	Paid Amt: \$164.60
				E 01 005 110 000 401 000	Gen Supplies	\$31.24	
PO#:	Voucher #:	45048	Invoice	Invoice No:	37313	7/9/2020	Paid Amt: \$31.24
				E 01 005 110 000 401 000	Gen Supplies	\$220.99	
PO#:	Voucher #:	45049	Invoice	Invoice No:	37030	7/9/2020	Paid Amt: \$220.99
							Check Amount: \$600.58
2854	RAM	59288	9003		One Less Thing		Check
				E 01 300 301 000 430 000	Inst Supplies - AG	\$540.00	
PO#:	Voucher #:	45050	Invoice	Invoice No:	200452	7/9/2020	Paid Amt: \$540.00
							Check Amount: \$540.00
2854	RAM	59289	3612		PRODUCTIVITY PLUS ACCOUNT		Check
				E 01 005 760 720 401 000	Gen Supplies	\$31.99	
PO#:	Voucher #:	45002	Invoice	Invoice No:	6035180007001114	7/9/2020	Paid Amt: \$31.99
							Check Amount: \$31.99

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59290	10751		REALLY GOOD STUFF, INC		Check		
				E 01	100 203 000 430 000	Inst Supplies		\$159.22	
	PO#:	Voucher #:	45051	Invoice	Invoice No: 7254163		7/9/2020	Paid Amt:	\$159.22
								Check Amount:	\$159.22
2854	RAM	59291	1913		REGION 1		Check		
				E 01	005 110 000 305 000	Consulting Fees/Fees		\$1,760.92	
	PO#:	Voucher #:	45052	Invoice	Invoice No: 9156		7/9/2020	Paid Amt:	\$1,760.92
				E 01	005 110 000 305 000	Consulting Fees/Fees		\$1,034.45	
	PO#:	Voucher #:	45053	Invoice	Invoice No: 9295		7/9/2020	Paid Amt:	\$1,034.45
				E 01	005 110 000 305 000	Consulting Fees/Fees		\$3,652.34	
	PO#:	Voucher #:	45054	Invoice	Invoice No: 9311		7/9/2020	Paid Amt:	\$3,652.34
								Check Amount:	\$6,447.71
2854	RAM	59292	2451		RF BACKFLOW		Check		
				E 01	005 865 381 350 000	Repair & Maint - LTFM Plumbing		\$1,202.41	
	PO#:	Voucher #:	45003	Invoice	Invoice No: 20-189		7/9/2020	Paid Amt:	\$1,202.41
								Check Amount:	\$1,202.41
2854	RAM	59293	3586		RICHARDS OIL & PROPANE		Check		
				E 01	005 810 000 440 000	Fuel For Bldgs		\$105.71	
	PO#:	Voucher #:	45004	Invoice	Invoice No: 60683		7/9/2020	Paid Amt:	\$105.71
								Check Amount:	\$105.71
2854	RAM	59294	1667		SCHOOL HEALTH CORPORATION		Check		
				E 01	200 720 000 401 000	Health Aide Supplies		\$4.94	
	PO#:	Voucher #:	45005	Invoice	Invoice No: 3761419-01		7/9/2020	Paid Amt:	\$4.94
				E 01	200 720 000 401 000	Health Aide Supplies		\$842.35	
	PO#:	Voucher #:	45055	Invoice	Invoice No: 3761419-00		7/9/2020	Paid Amt:	\$842.35
								Check Amount:	\$847.29
2854	RAM	59295	2469		SCHOOL SPECIALTY		Check		
				E 01	005 110 000 401 000	Gen Supplies		\$36.39	
	PO#:	Voucher #:	45006	Invoice	Invoice No: 208125291029		7/9/2020	Paid Amt:	\$36.39
				E 01	300 260 000 430 000	Science Supplies		\$65.51	
	PO#:	Voucher #:	45056	Invoice	Invoice No: 208125232776		7/9/2020	Paid Amt:	\$65.51
				E 01	300 212 000 430 000	Inst Supplies - ART		\$1,168.08	
	PO#:	Voucher #:	45057	Invoice	Invoice No: 208125280796		7/9/2020	Paid Amt:	\$1,168.08
								Check Amount:	\$1,269.98
2854	RAM	59296	8880		SHI International Corp		Check		
				E 01	005 620 000 405 000	Software & Licensing		\$3,110.00	
	PO#:	Voucher #:	45058	Invoice	Invoice No: B11920240		7/9/2020	Paid Amt:	\$3,110.00
								Check Amount:	\$3,110.00

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59297	8537		STARFALL EDUCATION FOUNDATION		Check		
				E 01	100 200 000 401 000 VPK Supplies			\$365.31	
	PO#:	Voucher #:	45059	Invoice	Invoice No: 2150-3447-3164	7/9/2020	Paid Amt:		\$365.31
							Check Amount:		\$365.31
2854	RAM	59298	8845		SUPERMARKET FOODS		Check		
				E 01	005 110 000 401 000 Gen Supplies			\$4.19	
	PO#:	Voucher #:	45007	Invoice	Invoice No: 03699076	7/9/2020	Paid Amt:		\$4.19
							Check Amount:		\$4.19
2854	RAM	59299	10287		SUPREME SCHOOL SUPPLY CO		Check		
				E 01	100 203 000 430 000 Inst Supplies			\$148.81	
	PO#:	Voucher #:	45060	Invoice	Invoice No: 115383	7/9/2020	Paid Amt:		\$148.81
							Check Amount:		\$148.81
2854	RAM	59300	9004		Themes & Variations Inc		Check		
				E 01	100 258 000 430 000 Inst Supplies - ELEM Music			\$149.95	
	PO#:	Voucher #:	45061	Invoice	Invoice No: 111780	7/9/2020	Paid Amt:		\$149.95
							Check Amount:		\$149.95
2854	RAM	59301	3735		WARD'S SCIENCE		Check		
				E 01	300 260 000 430 000 Science Supplies			\$209.50	
	PO#:	Voucher #:	45062	Invoice	Invoice No: 8801368414	7/9/2020	Paid Amt:		\$209.50
							Check Amount:		\$209.50
2854	RAM	59302	2516		WEST CENTRAL AG		Check		
				E 01	005 810 000 401 000 Custodial Supplies			\$570.96	
	PO#:	Voucher #:	45008	Invoice	Invoice No: 200070	7/9/2020	Paid Amt:		\$570.96
							Check Amount:		\$570.96
2854	RAM	59303	8770		BUCHHOLZ CHASE		Check		
				E 04	005 505 321 305 208 Consulting Fees/Fees			\$60.00	
	PO#:	Voucher #:	45063	Invoice	Invoice No: 07132001	7/13/2020	Paid Amt:		\$60.00
							Check Amount:		\$60.00
2854	RAM	59304	8866		RESNICK RILEY		Check		
				E 04	005 505 321 305 208 Consulting Fees/Fees			\$60.00	
	PO#:	Voucher #:	45064	Invoice	Invoice No: 07132002	7/13/2020	Paid Amt:		\$60.00
							Check Amount:		\$60.00
2854	RAM	59305	8425		ELLINGSON CHRIS		Check		
				E 04	005 505 321 305 208 Consulting Fees/Fees			\$150.00	
	PO#:	Voucher #:	45068	Invoice	Invoice No: 07162004	7/16/2020	Paid Amt:		\$150.00
							Check Amount:		\$150.00

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59306	8409		POEHLER TIM		Check		
				E 04	005 505 321 305 208	Consulting Fees/Fees		\$120.00	
PO#:	Voucher #:	45069	Invoice	Invoice No:	07162005	7/16/2020	Paid Amt:	\$120.00	
							Check Amount:	\$120.00	
2854	RAM	59307	8866		RESNICK RILEY		Check		
				E 04	005 505 321 305 208	Consulting Fees/Fees		\$60.00	
PO#:	Voucher #:	45087	Invoice	Invoice No:	07222001	7/22/2020	Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
2854	RAM	59308	8861		RESNICK SUNNY		Check		
				E 04	005 505 321 305 208	Consulting Fees/Fees		\$60.00	
PO#:	Voucher #:	45088	Invoice	Invoice No:	07222002	7/22/2020	Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
2854	RAM	59309	10134		ADA BODY SHOP		Check		
				E 01	005 760 720 350 000	Repair & Maint Svc		\$506.60	
PO#:	Voucher #:	45089	Invoice	Invoice No:	78218	7/23/2020	Paid Amt:	\$506.60	
							Check Amount:	\$506.60	
2854	RAM	59310	8546		AMAZON		Check		
				E 01	100 200 000 401 000	VPK Supplies		\$1,301.94	
PO#:	Voucher #:	45102	Invoice	Invoice No:	1Fp6-HC6n-3dqq	7/23/2020	Paid Amt:	\$1,301.94	
				E 01	100 200 000 401 000	VPK Supplies		\$110.84	
PO#:	Voucher #:	45103	Invoice	Invoice No:	1v3v-wgv1-7xdl	7/23/2020	Paid Amt:	\$110.84	
				E 01	100 203 000 430 000	Inst Supplies		\$35.72	
PO#:	Voucher #:	45104	Invoice	Invoice No:	1ywl-kdtr-yxcn	7/23/2020	Paid Amt:	\$35.72	
				E 01	300 361 000 430 000	Inst Supplies		\$69.97	
PO#:	Voucher #:	45105	Invoice	Invoice No:	1c73-d961-93tc	7/23/2020	Paid Amt:	\$69.97	
				E 01	005 850 302 555 000	Technology Equipment		\$125.46	
PO#:	Voucher #:	45106	Invoice	Invoice No:	1gmy-4kmt-jqjc	7/23/2020	Paid Amt:	\$125.46	
							Check Amount:	\$1,643.93	
2854	RAM	59311	2381		ARVIG COMMUNICATION SYSTEMS		Check		
				E 01	005 810 000 320 000	Telephone		\$44.69	
PO#:	Voucher #:	45107	Invoice	Invoice No:	00025783560014	7/23/2020	Paid Amt:	\$44.69	
				E 01	005 810 000 320 000	Telephone		\$45.03	
PO#:	Voucher #:	45108	Invoice	Invoice No:	00025843280015	7/23/2020	Paid Amt:	\$45.03	
				E 01	005 810 000 320 000	Telephone		\$87.06	
PO#:	Voucher #:	45109	Invoice	Invoice No:	00025843290014	7/23/2020	Paid Amt:	\$87.06	
				E 01	005 810 000 320 000	Telephone		\$618.90	
PO#:	Voucher #:	45110	Invoice	Invoice No:	00025843300011	7/23/2020	Paid Amt:	\$618.90	
							Check Amount:	\$795.68	

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59312	11175		AUTO-OWNERS, INS CO.		Check		
				E 01 005 940 000 340 000	Property Ins			\$1,508.00	
	PO#:	Voucher #:	45111	Invoice	Invoice No: 4001822644	7/23/2020		Paid Amt:	\$1,508.00
				E 01 005 940 000 340 000	Property Ins			\$4,030.00	
	PO#:	Voucher #:	45112	Invoice	Invoice No: 4001822669	7/23/2020		Paid Amt:	\$4,030.00
				E 01 005 940 000 340 000	Property Ins			\$1,928.00	
	PO#:	Voucher #:	45113	Invoice	Invoice No: 4001822651	7/23/2020		Paid Amt:	\$1,928.00
				E 01 005 940 000 340 000	Property Ins			\$1,829.00	
	PO#:	Voucher #:	45114	Invoice	Invoice No: 4001822677	7/23/2020		Paid Amt:	\$1,829.00
								Check Amount:	\$9,295.00
2854	RAM	59313	8316		BSN Sports LLC		Check		
				E 01 300 292 000 401 002	AD - Booster Club Purchases			\$1,252.90	
	PO#:	Voucher #:	45115	Invoice	Invoice No: 909410216	7/23/2020		Paid Amt:	\$1,252.90
				E 01 300 294 000 401 103	Football Supplies			\$481.70	
	PO#:	Voucher #:	45116	Invoice	Invoice No: 909353711	7/23/2020		Paid Amt:	\$481.70
				E 01 300 294 302 530 103	Equipment Purchases - Football			\$3,254.31	
	PO#:	Voucher #:	45117	Invoice	Invoice No: 909353697	7/23/2020		Paid Amt:	\$3,254.31
								Check Amount:	\$4,988.91
2854	RAM	59314	2047		CULLIGAN WATER CONDITIONING		Check		
				E 01 005 760 720 401 000	Gen Supplies			\$12.00	
	PO#:	Voucher #:	45090	Invoice	Invoice No: 245-00026922-6	7/23/2020		Paid Amt:	\$12.00
								Check Amount:	\$12.00
2854	RAM	59315	8665		DAKOTA INC		Check		
				E 01 005 865 384 350 000	Repair & Maint - LTFM Site Projects			\$450.00	
	PO#:	Voucher #:	45091	Invoice	Invoice No: 6.25.20	7/23/2020		Paid Amt:	\$450.00
								Check Amount:	\$450.00
2854	RAM	59316	3568		EMC INSURANCE COMPANIES		Check		
				E 01 005 940 000 340 000	Property Ins			\$4,972.80	
				E 01 005 110 000 270 000	Workmens Comp			\$2,242.36	
	PO#:	Voucher #:	45118	Invoice	Invoice No: C-06900340	7/23/2020		Paid Amt:	\$7,215.16
								Check Amount:	\$7,215.16
2854	RAM	59317	8413		Foss Architecture & Interiors		Check		
				E 06 005 870 000 305 000	Gen Obligation Contracted Services			\$12,199.64	
	PO#:	Voucher #:	45101	Invoice	Invoice No: 1843.02	7/23/2020		Paid Amt:	\$12,199.64
								Check Amount:	\$12,199.64

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59318	8612		FUN EXPRESS LLC		Check		
				E 01	005 110 000 401 000	Gen Supplies		\$48.00	
	PO#:	Voucher #:	45119	Invoice	Invoice No: 703848939-01	7/23/2020	Paid Amt:	\$48.00	
							Check Amount:	\$48.00	
2854	RAM	59319	8751		FURTHER		Check		
				E 01	005 110 000 305 000	Consulting Fees/Fees		\$236.00	
	PO#:	Voucher #:	45120	Invoice	Invoice No: 15497427	7/23/2020	Paid Amt:	\$236.00	
							Check Amount:	\$236.00	
2854	RAM	59320	8526		INNOVATIVE OFFICE SOLUTIONS LLC		Check		
				E 01	100 203 000 430 000	Inst Supplies		\$861.19	
	PO#:	Voucher #:	45121	Invoice	Invoice No: IN3008130	7/23/2020	Paid Amt:	\$861.19	
							Check Amount:	\$861.19	
2854	RAM	59321	3569		JAMF SOFTWARE, LLC		Check		
				E 01	005 620 000 405 000	Software & Licensing		\$1,440.00	
	PO#:	Voucher #:	45122	Invoice	Invoice No: Q-181560	7/23/2020	Paid Amt:	\$1,440.00	
							Check Amount:	\$1,440.00	
2854	RAM	59322	10527		KELLY'S CHRYSLER CENTER		Check		
				E 01	005 760 720 401 000	Gen Supplies		\$9.45	
	PO#:	Voucher #:	45092	Invoice	Invoice No: 133013	7/23/2020	Paid Amt:	\$9.45	
				E 01	005 760 720 350 000	Repair & Maint Svc		\$95.20	
	PO#:	Voucher #:	45123	Invoice	Invoice No: 133017	7/23/2020	Paid Amt:	\$95.20	
							Check Amount:	\$104.65	
2854	RAM	59323	2263		MASMS		Check		
				E 01	005 810 000 820 000	Dues Membership		\$200.00	
	PO#:	Voucher #:	45124	Invoice	Invoice No: 07232001	7/23/2020	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
2854	RAM	59324	10327		Mid-States Wireless, Inc.		Check		
				E 01	005 850 302 555 000	Technology Equipment		\$21.00	
	PO#:	Voucher #:	45125	Invoice	Invoice No: 102010162-1	7/23/2020	Paid Amt:	\$21.00	
							Check Amount:	\$21.00	
2854	RAM	59325	1840		MINNESOTA ENERGY		Check		
				E 01	005 810 000 330 000	Utility Services		\$53.70	
	PO#:	Voucher #:	45126	Invoice	Invoice No: 0502755022-00001	7/23/2020	Paid Amt:	\$53.70	
				E 01	005 810 000 330 000	Utility Services		\$94.42	
	PO#:	Voucher #:	45127	Invoice	Invoice No: 0504407860-00001	7/23/2020	Paid Amt:	\$94.42	
				E 01	005 810 000 330 000	Utility Services		\$45.00	
	PO#:	Voucher #:	45128	Invoice	Invoice No: 0506903733-00001	7/23/2020	Paid Amt:	\$45.00	
							Check Amount:	\$193.12	

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59326	10266		MSBA		Check		
				E 01	005 110 000 820 000			Dues Membership	\$6,329.00
PO#:	Voucher #:	45129	Invoice	Invoice No:	24804D3G1P0	7/23/2020	Paid Amt:	\$6,329.00	
							Check Amount:	\$6,329.00	
2854	RAM	59327	3751		NETWORK SERVICES CO		Check		
				E 01	005 810 000 401 000			Custodial Supplies	\$204.60
PO#:	Voucher #:	45131	Invoice	Invoice No:	48507	7/23/2020	Paid Amt:	\$204.60	
							Check Amount:	\$204.60	
2854	RAM	59328	8940		NORTHERN TECHNOLOGIES INC		Check		
				E 06	005 870 000 305 000			Gen Obligation Contracted Services	\$241.25
PO#:	Voucher #:	45132	Invoice	Invoice No:	35455	7/23/2020	Paid Amt:	\$241.25	
							Check Amount:	\$241.25	
2854	RAM	59329	2605		NORTHLAND COMM & TECH COLLEGE		Check		
				E 01	300 050 000 394 000			CIHS Payments	\$2,500.00
PO#:	Voucher #:	44524	Invoice	Invoice No:	367845	7/23/2020	Paid Amt:	\$2,500.00	
							Check Amount:	\$2,500.00	
2854	RAM	59330	10028		NORTHWEST SERVICE COOPERATIVE		Check		
				E 02	005 770 701 305 000			Consulting Fees/Fees	\$288.60
PO#:	Voucher #:	45093	Invoice	Invoice No:	4311	7/23/2020	Paid Amt:	\$288.60	
				E 01	005 110 000 820 000			Dues Membership	\$1,200.00
PO#:	Voucher #:	45130	Invoice	Invoice No:	4262	7/23/2020	Paid Amt:	\$1,200.00	
							Check Amount:	\$1,488.60	
2854	RAM	59331	10244		OFFICE SUPPLIES PLUS		Check		
				E 01	005 110 000 401 000			Gen Supplies	\$88.65
PO#:	Voucher #:	45133	Invoice	Invoice No:	37814	7/23/2020	Paid Amt:	\$88.65	
							Check Amount:	\$88.65	
2854	RAM	59332	8759		PETRO SERVE USA		Check		
				E 01	005 760 720 440 000			Fuel	\$234.12
PO#:	Voucher #:	45094	Invoice	Invoice No:	2732-8910	7/23/2020	Paid Amt:	\$234.12	
							Check Amount:	\$234.12	
2854	RAM	59333	10050		PETTY CASH - ISD #2854		Check		
				E 01	005 110 000 305 000			Consulting Fees/Fees	\$15.00
PO#:	Voucher #:	45095	Invoice	Invoice No:	06292001	7/23/2020	Paid Amt:	\$15.00	
							Check Amount:	\$15.00	
2854	RAM	59334	2007		POPLER'S MUSIC STORE		Check		
				E 01	300 258 000 441 000			Vocal Music Supp 15	\$169.69
PO#:	Voucher #:	45134	Invoice	Invoice No:	2388090	7/23/2020	Paid Amt:	\$169.69	
							Check Amount:	\$169.69	

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59335	1814		PRAXAIR DISTRIBUTION INC		Check		
				E 01	300 361 000 430 000	Inst Supplies		\$26.52	
	PO#:	Voucher #:	45096	Invoice	Invoice No: 97543405	7/23/2020	Paid Amt:	\$26.52	
							Check Amount:	\$26.52	
2854	RAM	59336	2226		PRECISION MECHANICAL SERVICES		Check		
				E 01	005 810 000 350 000	Repair & Maint Svc		\$706.09	
	PO#:	Voucher #:	45097	Invoice	Invoice No: 6883	7/23/2020	Paid Amt:	\$706.09	
							Check Amount:	\$706.09	
2854	RAM	59337	10314		RED RIVER PROMOTER (THE)		Check		
				E 01	005 110 000 305 000	Consulting Fees/Fees		\$20.00	
	PO#:	Voucher #:	45135	Invoice	Invoice No: 25102	7/23/2020	Paid Amt:	\$20.00	
							Check Amount:	\$20.00	
2854	RAM	59338	3521		RED RIVER VALLEY SPORTSMAN'S CLUB		Check		
				R 01	005 000 000 099 000	Misc Revenue		\$1,000.00	
				R 01	300 298 000 099 001	Misc Revenue/Clay Target League		\$3,179.00	
	PO#:	Voucher #:	45100	Invoice	Invoice No: 06292002	7/23/2020	Paid Amt:	\$4,179.00	
							Check Amount:	\$4,179.00	
2854	RAM	59339	1913		REGION 1		Check		
				E 01	005 110 000 305 000	Consulting Fees/Fees		\$4,065.68	
	PO#:	Voucher #:	45136	Invoice	Invoice No: 9520	7/23/2020	Paid Amt:	\$4,065.68	
							Check Amount:	\$4,065.68	
2854	RAM	59340	8519		REINDERS		Check		
				E 01	005 810 000 401 000	Custodial Supplies		\$245.73	
	PO#:	Voucher #:	45137	Invoice	Invoice No: 3072655-00	7/23/2020	Paid Amt:	\$245.73	
							Check Amount:	\$245.73	
2854	RAM	59341	2469		SCHOOL SPECIALTY		Check		
				E 01	100 203 000 430 000	Inst Supplies		\$168.57	
	PO#:	Voucher #:	45138	Invoice	Invoice No: 308103528713	7/23/2020	Paid Amt:	\$168.57	
							Check Amount:	\$168.57	
2854	RAM	59342	9007		SDI Innovations		Check		
				E 01	100 203 000 430 000	Inst Supplies		\$477.74	
	PO#:	Voucher #:	45139	Invoice	Invoice No: S20-0175736	7/23/2020	Paid Amt:	\$477.74	
							Check Amount:	\$477.74	
2854	RAM	59343	8880		SHI International Corp		Check		
				E 01	005 850 302 555 000	Technology Equipment		\$3,000.00	
	PO#:	Voucher #:	45140	Invoice	Invoice No: B11972256	16 7/23/2020	Paid Amt:	\$3,000.00	
							Check Amount:	\$3,000.00	

Ada-Borup Public Schools Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	RAM	59344	11147		SORENSEN ELECTRIC		Check		
				E 01	005 810 000 350 000	Repair & Maint Svc		\$386.00	
	PO#:	Voucher #:	45141	Invoice	Invoice No: 9823	7/23/2020	Paid Amt:	\$386.00	
							Check Amount:	\$386.00	
2854	RAM	59345	10117		TRAINING ROOM INC		Check		
				E 01	300 294 000 401 104	Gen Supplies - BBB		\$84.37	
	PO#:	Voucher #:	45098	Invoice	Invoice No: 95881	7/23/2020	Paid Amt:	\$84.37	
							Check Amount:	\$84.37	
2854	RAM	59346	2233		VERIZON WIRELESS		Check		
				E 01	005 810 000 320 000	Telephone		\$144.36	
	PO#:	Voucher #:	45099	Invoice	Invoice No: 9857766349	7/23/2020	Paid Amt:	\$144.36	
							Check Amount:	\$144.36	
2854	RAM	59347	2684		WES'S TRUCK INSPECTION AND REPAIR		Check		
				E 01	005 810 000 350 000	Repair & Maint Svc		\$34.00	
	PO#:	Voucher #:	45142	Invoice	Invoice No: 11381	7/23/2020	Paid Amt:	\$34.00	
							Check Amount:	\$34.00	
2854	RAM	59348	8425		ELLINGSON CHRIS		Check		
				E 04	005 505 321 305 208	Consulting Fees/Fees		\$150.00	
	PO#:	Voucher #:	45145	Invoice	Invoice No: 07282002	7/28/2020	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
2854	RAM	59349	8409		POEHLER TIM		Check		
				E 04	005 505 321 305 208	Consulting Fees/Fees		\$120.00	
	PO#:	Voucher #:	45144	Invoice	Invoice No: 07282001	7/28/2020	Paid Amt:	\$120.00	
							Check Amount:	\$120.00	
2854	STAC	11465	10017		CITY OF ADA		Check		
				E 21	300 294 301 899 702	SA - Baseball Exp		\$1,900.00	
	PO#:	Voucher #:	45065	Invoice	Invoice No: 07162001	7/16/2020	Paid Amt:	\$1,900.00	
							Check Amount:	\$1,900.00	
2854	STAC	11466	9005		JACOBSON, NASH		Check		
				E 21	300 298 301 899 706	SA - Class of 2021 Exp		\$250.00	
	PO#:	Voucher #:	45066	Invoice	Invoice No: 07162002	7/16/2020	Paid Amt:	\$250.00	
							Check Amount:	\$250.00	
2854	STAC	11467	9006		MILLER, RILEY		Check		
				E 21	300 298 301 899 706	SA - Class of 2021 Exp		\$200.00	
	PO#:	Voucher #:	45067	Invoice	Invoice No: 07162003	7/16/2020	Paid Amt:	\$200.00	
							Check Amount:	\$200.00	
								Report Total:	\$819,980.16

Student Activity Account Balances - As of 7/31/2020

Account	7/31/2020 Balance
Bank Accounts	
SA-6th Grade Trip	0.00
SA-Band	0.00
SA-Baseball	1,119.50
SA-Boys Basketball	0.00
SA-Class of 2021	1,587.29
SA-Class of 2022	164.19
SA-Class of 2023	573.63
SA-Class of 2024	449.87
SA-Class of 2025	1,951.66
SA-Class of 2026	9,222.49
SA-Close Up	23,315.19
SA-Concessions	0.00
SA-Dungeons & Dragons	50.00
SA-FCCLA	5,065.28
SA-FFA	11,414.54
SA-Football	14.14
SA-General	2,000.00
SA-Girls Basketball	664.57
SA-Golf	5,124.25
SA-Interest	0.00
SA-SADD-FOR Club	2,036.73
SA-Science Club	1,699.96
SA-Student Council	5,162.59
SA-Track	254.83
SA-Volleyball	1,134.65
SA-Voltz	1,110.09
TOTAL Bank Accounts	74,115.45
OVERALL TOTAL	74,115.45

Ada-Borup Public Schools Detail Payment Register By Wire

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	CFB	203564			THE OMNI GROUP		Wire		
			B	28	215 005	TSA Valic		\$291.67	
PO#:	Voucher #:	44878	Invoice	Invoice No:	M2020121	7/24/2020	Paid Amt:	\$291.67	
			B	28	215 005	TSA Valic		\$2,425.02	
PO#:	Voucher #:	44879	Invoice	Invoice No:	M2020121	7/24/2020	Paid Amt:	\$2,425.02	
			B	28	215 005	TSA Valic		\$2,860.59	
PO#:	Voucher #:	44880	Invoice	Invoice No:	M2020121	7/24/2020	Paid Amt:	\$2,860.59	
			B	28	215 005	TSA Valic		\$2,183.38	
PO#:	Voucher #:	44881	Invoice	Invoice No:	M2020121	7/24/2020	Paid Amt:	\$2,183.38	
			B	28	215 005	TSA Valic		\$758.34	
PO#:	Voucher #:	45082	Invoice	Invoice No:	M2021010	7/24/2020	Paid Amt:	\$758.34	
			B	28	215 005	TSA Valic		\$1,075.00	
PO#:	Voucher #:	45083	Invoice	Invoice No:	M2021010	7/24/2020	Paid Amt:	\$1,075.00	
			B	28	215 005	TSA Valic		\$100.00	
PO#:	Voucher #:	45084	Invoice	Invoice No:	M2021010	7/24/2020	Paid Amt:	\$100.00	
								Check Amount:	\$9,694.00
2854	CFB	210361			MN CHILD SUPPORT PAYMENT CTR.		Wire		
			B	28	215 050	Child Support		\$383.00	
PO#:	Voucher #:	44882	Invoice	Invoice No:	M2020121	7/24/2020	Paid Amt:	\$383.00	
			B	28	215 050	Child Support		\$493.00	
PO#:	Voucher #:	45077	Invoice	Invoice No:	M2021010	7/24/2020	Paid Amt:	\$493.00	
								Check Amount:	\$876.00
2854	CFB	210605			MN DEPT OF REVENUE		Wire		
			B	28	215 013	MN Tax		\$7,919.33	
PO#:	Voucher #:	44883	Invoice	Invoice No:	M2020121	7/24/2020	Paid Amt:	\$7,919.33	
			B	28	215 013	MN Tax		\$3,222.61	
PO#:	Voucher #:	45078	Invoice	Invoice No:	M2021010	7/24/2020	Paid Amt:	\$3,222.61	
								Check Amount:	\$11,141.94
2854	CFB	210675			BLUE CROSS BLUE SHEILD/NW Serv Co-op School		Wire		
			B	28	215 025	Blue Cross		\$44,594.18	
PO#:	Voucher #:	44884	Invoice	Invoice No:	M2020121	7/24/2020	Paid Amt:	\$44,594.18	
			B	28	215 025	Blue Cross		\$10,378.03	
			B	28	215 025	9-mo empl adjustment and COBRA/Retiree		\$27,287.79	
PO#:	Voucher #:	45071	Invoice	Invoice No:	M2021010	7/24/2020	Paid Amt:	\$37,665.82	
								Check Amount:	\$82,260.00
2854	CFB	210684			PUBLIC EMPLOYEES RETIREMENT AS		Wire		
			B	28	215 017	PERA	19	\$812.34	
PO#:	Voucher #:	44885	Invoice	Invoice No:	M2020121	7/24/2020	Paid Amt:	\$812.34	

Ada-Borup Public Schools Detail Payment Register By Wire

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2854	CFB	210684			PUBLIC EMPLOYEES RETIREMENT AS		Wire		
			B	28	215 017	PERA		\$5,678.79	
PO#:	Voucher #:	45079	Invoice		Invoice No: M2021010	7/24/2020	Paid Amt:	\$5,678.79	
							Check Amount:	\$6,491.13	
2854	CFB	210685			TEACHERS RETIREMENT ASSOCIATIO		Wire		
			B	28	215 018	TRA		\$34,532.11	
PO#:	Voucher #:	44886	Invoice		Invoice No: M2020121	7/24/2020	Paid Amt:	\$34,532.11	
			B	28	215 018	TRA		\$6,808.72	
PO#:	Voucher #:	45081	Invoice		Invoice No: M2021010	7/24/2020	Paid Amt:	\$6,808.72	
							Check Amount:	\$41,340.83	
2854	CFB	21589			IRS		Wire		
			B	28	215 010	FICA		\$32,293.66	
			B	28	215 011	Fed Tax		\$16,146.95	
PO#:	Voucher #:	44887	Invoice		Invoice No: M2020121	7/24/2020	Paid Amt:	\$48,440.61	
			B	28	215 010	FICA		\$13,426.36	
			B	28	215 011	Fed Tax		\$6,825.31	
PO#:	Voucher #:	45072	Invoice		Invoice No: M2021010	7/24/2020	Paid Amt:	\$20,251.67	
							Check Amount:	\$68,692.28	
2854	CFB	8561			Vision Service Plan BC/BS		Wire		
			B	28	215 025	Blue Cross		\$139.14	
PO#:	Voucher #:	44888	Invoice		Invoice No: M2020121	7/24/2020	Paid Amt:	\$139.14	
			B	28	215 025	Blue Cross		\$72.14	
			B	28	215 025	BC Vision Modification 9-mo employees		\$101.72	
PO#:	Voucher #:	45086	Invoice		Invoice No: M2021010	7/24/2020	Paid Amt:	\$173.86	
							Check Amount:	\$313.00	
2854	CFB	201995			SELECTACCOUNT		Wire		
			B	28	215 022	New York Life TSA Co		\$10,721.81	
PO#:	Voucher #:	44876	Invoice		Invoice No: M2020121	7/31/2020	Paid Amt:	\$10,721.81	
			B	28	215 021	VEBA		\$3,251.67	
PO#:	Voucher #:	44877	Invoice		Invoice No: M2020121	7/31/2020	Paid Amt:	\$3,251.67	
			B	28	215 022	New York Life TSA Co		\$1,286.35	
PO#:	Voucher #:	45074	Invoice		Invoice No: M2021010	7/31/2020	Paid Amt:	\$1,286.35	
			B	28	215 021	VEBA		\$1,873.00	
			B	28	215 021	HSA/VEBA Adjustment		\$345.83	
PO#:	Voucher #:	45085	Invoice		Invoice No: M2021010	7/31/2020	Paid Amt:	\$2,218.83	
			B	28	215 022	New York Life TSA Co		(\$725.00)	
PO#:	Voucher #:	45148	Invoice		Invoice No: 07312020	7/31/2020	Paid Amt:	(\$725.00)	
							Check Amount:	\$16,753.66	

Ada-Borup Public Schools Detail Payment Register By Wire

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2854	RAM	8306			US BANK		Wire
				E 07 005 910 000 720 000	Bond Interst	\$60,250.00	
				E 07 005 910 000 720 000	Bond Interst	\$300.00	
				E 07 005 910 000 720 000	Bond Interst	\$29,583.75	
				E 07 005 910 000 720 000	Bond Interst	\$2,087.50	
PO#:	Voucher #:	45143	Invoice	Invoice No:	1612921	7/24/2020	Paid Amt: \$92,221.25
							Check Amount: \$92,221.25
2854	RAM	8816			Cardmember Service		Wire
				E 01 200 720 000 401 222	Health Aide Supplies - COVID 19	\$989.89	
				E 01 005 810 000 350 000	Repair & Maint Svc	\$1,459.50	
				E 01 005 810 000 350 000	Repair & Maint Svc	\$0.00	
				E 01 005 760 720 401 000	Gen Supplies	\$344.11	
				E 01 005 110 000 422 000	FLEX FUND	\$79.95	
				E 01 300 211 302 460 000	Secondary Capital	\$274.95	
				E 01 005 640 316 366 000	Travel	(\$226.78)	
				E 01 300 291 000 405 000	FCCLA	\$155.00	
PO#:	Voucher #:	45146	Invoice	Invoice No:	07122001	7/12/2020	Paid Amt: \$3,076.62
							Check Amount: \$3,076.62
2854	RAM	8306			US BANK		Wire
				E 07 005 910 000 720 000	Bond Interst	\$125,634.98	
PO#:	Voucher #:	45147	Invoice	Invoice No:	1612481	7/31/2020	Paid Amt: \$125,634.98
							Check Amount: \$125,634.98
							Report Total: \$458,495.69

Ada-Borup Public Schools
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General Fund	\$320,072.94
02	Food Service	\$288.60
04	Community Service	\$1,540.10
06	Building Construction	\$489,318.09
21	Student Activities	\$2,350.00
28	Payroll	\$6,410.43
Report Total		\$819,980.16

Ada-Borup Public Schools
Detail Payment Register By Wire
Fund Summary

Fund	Description	Total
01	General Fund	\$3,076.62
07	Debt Redemption	\$217,856.23
28	Payroll	\$237,562.84
Report Total		\$458,495.69

INDEPENDENT SCHOOL DISTRICT #2854
 ADA, MINNESOTA 56510
 TREASURER'S REPORT TO SCHOOL BOARD

Date of Report 8/4/2020

For the Month of July 2020

FUNDS	Beginning Balance	Debits	Credits	Ending Balance	Adjustments	Ending Balance	Prior year Balance
General Fund							
Cash	\$980,761.18	\$339,855.31	\$908,425.71	\$412,190.78	\$0.00	\$412,190.78	\$93,228.36
Investments	\$1,917,759.17	\$180,228.13		\$2,097,987.30	\$0.00	\$2,097,987.30	\$1,216,097.74
Food Service Fund	\$17,058.72		\$6,451.78	\$10,606.94	\$0.00	\$10,606.94	\$23,585.47
Payroll	-\$27,840.96	\$233,005.07	\$245,675.62	-\$40,511.51	\$0.00	-\$40,511.51	\$ (17,662.91)
Community Service	\$72,460.86	\$26,464.49	\$17,845.45	\$81,079.90	\$0.00	\$81,079.90	\$ 64,703.02
Building Construction							
Cash	-\$340,879.73	\$550,000.00	\$489,318.09	-\$280,197.82	\$0.00	-\$280,197.82	\$ -
Investments	\$9,003,149.75	\$9,557.73	\$550,000.00	\$8,462,707.48	\$0.00	\$8,462,707.48	\$ -
Cash Debt Redemption	\$294,088.41	\$92,144.91	\$217,856.23	\$168,377.09	\$0.00	\$168,377.09	\$ 24,726.58
TOTALS	\$11,916,557.40	\$1,431,255.64	\$2,435,572.88	\$10,912,240.16	\$0.00	\$10,912,240.16	\$1,404,678.26

DESCRIPTION	Bank Stmt Balance	O/S Checks	O/S Deposits	Other Reconciling Items	Book Balance
Bank of the West	\$130,738.34	\$95,823.01		\$0.00	\$34,915.33
Frandsen Bank & Trust	\$188,607.82	\$45,109.44	\$0.00	\$0.00	\$143,498.38
Frandsen Bank & Trust- MM	\$141,061.64				\$141,061.64
Bank of the West - MM	\$19,344.09				\$19,344.09
Bank of the West/Flex	\$7,625.94				\$7,625.94
American Federal Bank	\$0.00				\$0.00
MSDLAF	\$2,074,909.15				\$2,074,909.15
MN Trust/PMA	\$8,485,785.63				\$8,485,785.63
Petty Cash	\$3,500.00				\$3,500.00
Cash on Hand	\$100.00				\$100.00
Imprest Cash	\$1,500.00				\$1,500.00
Balance Per Books					\$10,912,240.16
OPERATING FUNDS					
General Cash 01	\$412,190.78				
Total 01	\$2,510,178.08				
Checking 02	\$10,606.94				
Payroll 28	-\$40,511.51				
Checking 04	\$81,079.90				
Total Operating	\$2,561,353.41				
Building Construction	\$8,182,509.66				
Debt Redemption	\$168,377.09				
Total All Funds	\$10,912,240.16				

Ada-Borup Public Schools 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
4226	2854	STAC														
Donation from Lee Brosl																
			14226	Credit	A	07/16/20	147	Check	1	C1	Misc					
						2854	R 21 300 294 301 099 702			SA - Baseball Rev					500.00	0.00
														Receipt Total:	\$500.00	\$0.00
														Deposit Total:	\$500.00	\$0.00
4227	2854	RAM														
District Deposit																
			14227	Credit	A	07/28/20		Check	1	C1	Misc					
						2854	B 28 215 025			Blue Cross					1,516.00	0.00
						2854	B 28 215 025			Blue Cross					508.56	0.00
						2854	B 28 215 025			Blue Cross					1,690.50	0.00
						2854	B 28 215 025			Blue Cross					1,505.00	0.00
						2854	B 28 215 025			Blue Cross					9,096.00	0.00
						2854	R 01 005 000 000 099 000			Misc Revenue					1,291.89	0.00
						2854	R 01 005 000 000 099 000			Misc Revenue					1,000.00	0.00
						2854	R 01 005 000 000 099 000			Misc Revenue					1,021.73	0.00
						2854	R 04 005 505 321 050 208			Summer Rec Fees					45.00	0.00
						2854	R 04 005 505 321 050 208			Summer Rec Fees					15.00	0.00
						2854	R 04 005 505 321 050 208			Summer Rec Fees					60.00	0.00
						2854	R 04 005 505 321 050 000			Comm Ed Fees					430.00	0.00
						2854	R 04 005 505 321 050 206			Drivers Ed Fees					1,660.00	0.00
						2854	R 04 005 505 321 099 208			Misc Revenue					22,000.00	0.00
						2854	R 01 005 000 000 021 000			Rev/Other MN Dists					34,712.93	0.00
						2854	R 01 005 000 000 001 000			Local Levy					4,574.34	0.00
						2854	R 01 005 000 000 010 000			Co App					4,994.63	0.00
						2854	R 07 005 910 000 001 000			Local Levy					1,264.46	0.00
						2854	R 04 005 505 321 001 000			Local Levy					158.96	0.00
														Receipt Total:	\$87,545.00	\$0.00
														Deposit Total:	\$87,545.00	\$0.00
4228	2854	RAM														
MN Dept of Ed																
			14228	Credit	A	07/15/20		Check	1	C1	Misc					
						2854	R 01 005 000 320 300 000			State Aid - Indian Education					1,012.77	0.00
						2854	R 01 005 000 000 211 000			General Ed Aid					131,000.03	0.00
														Receipt Total:	\$132,012.80	\$0.00
														Deposit Total:	\$132,012.80	\$0.00

Ada-Borup Public Schools 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
4229	2854	RAM														
MN Dept of Ed			14229	Credit	A	07/30/20		Check	1	C1	Misc					
							2854	R	01 005 000 000	211 000	General Ed Aid			158,042.93		0.00
							2854	R	07 005 910 000	234 000	Ag Credit			2,307.39		0.00
							2854	R	07 005 910 000	258 000	Other State Credits			71,499.02		0.00
							2854	R	07 005 910 000	229 000	Disparity Reduction			1,064.15		0.00
							2854	R	07 005 865 000	317 000	LTFM State Aid			7,767.57		0.00
Receipt Total:														\$240,681.06		\$0.00
Deposit Total:														\$240,681.06		\$0.00
4230	2854	RAM														
Clay Co Warrant			14230	Credit	A	07/05/20		Check	1	C1	Misc					
							2854	R	01 005 000 000	010 000	Co App			457.71		0.00
							2854	R	01 005 000 000	001 000	Local Levy			1,344.88		0.00
							2854	R	04 005 505 321	001 000	Local Levy			2,095.53		0.00
							2854	R	07 005 910 000	001 000	Local Levy			8,242.32		0.00
Receipt Total:														\$12,140.44		\$0.00
Deposit Total:														\$12,140.44		\$0.00
Report Total:														\$472,879.30		\$0.00

Ada-Borup Public Schools
Receipt Listing Report with Detail by Deposit
Fund Summary

Fund	Total
01	\$339,453.84
04	\$26,464.49
07	\$92,144.91
21	\$500.00
28	\$14,316.06
Report Total	\$472,879.30



"The mission of the Ada-Borup School District is to educate and prepare all students for a successful tomorrow through academics, activities, arts and attitude."

August 7, 2020

Superintendents Report

August 2020 School Board Meeting

1. Audit
 - a. Auditors were on site on July 1. Most entries have been completed. We are still waiting on the tax shift information from MDE.
 - i. Currently the General Fund looks to be up around \$560,000 for FY20 before the tax shift.
 1. Much of the increase will be assigned to the Schools portion of the building project
 - ii. Budget had projected increase of \$582,000 in the general fund
2. School Board Elections
 - a. Affidavits need to be filled out by August 11 at 5:00 PM
3. Refinancing of Bonds
 - a. We have an opportunity to refinance our 2014A and 2015A bonds
 - i. Would save approx. \$147,000 on the 2014A and approx. \$119,000 on the 2015B
 - ii. There will be a resolution that needs to get passed to begin the process
4. Building Project Update
 - a. Elem remodel is on time to wrap up final week in August
 - b. Foundations have been poured for the additions
 - c. Cement slab for 4 classroom addition is set to be poured early this week
 - d. Pre-Cast walls are on track to be installed in early October
5. School Planning for 20-21
 - a. I am recommending to open school for In-Person learning for all students to start the 2020-21 school year
 - i. The original county metrics align with this re-opening plan
 - ii. Will continue to monitor county cases and how that could affect school plans

This institution is an equal opportunity provider and employer.



"The mission of the Ada-Borup School District is to educate and prepare all students for a successful tomorrow through academics, activities, arts and attitude."

8/10/20

High School Update:

1. Newsletter: Sending home this week
2. Class Schedules: Sending home this week and making available online
3. New Staff Meeting: August 20th-Focusing on Synergy, Google Classroom, and preparing for the new year
4. SPED Teachers: Finishing up student schedules and preparing to get students in the building (Aug 24th-27th) to help ease their transition back to school.
5. HS Staff Meeting Thursday, August 6, 2020 to get all staff on the same page for this fall.
6. Enrollment:
 - a. 6th-41 (Some NCW students haven't registered yet)
 - b. 7th-61
 - c. 8th- 58
 - d. 9th- 49
 - e. 10th- 52
 - f. 11th- 59
 - g. 12th- 42
7. HS MEEP: Finalizing the HS Planning Guide for back to school and deciding how to implement PLC's this upcoming year.

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Ada-Borup Elementary Principal/D.A.C.

School Board Notes: August 2020

- Testing Updates
 - Testing Calendar
 - <https://education.mn.gov/MDE/dse/test/MDE085545>
 - <http://adaborupmn.apptegy.us/o/ada-borup-school-district/browse/33209>

- Enrollment Update P-5
 - Pre-K = 39
 - K = 29
 - 1 = 37
 - 2 = 40
 - 3 = 38
 - 4 = 34
 - 5 = 43
 - Total: 260

- Elementary Happenings
 - Virtual Elementary Open House
 - Wednesday, August 28th 5-7pm
 - Elementary Reading Incentive Program
 - Thank you local businesses for your ongoing support
 - Local Literacy Plan
 - <http://adaborupmn.apptegy.us/o/ada-borup-school-district/page/local-literacy-plan>



Ada-Botup **Activities Director**

School Board Notes: August 2020

- **Activity Handbook Changes**
- **Volleyball Team is the recipient of the 2020 USMC/AVCA Team Academic Award! The benchmark is an average 3.3 GPA for the entire year! Congrats Coaches and Players!**
- **Congrats to Julia Miller on her \$500 scholarship. Julia completed a summer program at the Alexandria Summer Air Force Association Virtual Cyber Camp and placed in the Top 50 to earn the scholarship.**
- **Football/Volleyball have been moved to the Spring Season**
- **Meeting with all head coaches today to discuss what fall sports season will look like.**
- **26 local businesses have signed on to be corporate sponsors.**

- Advertising on our school website, game programs, and sport posters, and new cougar chairs

REGULAR VIRTUAL SCHOOL BOARD MEETING

The regular monthly meeting of the Independent School District #2854 was called to order at 7:00 a.m. on Tuesday, July 14, 2020, by Chairman Mick Thompson in the Ada-Borup High School Board Room, Ada, Minnesota. Chairman Mick Thompson declared a quorum.

Board members present: Dena Bishop, Janna Engel, Nancy Merkens, Gretchen Rockstad, Mick Thompson

Board member absent: Paul Johnson

Administration present: Aaron Cook, Josh Carlson, Bree Triplett, Sandy Gunderson

Citizens present: Char Baker(virtual), Jim Birkemeyer, Amiee Eggen(virtual), Ruth Hayden, Emily Lee, Pat Pfund, Eric Smart, Dawn Tinjum, Marijo Vik(virtual)

Pledge of Allegiance recited

Nancy Merkens made the motion to approve district invoices. Motion seconded by Dena Bishop. UC

Chairperson Mick Thompson called for public input: None

School Board Member Comments:

- Congratulations to Kindlee Christianson on earning Gold at Nationals for her FCCLA STAR Event.
- Thank you to all Summer League coaches.
- Thank you to American Crystal for sponsoring the Ada-Borup West Cross Country virtual 5k run/walk.

Budget Report/Bookkeeper's Report given by Aaron Cook:

- General Fund: \$102,366.45
- Food Service: \$8,124.59
- Community Service: \$17,790.00
- Building Construction: \$49,557.70
- Student Activities: \$16,149.31
- Payroll: \$263,671.44

Superintendent Aaron Cook reported on:

- 1) Building Project
 - a. Received feedback from the State. Items that needed review were submitted with change on July 9.
 - b. Elementary remodel has been allowed to continue while State reviews overall project.
- 2) CARES Act
 - a. CARES committee met and will be offering Literacy Camp and Transition Back to School Program in August.
- 3) Summer Programming
 - a. Summer Rec – Youth sports have been allowed to play games and scrimmage.
 - b. Extended School Year – Modified our hybrid model to accommodate students with greater needs.
 - c. Northstar – Program through NWMHC to help children diagnosed with a mental health issue began July 6.
 - d. MSHSL summer coaching was allowed to start on June 15.
- 4) Return to School Planning
 - a. 3 scenarios – distance learning, Hybrid, all kids back in school.
 - b. State will release which plan the week of July 27.
 - c. We will have a plan in place for all three. There will be group and MEEP meetings the week of July 20. Community health group will review the plans.
- 5) E-Learning Plan
 - a. The leadership team finalized the E-learning plan for approval. This will allow snow days to be converted to E-Learning days.
- 6) Coaches Pay
 - a. MOU with union, developed by MSBA, allowing schools to pay pro-rated salaries if seasons are shortened due to the pandemic.
- 7) Shared Contract with NCW
 - a. NCW has agreed to allow us to purchase .5 FTE music teacher contract.
- 8) School Board Filing Dates
 - a. Anyone wishing to run for school board can file between July 28 – August 11. Three members will be elected to the School Board for terms of four years each.
- 9) Facility Use – Discussion
- 10) Other – Fuel, milk, and bread bids are the same as last year.

High School Principal Josh Carlson reported on:

- 1) Student Handbook Changes
 - a. State Statue Code Change
 - b. Class Officers
 - c. Noon Lunch Note
 - d. Schedule Change Timeline
 - e. Student Promotion
 - f. Commencement Speakers
- 2) Curriculum Review
 - a. Social Studies Textbooks
- 3) Staffing:
 - a. Resignation from McKeag Borne
 - b. New Staff Welcome

Elementary Principal/District Assessment Coordinator Bree Triplett reported on:

- 1) Pre-K – 5 Enrollment: 262
- 2) Waiting until the end of July to post paraprofessional positions.
- 3) Goals for 2020-2021
 - a. Common Assessments during PLC Time
 - b. PBIS (Positive Behavior Intervention System)
 - Book Study for Staff (Professional Development)
 - Tracking System
 - School Wide Expectations
 - Data Driven
 - c. Communication
 - Monthly Staff Meetings
 - Weekly Bulletins for Staff (Smore)
 - Monthly School Newsletters (Smore)
- 4) Happenings
 - Literacy Camp August 3-5 and August 24-27
 - Back to School Screenings – August 24-27
 - Preschool Screening – August 12-13

Activities Director Kenley Wahlin reported on:

- 1) The following fall coaches need approval:

Football

- Paul Tinjum – Head
- Nate McCraven – Assistant
- Kenley Wahlin – Assistant
- Dan Jorgensen – Assistant
- Kevin Lindell – Junior High
- Jeremy Peterson – Junior High
- Rodney McCollum – Volunteer

Volleyball

- Jim Lee – Head
- Janna Engel – Assistant
- Kyli Altepeter – Assistant
- Jordan Johnson – 7th Grade

Cross Country

- Spencer Ruebke – Head

- 2) Football: Adrenaline Fundraiser
- 3) Volleyball: Looking for an 8th grade volleyball coach.
- 4) Cross Country:
 - Depending upon numbers, may need to hire another coach.
 - Spencer Ruebke is organizing a Virtual 5k Fundraiser.
- 5) Congratulations to Kindlee Christianson on earning Gold at the virtual FCCLA National STAR competition.
- 6) Thank you to the AB Booster Club for splitting the cost of new wall pads for the elementary gym.
- 7) Johnson Sports Complex – French drain will be installed this summer underneath the track where it heaves.

Committees:

- 1) Aaron Cook reported on Building and Grounds committee meeting.
- 2) Aaron Cook reported on Negotiations committee meeting.
- 3) Aaron Cook reported on Health & Safety committee meeting.

Janna Engel made the motion to approve adoption of the agenda. Motion seconded by Nancy Merkens. UC

New Business:

- A. Gretchen Rockstad made the motion to approve the Consent Agenda with the following change in Activity Rates of Pay: Increase Community Education lead teacher to \$20/hour and increase Community Education assistant to \$15.00/hour. Motion seconded by Dena Bishop. UC
 - I. Accept Donations
 - II. Approve minutes from June 9, 2020, Regular School Board Meeting.
 - III. Handbooks
 - a. Coaches Handbook
 - b. High School Student Handbook
 - IV. Approve the 2020-21 Price List and Admissions Schedule
 - V. Approve the 2020-21 Activity Rates of Pay
- B. Nancy Merkens made the motion to Approve the Letter of Agreement with Education Minnesota Ada-Borup addressing compensation of coaches and advisors during the 2020-2021 school year. Motion seconded by Janna Engel. UC
- C. Personnel:
 - I. Lane Change Requests
 - a. Dena Bishop made the motion to approve lane change request for Samantha Kaste from BA-20 to MA. Motion seconded by Gretchen Rockstad. UC
 - b. Gretchen Rockstad made the motion to approve lane change request for Kelsey Zieske from BA-20 to MA. Motion seconded by Nancy Merkens. UC
 - II. Fall Coaches
 - a. Janna Engel made the motion to approve Spencer Ruebke as Head Cross Country coach. Motion seconded by Dena Bishop. UC
 - b. Nancy Merkens made the motion to approve the following Volleyball coaches:
 - Head – Jim Lee
 - Assistant – Janna Engel
 - Assistant – Kylie Altepeter
 - Junior High – Jordan JohnsonMotion seconded by Gretchen Rockstad. Abstain: Janna Engel Motion Carried
 - c. Gretchen Rockstad made the motion to approve the following Football coaches:
 - Head – Paul Tinjum
 - Assistant – Nate McCraven
 - Assistant – Kenley Wahlin
 - Assistant – Dan Jorgensen
 - Junior High – Kevin Lindell
 - Junior High – Jeremy Peterson
 - Volunteer – Rodney McCollumMotion seconded by Dena Bishop. UC
 - III. Contracts
 - a. Nancy Merkens made the motion to approve the 2020-2022 Elementary Principal and District Assessment Coordinator Contract/Memo of Understanding. Motion seconded by Gretchen Rockstad. UC
 - b. Gretchen Rockstad made the motion to approve purchasing a .5 FTE Music Teacher from Norman County West. Motion seconded by Nancy Merkens. UC
 - IV. Resignations
 - a. Janna Engel made the motion to accept resignation from Wendy Vesledahl as paraprofessional. Motion seconded by Dena Bishop. UC Thank you for your service.
 - b. Dena Bishop made the motion to accept resignation from McKeag Borne as part-time Adaptive Phy. Ed. Teacher, Bus Driver, and Paraprofessional. Motion seconded by Nancy Merkens. UC Thank you for your service.
- D. Gretchen Rockstad made the motion to approve the Ada-Borup E-Learning Plan. Motion seconded by Janna Engel. UC
- E. Nancy Merkens made the motion to approve the proposal from the Northwest Service Cooperative for Environmental/Occupational Health & Safety Management. Motion seconded by Dena Bishop. UC

F. Bids

- I. Gretchen Rockstad made the motion to approve the 2020-2021 fuel bid from Petro Serve USA and Ada Country Store. Motion seconded by Nancy Merkens. UC
 - II. Dena Bishop made the motion to approve the 2020-2021 milk bid from Prairie Farms (Formerly Dean Foods). Motion seconded by Janna Engel. UC
 - III. Nancy Merkens made the motion to approve the 2020-21 bread bid from Pan-O-Gold Baking Company. Motion seconded by Gretchen Rockstad. UC
- G. Dena Bishop made the motion to approve Long-Term Facilities Maintenance Resolution. Motion seconded by Mick Thompson. The following voted in favor thereof: Mick Thompson, Janna Engel, Dena Bishop, Nancy Merkens, and Gretchen Rockstad Motion Carried.
- H. Gretchen Rockstad made the motion to close the meeting at 9:10 a.m. to discuss winter coaches, high school principal, and elementary principal evaluations. Motion seconded by Nancy Merkens. UC
- I. Janna Engel made the motion to reopen the meeting at 10:14 a.m. Motion seconded by Dena Bishop. UC

Special School Board Meeting on Tuesday, August 4, 2020, at 5:30 p.m.

Next Regular School Board Meeting on Monday, August 10, 2020, at 7:00 a.m.

Dena Bishop made the motion to adjourn regular meeting at 10:15 a.m. Motion seconded by Janna Engel. UC

Nancy Merkens, Clerk

Minutes prepared by: Sandy Gunderson

SPECIAL SCHOOL BOARD MEETING

A special meeting of the Independent School District #2854 was called to order at 5:31 p.m. on Tuesday, August 4, 2020, by Chairman Mick Thompson in the Ada-Borup High School Board Room, Ada, Minnesota. Chairman Mick Thompson declared a quorum.

Board members present: Dena Bishop, Janna Engel, Nancy Merkens, Gretchen Rockstad, Paul Johnson, Mick Thompson

Administration present: Aaron Cook, Josh Carlson, Bree Triplett

Citizens present: Jim Birkemeyer, Ruth Hayden

Pledge of Allegiance was recited

Public Input – None

School Board Comments – None

School Board Discussion:

Return to School Planning: The 2020-21 School Year planning document was presented to the school board. The document is not complete yet and the goal is to present it to the public the week of August 17. Based on current plans on scenarios the school board will be presented with a resolution to open school with an in-person learning model for all students at the regular board meeting.

School Board Goals: The School board and administration talked about goals for the upcoming year and beyond. Goals for high school, elementary, financial and technology were discussed

On a motion by Engel/Bishop, approve adoption of the agenda. UC

New Business:

- A. On a motion by Bishop/Johnson, approve resignation of Jason Smith, with many thanks for his time here. UC
- B. On a motion by Rockstad/Johnson, approve posting for a 1.0 FTE Social Studies teacher. UC
- C. On a motion by Engel/Bishop, approve posting for paraprofessional positions. UC
- D. On a motion by Johnson/Rockstad, approve posting for a temporary Voluntary Pre-K Teacher. UC

On a motion by Rockstad/Bishop to adjourn meeting at 7:47 p.m. UC

Nancy Merkens, Clerk

Minutes submitted by: Aaron Cook

CITY of ADA
BASEBALL FIELDS LEASE AGREEMENT

This Agreement entered into this 10th day of August, 2020, by and between the City of Ada, Minnesota, a municipal corporation (Hereinafter referred to as “Lessor”), and Independent School District No. 2854, Ada, Minnesota, (hereinafter referred to as “Lessee”).

WHEREAS, Lessor is the owner of the softball and baseball fields, commonly known as Tony Sipe Field and the adjacent field. These fields are used by the school district for Jr High and High School baseball in the spring and for summer recreation baseball and softball in the summer. The school also has access to the concession stand and restroom facilities.

WHEREAS, Lessee desires to enter into a Lease Agreement with Lessor, wherein and whereby Lessee shall have the right to use said Tony Sipe Field and the adjacent field, concession stand and restrooms during the spring of 2021 for high school baseball and for Summer Recreation softball and baseball during the summer of 2021, at such times and for such rental payments and terms and conditions as hereinafter set forth;

NOW THEREFORE, in consideration of the covenants and promises contained herein, the parties hereto do now hereby agree as follows, to-wit:

That the Lessor shall lease the said Tony Sipe Field and adjacent field, concession stand, and restrooms to Lessee from March 1, 2021 through July 31, 2021, for the consideration of \$17,000.

IT IS HEREBY FURTHER AGREED by and between the parties hereto as follows, to-wit:

I. Lessor shall:

- A. During the baseball season and during the summer, permit the Lessee to Schedule its baseball games and practices on the Tony Sipe field and the adjacent field.
 1. Lessee shall have first priority in scheduling their games on the fields during the lease period as specified above.
 2. No limit will be set on how many hours the Lessee can use the existing fields.
 3. Lessor will maintain the fields from August 1st through February 28th.
 4. Lessor will be the primary insurance carrier on the facilities during the lease period of March 1, 2021 through July 31, 2021.
 5. Lessor will be responsible for all utility bills incurred during the time period of the lease, except for the \$2,000 the district is responsible for.

II. Lessee shall:

- A. Pay the Lessor an annual payment of \$17,000 for the use of the facilities.
- B. Do the maintenance of the fields from March 1, 2021 through July 31, 2021.

IN WITNESS WHEREOF, the parties have agreed to the above agreement.

CITY OF ADA, MINNESOTA

By: _____
Mayor

By: _____
Clerk/Treasurer

INDEPENDENT SCHOOL DISTRICT NO. 2854

By: _____
Chair of the School Board

By: _____
Clerk

**ARC LANES
LEASE AGREEMENT**

This Agreement entered into this 10th day of August, 2020, by and between the ARC Lanes (Hereinafter referred to as “Lessor”), and Independent School District No. 2854, Ada, Minnesota, (hereinafter referred to as “Lessee”).

WHEREAS, Lessor is the owner of the ARC Lanes. The ARC Lanes is used by the school for bowling classes during November 1, 2020 through April 30, 2021.

WHEREAS, Lessee desires to enter into a Lease Agreement with the Lessor, wherein and whereby Lessee shall have the right to use the ARC Lanes on the above mentioned dates.

NOW THEREFORE, in consideration of the covenants and promises contained herein, the parties hereto now hereby agree as follows, to-wit:

That the Lessor shall lease the said ARC Lanes from November 1, 2020 through April 30, 2021 for the consideration of \$500 as well as Maintenance Cost of \$100.

IT IS HEREBY FURTHER AGREED by and between the parties hereto as follows, to-wit:

- I. Lessor shall:
 - A. Lessor will be the primary insurance carrier during the time the lease is in effect.
 - B. Lessor will be responsible for the maintenance of the building, except for the \$100 the district is responsible for on Operation and Maintenance Costs.

- II. Lessee shall:
 - A. Promise to use the facilities for only high school phy-ed classes and special ed. bowling.
 - B. Students must be supervised by school district personnel when they attend.

IN WITNESS WHEREOF, the parties have agreed to the above agreement.

ARC LANES

By: _____
Owner

INDEPENDENT SCHOOL DIST. NO. 2854

By: _____
Chairman of the Board

By: _____
Clerk

**CITY of ADA
DEKKO COMMUNITY CENTER
LEASE AGREEMENT**

This Agreement entered into this 10th day of August, 2020, by and between the City of Ada, Minnesota, a municipal corporation (Hereinafter referred to as “Lessor”), and Independent School District No. 2854, Ada, Minnesota, (hereinafter referred to as “Lessee”).

WHEREAS, Lessor is the owner of the Dekko Community Center. The Community Center is used by the school district during the month of August for conditioning for volleyball and football and during the months of August through May for; conditioning, phy-ed classes, and after school programs.

WHEREAS, Lessee desires to enter into a Lease Agreement with the Lessor, wherein and whereby Lessee shall have the right to use the Dekko Community Center from August 15, 2020 through May 31, 2021 for the above mentioned activities.

NOW THEREFORE, in consideration of the covenants and promises contained herein, the parties hereto now hereby agree as follows, to-wit:

That the Lessor shall lease the said Dekko Community Center from August 15, 2020 through May 31, 2021, for the consideration of \$5,000 and Operation and Maintenance costs of \$500.

IT IS HEREBY FURTHER AGREED by and between the parties hereto as follows, to-wit:

- I. Lessor shall:
 - A. Lessor will be the primary insurance carrier during the time the lease is in effect.
 - B. Lessor will be responsible for all utilities during the time the lease is in effect beyond the \$500. the district is responsible for.

- II. Lessee shall:
 - A. Promise to use the facilities for only school related activities; Phy Ed class, conditioning for one of the athletic teams, after school programs.
Facilities can not be used by students that are on their own and want to use; weight room, racquet ball court etc.
 - B. Students must always be supervised by school district personnel.
Example; Volleyball conditioning- volleyball coach must be present. Phy-ed class- Phy-ed Teacher must be present. Students cannot attend on their own.

IN WITNESS WHEREOF, the parties have agreed to the above agreement.

CITY OF ADA, MINNESOTA

By: _____
Manager

By: _____
Clerk/Treasurer

INDEPENDENT SCHOOL DISTRICT NO. 2854

By: _____
Board Chairperson

By: _____
Clerk

**HEART OF THE VALLEY GOLF COURSE
LEASE AGREEMENT**

This Agreement entered into this 10th day of August, 2020 by and between the Heart of the Valley Golf Course (Hereinafter referred to as “Lessor”), and Independent School District No. 2854, Ada, Minnesota, (hereinafter referred to as “Lessee”).

WHEREAS, Lessor is the owner of the Heart of the Valley Golf Course. The Heart of the Valley Golf Course is used by the school district during the months of March-May for golf practice and matches for the Junior High and High School Golf teams.

WHEREAS, Lessee desires to enter into a Lease Agreement with the Lessor, wherein and whereby Lessee shall have the right to the use the Heart of the Valley Golf Course from March 1st through July 31, 2021 for the above mentioned activities.

NOW THEREFORE, in consideration of the covenants and promises contained herein, the parties hereto now hereby agree as follows, to-wit:

That the Lessor shall lease the said Heart of the Valley Golf Course from March 1, 2021 through July 31, 2021, for the consideration of \$500 and Operation and Maintenance Costs of \$100.

This lease is non-exclusive and third parties may use the course during the period with the exception of school tournaments. Third parties fees shall remain property of the Lessor.

IT IS HEREBY FURTHER AGREED by and between the parties hereto as follows, to-wit:

- I. Lessor shall;
 - A. Lessor will be the primary insurance carrier during the time the lease is in effect.
 - B. Lessor will be responsible for the maintenance of the course, except for the \$100. the district is responsible for on Operation and Maintenance Costs.

- II. Lessee shall:
 - A. Promise to use the facilities for only high school golf related activities. Only members of the high school golf team will have free access to the course.
 - B. Students must be supervised by school district personnel during their appointed practice time and scheduled matches.
 - C. Provide their own practice equipment (range balls – clubs)
 - D. Shall use the course for playing only – no repetitive practice on the main course. Keep practice to the driving range and practice greens. (20 ft)
 - E. Not use Heart of the Valley GC carts unless rented from the course for an additional fee.

IN WITNESS WHEREOF, the parties have agreed to the above agreement.

HEART OF THE VALLEY GOLF COURSE

By: _____
HOV, Manager

INDEPENDENT SCHOOL DIST. NO. 2854

By: _____
Board Chair

By: _____
Clerk

ADA-BORUP ELEMENTARY SCHOOLS



Ada-Borup School District Mission Statement

“The mission of the Ada-Borup School District is to educate and prepare all students for a successful tomorrow through academics, activities, arts and attitude.”

STUDENT HANDBOOK 2020-2021

THE ADA-BORUP PUBLIC SCHOOLS INDEPENDENT SCHOOL DISTRICT 2854 DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX OR DISABILITY.

BREE TRIPLETT
ELEMENTARY PRINCIPAL/DISTRICT ASSESSMENT COORDINATOR/TITLE I DIRECTOR
209 6TH ST WEST
ADA, MN 56510

AARON COOK
SUPERINTENDENT/TITLE IX
604 WEST THORPE AVENUE
ADA, MN 56510
218-784-5312

This handbook is meant to serve as a guide for students and parents/guardians. Not every circumstance or event can be anticipated; therefore students are subject to all district rules, regulations, and policies, as well as the interpretation by school officials thereof. If you wish to view other policy manuals or handbooks that we operate under, please contact school administration.

ADA-BORUP ELEMENTARY SCHOOLS
2020-2021 DIRECTORY

BOARD OF EDUCATION

Mick Thompson	Chair	Janna Engle	Director
Gretchen Rockstad	Vice Chair Person	Nancy Merkens	Clerk
Dena Bishop	Director	Paul Johnson	Director

ELEMENTARY SCHOOL FACULTY

Bree Triplett	Principal	breet@ada.k12.mn.us
Taylor Gunufson	Kindergarten	taylorg@ada.k12.mn.us
Becky Todd	Kindergarten	beckyt@ada.k12.mn.us
Alayna Wagner	Grade 1	alaynaw@ada.k12.mn.us
Kelsey Zieske	Grade 1	kelseyb@ada.k12.mn.us
Paul Tinjum	Grade 2	pault@ada.k12.mn.us
Michael Sterton	Grade 2	michaels@ada.k12.mn.us
Sarah Hart	Grade 3	sarahh@ada.k12.mn.us
Kinsey Anderson	Grade 3	kinsey@ada.k12.mn.us
Samantha Kaste	Grade 4	samanthak@ada.k12.mn.us
Emily Brue	Grade 4	emilyb@ada.k12.mn.us
Spencer Ruebke	Grade 5	spencerr@ada.k12.mn.us
Kyli Bowling	Grade 5	kylib@ada.k12.mn.us
Jeff Stoen	Phy Ed	jeffs@ada.k12.mn.us
Ruth Hayden	Phy Ed	ruthh@ada.k12.mn.us
Trevor Stewart	Phy Ed	trevors@ada.k12.mn.us
Tanya Kemper	Music/Choir	tanyak@ada.k12.mn.us
Richard Tuttle	Music/Band	richardt@ada.k12.mn.us
Terri Blasey	Speech	terrib@ada.k12.mn.us
Brittany Stoltman	Speech	brittanys@ada.k12.mn.us
Lisa Thompson	Special Ed	lisaf@ada.k12.mn.us
Melissa Larson	Special Ed	melissal@ada.k12.mn.us
Renee Visser	Special Ed	reneev@ada.k12.mn.us
Kenley Wahlin	Intervention Coordinator	kenleyw@ada.k12.mn.us
Cherie Boe	Title I	cherieb@ada.k12.mn.us
Char Baker	Voluntary Pre-k & School Readiness	charb@ada.k12.mn.us
Dawn Tinjum	Voluntary Pre-k & School Readiness	dawnt@ada.k12.mn.us
Kris Sterton	Family Resource Specialist	kriss@ada.k12.mn.us
Jessica Ness	Early Childhood Special Education	jness@asec.net

NON-CERTIFIED STAFF

Merilee Potucek	Administrative Assistant	merileep@ada.k12.mn.us
Tammy Anderson	Para	
Monica Carlson	Para	
Julie Brunsvold	Para	
Tammy Erickson	Para	
Karen Anderson	Para	
Judy Hanson	Para	
Jan Moy	Para	
Danielle Stortroen	Para	
Ashley Willison	Para	
Jodi Sargent	Para	
Amanda McCraven	Para	
Caitlin Cockerill	Para	
Marla Hushagen	Para	
Katie Loosbrock	Para	
Amy Traut	Para	
Anne Anneson	Para	
Lori Prodzinski	Para	
Karen Wagner	Health Assistant	
Ida Reyes	ESL Para	
Doug Slininger	Head of Maintenance	
Curt Kemper	Custodian	
Tyler Visser	Custodian	
Brian Pelzman	Custodian	
Dion Biggers	Custodian	
Bob Kinkade	Head Cook	
Shawn Roux	Transportation Director	

School Mailing Address: 209 6th St. West, Ada, MN 56510
Office Phone Number: 218-784-5303

2020-2021 Ada-Borup Public Schools

Adopted: April 14, 2020

Ada-Borup Public School
 604 West Thorpe Avenue
 Ada, MN 56510
 www.adak12.mn.us



AUGUST 2020							1 days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

SEPTEMBER 2020							20 days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

OCTOBER 2020							20 days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

NOVEMBER 2020							19 days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

DECEMBER 2020							17 days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

First and Last day of School
 First – September 8, 2020
 Last – May 28, 2021
No School – Teacher Workshop Days
 August 31
 September 1-3
 January 18
No School for all students
 Labor Day – September 7
 MEA Break – October 15 & 16
 Thanksgiving Break – November 26 & 27
 Christmas Break – December 24 –
 January 1
 President's Day – February 15
 Easter Break – April 2-5
 Memorial Day – May 31

Early Dismissal at 12:30 p.m. (Teacher Workshop)

Oct 14, Nov 6, Nov 25, Mar 19
 Other Early Out Days
 December 23 – 12:30 staff & students
 May 28 – 10:00 Students Only
 Parent-Teacher Conferences
 Elementary – Nov 5 & 10 and Feb 25 & Mar 1
 High School – Nov 5 & Mar 1
 Commencement 2021 – May 29

179 Total Days (Includes 5 Staff Days)

Make-Up Days (if needed)

February 15
 April 5
 End of 1st 9 weeks – November 6, 2020
 End of 2nd 9 weeks – January 22, 2021
 End of 3rd 9 weeks – March 26, 2021
 End of 4th 9 weeks – May 28, 2021

JANUARY 2021							20 days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

FEBRUARY 2021							15 days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28							

MARCH 2021							23 days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

APRIL 2021							20 days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

MAY 2021							20 days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

JUNE 2021							0 days
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

This handbook is prepared for the families of elementary children in District 2854, Ada-Borup Public Schools. It is designed to help you understand how schools and families share in the elementary school experience.

We look forward to an exciting 2020-2021 school year at Ada-Borup Elementary School. It is our goal to involve parents as key members of our educational team. We sincerely hope you enjoy this year and experience it as a time of real growth in all areas for your child.

Teamwork, of course, means good communication between home and school. Please contact us whenever you have questions or concerns. In additions, our schools are always open for you to visit. We welcome and greatly appreciate visitors, and encourage everyone to share their reactions.

Best wishes for a successful school year!

Bree Triplett, Principal
Ada-Borup Public Schools
breet@ada.k12.mn.us
218.784.5303

A SPECIAL NOTE TO PARENTS

If a problem arises concerning the school, the Board of Education requests that you take the following actions:

- A. First, personally contact the person directly involved.
- B. If you are unable to resolve the problem by contacting the person directly involved, please contact the appropriate principal or supervisor.
- C. If you feel the problem still has not been resolved, you should meet with the Superintendent of schools.
- D. If the problem is not resolved after meeting with the superintendent, you may request a meeting with the appropriate committee of the School Board of Education.
- E. In the event that you feel there is still a basis for a problem, you are invited to address your concerns to the full School Board of Education for final resolution.

ADMINISTRATIVE DISCRETION AND REVIEW

Each policy in the Student Handbook is subject to administrative review and discretion upon its implementation.

PARENTS OR VISITORS - are asked to report to the office when:

- 1. Visiting a child or classroom (parents should communicate prior to visit with classroom teacher)
- 2. Checking students out of school for any reason
- 3. Returning students back to school

CHILDREN VISITING SCHOOL - Students who wish to visit our schools are asked to do the following:

- 1. Parents must request permission to visit at least one day in advance
- 2. Must be a former student or a prospective student
- 3. School visits are limited to one day per school year.

PICKING UP YOUR CHILD FROM SCHOOL

Parents picking up their child at the end of the day are asked to wait in the West hallway. Students not riding the bus need to be picked up by 3:10 p.m.

SCHEDULE

7:30 a.m.	Breakfast (served until 8:25)
8:00 a.m.	Busses arrive
8:15 a.m.	First Bell Rings
8:25 a.m.	Announcements - classes begin
3:05 p.m.	All K-5 students load at Ada Elementary
3:13 p.m.	Busses depart Ada

The North door at the Ada Elementary school building is to be used by students being dropped off at school. School supervision starts at 7:30am each day students are in session. Students may arrive before 7:30am; however the school district is not responsible for supervision before this time. The South entrance is to be used by bus students only. Students are asked to wait in the gym corridor until the 8:25 bell rings. The south door is locked after the buses have all arrived.

At 8:15 a.m., the first bell rings. Students should be in their classrooms by 8:25. Pupils not in their place at this time will be counted tardy.

FOOD SERVICES

Food Service Students have an opportunity to begin their day with breakfast at school (breakfast will not be available when school has a late start). Eating a healthy breakfast provides immediate nutritional benefits and leads to improved eating habits throughout the day. School breakfast is linked to positive health outcomes for students.

Nutritious lunches are served each day for students and staff. The food service staff plans each lunch, which consists of five food groups daily: protein (meat or cheese), vegetable, fruit, bread or bread alternative and milk. A student may have all five items, but may select three of the five. Students who bring their own lunch may purchase milk.

The prices for breakfast, lunch and milk are set by the School Board. All buildings use a computerized program that allows parents to deposit money into a personal lunch account. Parents who want to eat lunch with their child are asked to send a note or call the elementary office a day before so a meal can be ordered.

LUNCH/RECESS SCHEDULE

RECESS	GRADE	LUNCH
10:40-11:00	SR	11:05-11:30
10:45-11:05	K	11:10-11:35
10:50-11:10	1	11:15-11:40
10:55-11:15	2	11:20-11:45
11:35-11:55	3	12:00-12:25
11:40-12:00	4	12:05-12:30
11:45-12:05	5	12:10-12:35

WITHDRAWAL FROM SCHOOL

If you are planning on moving and withdrawing your child from school, please notify the school as soon as possible. School personnel will prepare a transfer form for the new school. The permanent records will be sent out upon request from the new school.

LOCKERS

Students in grades PreK,1 - 5 will be assigned lockers. The lockers will be located as close as possible to the students' classroom. The lockers are not to be used for any items except their clothing. Students must avoid using the lockers for valuable items as there will be no locks on any of the lockers.

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 authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities may provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

ELECTRONIC EQUIPMENT

- Personal Digital Assistants, calculators, graphing calculators, iPads, headphones, lap tops, and maker space items may be used in the classroom with teacher permission.
- Use of cell phone, gaming devices, digital cameras, or any electronic devices hindering education are not allowed during or before the school day. Cell phones and digital cameras are NOT allowed in locker rooms, bathrooms or any other dressing facilities.
- If an item interferes with the educational mission of the school, it will be confiscated and held for one day for a first offense and held until a parent picks it up. Items will NOT be returned after the third offense.
- If a student refuses to relinquish an item when directed by a teacher or staff, the student will be disciplined for insubordination.

BICYCLES

Students who are competent bicycle riders and practice good bicycle safety may ride their bicycles to school, weather permitting. Bicycles should be parked and locked in the bicycle racks during the school day. The use of helmets is encouraged. We are not responsible for lost, stolen or damaged bicycles.

Attendance

Minnesota State Statute 260A deals with the subject of truancy. The Ada-Borup Public Schools attendance policy complies with the requirements of Minnesota state law. Parents must notify the school in writing each time their child is absent or tardy. The excuse needs to document the reason for the absence and be signed by a parent or guardian. If the school does receive the excuse, the absence will be unexcused. The excuse is required within two days of return in order for the absence to be excused. The state of Minnesota recognizes the following as valid reasons for absence from school: personal illness, death or medical emergency in the immediate family, and inclement weather. Other reasons for absence that *may* be excused are religious activities, medical and dental

appointments, and travel. Family trips may be excused if the school is notified in writing at least one week in advance of the absence. We encourage parents to keep these requests for absence to a minimum. Oversleeping or missing the bus are not a valid reason for being tardy or absent, and will not be excused. Also, absences of three or more consecutive days and/or excessive absences due to illness *may* require a statement from a doctor to be excused.

A child who is subject to compulsory instruction requirements and is absent without valid excuse for three or more days within a single school year is considered a continuing truant. "Continuing truant" means a child who is subject to the compulsory instruction requirements of section 120A.22 and is absent from instruction in a school, as defined in section 120A.05, without valid excuse within a single school year for:

(1) three days if the child is in elementary school; or

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

Failure to ensure that your child attends school may constitute neglect under the Child Abuse Reporting Act, Minnesota Statute 626.556. An amendment to the Child Abuse Reporting Act further defines neglect as failure to ensure that a child is educated in accordance with compulsory instruction law.

At two unexcused absences school staff can contact you with a reminder on attendance policy. Support services may be offered in order to avoid possible truancy and educational neglect. If the unexcused absences continue, parent and child may be subject to the Norman County Truancy Protocol and/or court proceedings in accordance with Minnesota Statute 260A.

When a student is absent, the classroom teacher will be responsible for giving the student the make-up assignments once. The parent may request the assignments a second time, but that would be the extent of the teacher's responsibility. If parents know their child will be absent for an extended period of time, they should contact the teacher and request homework in advance. Incomplete work due to school absence will turn to a zero at the end of the quarter.

It is the opinion of the Ada-Borup School District that students are in school regularly to make the most of their educational experience. The daily interaction between teachers and students is an extremely valuable part of your child's education.

PRESCRIPTION MEDICATION ADMINISTRATION

Prescription and Over-the-Counter medications can only be given if a Medication Administration form has been completed and is signed by the parent/guardian and the health care provider. The procedure for a student to receive medications at school is as follows:

- Complete the Medication Administration Form. This form is available on the Ada-Borup School website under Health Services.
- The form can be brought, faxed or mailed to your health care provider for their signature. The doctor who orders the medication should be the one that signs the form. Parents can have the forms faxed from the school. Please contact your health care provider if you are going to fax the form. Because of privacy rights, your doctor may not be able to fax the form back to the school unless they have your permission.
- Ask the pharmacist to fill a prescription bottle specifically for school use.
- To ensure safety, all medications should be brought to school by parent/guardian. It is helpful if this is done before the first day of school.
- Over-the-counter medications (such as cough drops, ibuprofen, cold medication, etc.) can be given only if the medication administration form has been completed.
- Please contact the school nurse if you would like your child to self-carry/self-administer over the counter medications and the procedure will be discussed with you.
- Over-the-counter medication should be brought to school in the original container with the label intact.
- You will be notified when your child's medication supply is low.

A new Medication Administration form is needed when:

- Any new medication is started during the school year. This included antibiotics that are given over 7 to 10 days.
- When the dosage, time, or how the medication is administered has changed. Sometimes during the school year, medication dosages are increased or decreased and a new form would need to be completed.

If you go to the doctor's office and they order a prescription to be given during the school day, please ask them to print the form from the Ada-Borup website and complete it while you are in the clinic. We realize that when you are at the doctor's office you may forget. Please bring the medication to the school and complete the Medication Administration form. When the doctor and parent have signed the form, the medication can be given.

ILLNESS POLICY

If a student becomes ill at school, he or she should report to the office. If necessary, arrangements will be made for the student to go home. Under no circumstances should a student leave for home without checking through the classroom teacher and the office.

ACCIDENTS

Accidents happening in the school or at a school activity should be reported to the instructor, person in charge, or office within 24 hours of the accident. The nurse's office should also be notified. Report accidents no matter how minor they may seem. All head and eye injuries should immediately be reported.

IMMUNIZATION POLICY

In order to enroll or remain enrolled in Ada-Borup, one of the following must be submitted to the school office:

- A copy of the most current immunization record from the healthcare provider
- A notarized statement from a parent or guardian of conscientious objection. (To be completed on the Pupil Immunization Record)

If a child has no record of a required immunization on file, he/she will be excluded from school. Students will not be allowed back in school until immunizations have been completed or until an initial series is started. The school district will follow Minnesota Department of Health Guidelines for Immunizations.

HEARING/VISION SCREENING

Vision and hearing screening tests are administered according to Minnesota Department of Health guidelines in the fall for children. Referrals for further evaluations are phoned or mailed to parents as needed. If you notice any indication of vision/hearing impairment contact your child's teacher or the school nurse.

ASSESSMENT PROGRAM

Renaissance Learning STAR Assessments – Students in grades K-5 will complete the assessments in the academic areas of Reading and Math once per quarter. Students take the assessment so that schools can determine how well the students are learning in the areas of reading and mathematics along with their yearly academic growth. Students do not pass or fail these tests. Instead, results are used by teachers to make decisions about curriculum and instructional practices used at the school. Teachers may establish additional testing times if the additional data is being used to individualize instruction.

Minnesota Comprehensive Assessments (MCA) - Students take the Minnesota Comprehensive Assessment (MCA-III) so that schools can determine how well the students are learning the requirements of the state academic standards in reading, mathematics, and science. Students do not pass or fail these tests. Students in grades 3-5 are assessed in the areas of Math and Reading. Additionally, 5th grade students complete the MCA-III Science assessment.

Students are classified in one of four achievement levels based on their test scores.

Achievement Level Information

Level One (Does Not Meet Standards) scores indicate that the student has significant gaps in the knowledge and skills necessary for satisfactory grade level work.

Level Two (Partially Meets Standards) scores represent partial knowledge and skills required for successful grade level achievement.

Level Three (Meets Standards) scores represent state expectations for achievement of all students. Students who score at Level Three are working successfully on grade-level material.

Level Four (Exceeds Standards) scores represent successful work with challenging material that is above grade-level.

STUDENT'S NAME AND PHOTO IN NEWSPAPER AND ON WEBSITE

If parents do not want their child's name/photo in the local newspaper, on the school website, local radio station, etc, you will need to notify the school in writing, requesting the school to refrain from releasing your child's name/photo to all of the above. For additional information and clarification, see

the "Notice for Directory Information" in the back section of this handbook.

LOST AND FOUND

Our building has a designated place for displaying items which have been found at school. Often, fine apparel can be in the "Lost and Found" without anyone ever claiming it. If your child loses a cap, mitten, etc., there is a very good chance that it will be in the "Lost and Found" box. Please stop in and check if your child is missing some item of clothing. After an extended period of time unclaimed items will be donated.

ANIMALS ON SCHOOL PROPERTY

It is the policy of the Ada-Borup School District that pets, other animals, birds, reptiles, etc. will not be allowed on school property. This includes in all school buildings and school grounds anytime of the day or year. The only exception would be teachers who plan on using any of the above in their Science curriculum. Any of the above used by the teachers, can only be handled by the teachers. The intent of this policy is to prevent the possibility of a student being injured.

FIELD TRIPS

Field trips to various places in the community and surrounding areas can enhance the educational program. The number of field trips conducted by any one classroom depends on the availability of resources which correlate with the curriculum for that particular grade. Transportation is usually provided by the school district. Trips are always supervised, but by having permission slips signed by the parents prior to the trip, the parent will be aware of where the child will be going. Please call the teacher should a question arise regarding such trips. Volunteers are needed occasionally to help supervise these field trips. Please contact your child's teacher if you are willing to help in this area.

HOMEWORK

Teachers may assign homework for the following reasons:

- make-up work before or after an absence
- remedial purpose
- enrichment on an individual basis
- general class work that is not completed in school.
- reading

Students need to know that homework is important and homework assignments not turned in or incomplete can affect their grades. Teachers may assign consequences for repeatedly missing assignments.

Parents can help with homework by:

1. Providing a good place to study. This would include: good lighting, a desk or table where it is quiet, and the right tools - pencil, paper, dictionary, etc.
2. Agreeing on a regularly scheduled "homework time". This time should be early in the evening and not just before bedtime. Also, it's probably not a good idea to watch TV while studying.
3. Providing a special place for your child's books and homework to be placed when their studies are completed. This will aid them in getting their books and homework back to school each day.
4. If your child does not yet have any homework, you can still help by providing a time when you read to your child or they read to themselves.

AGENDAS

Students in Grades 3 – 5 will be given an agenda. This is to be used as an organizational tool and a way to communicate between home and school. Parents are expected to initial the agenda each school day. This shows your child that schoolwork is important, and that parents are aware of assignments. Lost agendas are replaced by the student.

ACCESSING TEACHERS' LESSON PLANS

Parents can access the Elementary Teachers' weekly instructional focuses on the district website: <http://ada.k12.mn.us>

RIGHT TO KNOW

As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind. These rules allow you to learn more about the teacher training and credentials of your child's teacher. We are happy to provide this information to you. At any time, you may ask:

1. Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching.
2. Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
3. What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

DRESS CODE

In order to provide a positive environment, we promote dress, grooming and hygiene that supports the learning health and safety of our students and staff. We expect students to dress in a manner appropriate for the weather and the school environment.

Inappropriate student clothing includes, but is not limited to:

- No caps, hats, scarves, bandannas or other headgear are to be worn during the school day unless the day has been designated as a special event or exceptions have been granted approval by the principal.
- All loose fitting pants must be secured at the waistline, with a belt, if necessary, to hold them at the waistline.
- Shoes with wheels (Heelies), Roller Blades or other roller-skate type shoes.
- Clothing containing obscene, discriminatory, profane language or pictures, or the promotion of violence.
- Clothing that identifies/promotes products or activities which are illegal for use by minors such as tobacco or chemicals.
- No immodest clothing- short shorts or skirts, tops with spaghetti straps, clothing that exposes the midriff and clothing that is not in keeping with school standards.

When, in the judgment of the school administration, 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 the principal's office to make modifications.

Students are also required to:

- Have a clean pair of tennis shoes in their locker for gym class.

- Wear boots outside during the winter months.

REPORT CARDS AND GRADES

Grades are used to determine the academic progress of students.

Report cards are prepared every nine weeks. (4 times a year) During the first reporting period, report cards are given to parents during Parent-Teacher Conferences. During the second, third and fourth reporting periods, report cards are sent home with the students.

Kindergarten students receive report cards on the second and fourth reporting periods only.

LOST TEXTBOOKS, LIBRARY BOOKS, ETC.

The state legislature has passed a law that allows schools to charge students/parents for lost or damaged textbooks, library books, etc. Please remind your students to take good care of books that they use throughout the year.

GRADING CURVE/GRADES 3-6 (grades K-2 will be explained by the teacher.)

A	100-96
A-	95-93
B+	92-90
B	89-87
B-	86-85
C+	84-83
C	82-81
C-	80-79
D+	78-77
D	76-74
D-	73-72
F	71 or below

ELEMENTARY SCHOOL LIBRARY

The Ada-Borup Elementary Library houses about 2,600 easy books, 2850 fiction, 2850 non-fiction books. The reference section consists of 10 sets of general encyclopedias, 3 sets of science encyclopedias, 5 sets of children’s encyclopedias, 2 geographical or social studies related encyclopedias, 1 sport and biographical encyclopedias. There are 21 atlases, 28 almanacs, 75 dictionaries and around 86 other reference books. There are 3 computers in the library that allow students to take AR tests.

Grades K – 5 have classes for 30 minutes per week. Reading is still modeled through read aloud time and students are introduced to specific authors and titles. Special art activities, curriculum related workbooks, and the elementary computer labs are utilized to supplement learning.

SPECIAL PROGRAMS

In the event that your child needs extra help with their school work, subjects, etc., we have the following programs available:

Special Education

Special education services are provided to students identified in accordance with state and federal standards. Licensed teachers are employed by District 2654 to provide direct and/or indirect service to students with special needs and support for classroom teachers. Related and itinerant teachers are also available for occupational therapy, physical therapy, developmental adapted physical education and other support needs. Minnesota uses a categorical qualifying model to identify students who may need special services. Categories include speech and language, developmental delayed, specific learning disabilities, autism, developmental cognitive disabilities, traumatic brain injury, emotional/behavior disorders, physically handicapped, vision impaired, deaf/hard-of-hearing, or other health disability.

Parents play a key role in determining whether a child should be assessed or receive special education services. They are also members of the team that develops the student's Individual Education Plan (IEP), which is reviewed and adjusted on an annual basis. If you have any questions or concerns about your child's development, please contact a teacher, building principal, or the coordinator of special education.

ECFE/ School Readiness

Early childhood family education programs are designed to provide education for parents and children in the period of a child's life from birth to kindergarten. The program is designed to provide the following in the Ada-Borup District:

1. programs to educate parents about the physical, mental, and emotional development of children;
2. programs to enhance the skills of parents in providing for their children's learning and development;
3. learning experiences for children and parents;
4. activities designed to detect children's physical, mental, emotional, or behavioral problems that may cause learning problems;
5. activities and materials designed to encourage self-esteem, skills and behavior that prevent sexual and other interpersonal violence;
6. educational materials which may be borrowed for home use;
7. information on related community resources or other programs or activities to improve health, development and school readiness of children.

Early Childhood Special Education (ECSE)

The Early Childhood Special Education program is a program for special education children ages birth to 7 for all of Norman County. Children from age 3-7 are in a center based program which is located in the Ada-Borup Elementary School. Children under the age of 3 are served in a home-based setting. The children are mainstreamed in with the ECFE classes to provide a setting with non-handicapped children so that peer relationships can be enhanced.

Title One

Title One is a program that is funded by the federal government, administered by the State of Minnesota, and operated by the local school district. Title One gives small-group supplemental instruction to students in the areas of reading and math of greatest need based on local screening assessments.

PLEDGE OF ALLEGIANCE

Students in this school district shall recite the Pledge of Allegiance to the flag of the United State of America one or more times each week. The recitation shall be conducted:

- By each individual classroom teacher or the teacher's surrogate; or
- Over a school intercom system by a person designated by the school principal or other personal having administrative control over the school.
- Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.
- Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

BUS GUIDELINES

To provide safe efficient transportation, all of us need to be courteous and cooperative.

Parents, students, bus drivers and school personnel can work out any problems by working together.

To make the job easier, the following guidelines will be followed:

- A. STUDENT WILL OBEY DRIVER AT ALL TIMES.
- B. STUDENT WILL BE AT BUS STOP ON TIME.
- C. STUDENT WILL WAIT FOR BUS OFF ROADWAY.
- D. STUDENT WILL CROSS ROAD IN FRONT OF BUS.
- E. STUDENT WILL KEEP HEAD AND HANDS INSIDE BUS.
- F. STUDENT WILL STAY IN THEIR SEAT.
- G. STUDENT WILL TALK QUIETLY.
- H. STUDENT WILL KEEP HANDS AND OTHER OBJECTS TO SELF.
- I. STUDENT WILL REPORT DAMAGE TO DRIVER AT ONCE.
- J. STUDENT WILL PAY FOR ANY DAMAGE TO BUS.
- K. STUDENT WILL KEEP BUS CLEAN.
- L. STUDENT WILL LISTEN TO DRIVER IN EMERGENCY.

Students must have a note from a parent/guardian in order to get off at a different stop. (Students will not be dropped at places off the normal bus route.) Students must ride their assigned buses at all times.

Discipline Procedures

- b. The bus driver is in charge of discipline on the bus.
- c. Minor infractions will be handled entirely by the driver.
- d. If problems persist, the transportation director and the principal will be informed and they will talk to the students and parents. First Bus Referral.
- e. On a second bus referral the student will be suspended from the bus for 3 days. Each subsequent referral will add an additional 3 days.
 - 1. First Referral Warning only or suspension.
 - 2. Second Referral 3 day suspension
 - 3. Third Referral 6 day suspension
 - 4. Fourth Referral 9 day suspension

DISCIPLINE POLICY

I. STATEMENT OF POLICY

It is the position of School District #2854 that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. Therefore, this district-wide school discipline policy has been adopted.

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators do not condone undue force or physical action towards students. They will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and this policy.

II. RULES OF CONDUCT

Disciplinary action may be taken against students for any behavior which is disruptive or violates the rights of others. The following acts are unacceptable behavior subject to disciplinary action in School District #2854.

A. Truancy and Unauthorized Absences

- 1. As required by current statutes, regulations of the State Department of Education, and the School Board of District #2854, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time.
- 2. Truancy, for purposes of this policy, is the absenting of one's self from school or class without the approval of the principal.
- 3. If a student develops a pattern of tardiness to school or class, disciplinary action will be taken.

B. Damage to School or Personal property

- 1. Vandalism: Damage to or destruction of school property or property of others by students is vandalism.

2. Theft: Theft is the act of intentionally and without claim of right taking, using, transferring, concealing or retaining possessions of moveable property of another without his consent and with intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.

C. Physical Assault

1. Physical assault is an act which intentionally inflicts or attempts to inflict bodily harm upon another, including obstruction, sexual assault and indecent exposure.

D. Verbal Assault

1. Verbal assaults are abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicaps.

E. Threats and Disruptions

1. Dangerous Threats: Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist are unacceptable behavior.
2. School Disruptions: Any student who disturbs or interrupts the peace and good order of the school or school sponsored activities will be subject to disciplinary action.

F. Dangerous, Harmful, and Nuisance Substances and Articles

1. Alcohol: Students are prohibited from using, possessing, or being under the influence of alcoholic beverages at school, on school grounds, or at school-sponsored activities.
2. Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school-sponsored activities, or on school grounds.
3. Use of Tobacco: Tobacco possession or use by students is prohibited at school, at school-sponsored activities, and on school grounds. Special note: Possession as well as use of tobacco will be considered a violation of Minnesota State High School League rules.
4. Harmful or Nuisance Articles: The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited at school and school-sponsored activities.

G. Failure to Identify Oneself

1. Failure to provide proper identification upon request of a staff member is unacceptable behavior.

H. Violation of Law

1. The violation of any state or local law or the violation of any federal law is unacceptable behavior.

I. Violations of school procedures or acts disruptive of the educational process, including disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, and trespassing.

- J. Violation of school bus, transportation, or traffic regulations.
- K. Possession or distribution of dangerous, slanderous, libelous, or pornographic materials.
- L. Student attire or personal grooming which creates a disruption to the educational process. Clothing which advertises the use of tobacco, alcohol, or drugs is not to be worn.
- M. Falsification of records, documents, or signatures.
- N. Failure to complete required work, failure to cooperate, improper noon or after-school conduct, locker rules violations.
- O. Violation of other school rules, policies, or procedures including failure to comply with disciplinary action.
- P. In summary, the following constitute unacceptable behavior:
 1. Willful conduct which materially and substantially disrupts the right of others to an education.
 2. Willful conduct which endangers School district #2854 employees, the pupil or other pupils, or the property of the school.
 3. Willful violation of any rule of conduct specified in this discipline policy.
- Q. The throwing of snowballs is not permitted and will result in disciplinary action.

III. DISCIPLINARY ACTION

A. **Disciplinary action may include but is not limited to:**

- Meeting with the teacher, counselor, or principal;
- Detention; Loss of school privileges;
- Parental conference with school staff;
- Modified school programs;
- Removal from class; Suspension;
- Exclusion; and Expulsion;
- Not to include corporal punishment.

****Please note- disciplinary action is at the discretion of the principal. There may be incidences that require out-of-school suspension and they will be reviewed on a case-by-case basis.**

B. Removal from Class

Removal from class is the short-term exclusion of a student from a class or classes during which the school retains custody of the student. Informally, the teacher may send the student to the office: the student will be supervised for the remainder of the period. Formally, the teacher will make out a Disciplinary Referral. The principal will consult with the teacher and hold a conference with the student. Students removed from class shall be the responsibility of the principal or his lawful designee. The removal from class may be imposed without an administrative conference where it appears that the student will create an immediate and substantial danger to himself or to persons or property around him. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference including but not limited to the completion of any make-up work.

C. Disciplinary Procedures

Informal disciplinary procedures will be used as necessary by staffing members in working with students.

Formal disciplinary action begins with the writing of a Disciplinary Referral, ordinarily by the; para, teacher, or principal. The principal will confer with the student and process the referral. Disciplinary action will be taken by the principal according to the following guideline:

First, Second, or Third Referral during the School Year:

1. Disciplinary Action (Section III. A) Determined by the building principal.
2. Notification of parent/guardian by phone.
3. Copy of referral to parent by mail.
4. Copy of referral to originator.
5. Copy of referral to detention file until detention is completed, then to office file and student's cumulative record.

Fourth Referral:

1. Students at the elementary level will serve one day of in-school detention.
2. A conference with involved school staff members and the parent/guardian, if the parent requests.

Fifth Referral:

1. One day of in-school detention will be assigned.
2. Any sixth grader who receives five referrals during the current school year will be unable to attend the Sixth Grade Class trip to the cities. (Noon detentions do not count as referrals.)

Sixth Referral and Subsequent:

1. One day of in-school detention will be assigned.
2. Procedures 2-5 under First Referral will be followed and provisions of the Minnesota Pupil Fair Dismissal Act will be followed.
3. A conference with involved school staff members and the parents.

Succeeding referrals will be treated as sixth referrals with recommendation to the school board to consider expulsion.

D. Detention: After-school detention will be Thursday 3:00 - 4:00 at Ada Elementary school. Assignment to detention takes priority over other school activities. Detention will not be postponed for reasons such as outside jobs. Unexcused absence from detention is a rules violation and subject to disciplinary action. Students are to bring school work with them to detention. After-school detention or in-school detention will be supervised by the principal or an assigned staff member.

E. Suspension: Suspension is the short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with The Pupil Fair Dismissal Act of 1974 as amended.

F. Copies of this policy shall be published in the Student Handbook and distributed to all students during the first month of the school year. All policies concur with The Pupil Fair Dismissal Act of 1974 as amended in 1983. Copies of the Act are available in the high school and elementary offices.

G. Parents shall be notified in writing of violation of the rules of conduct and resulting disciplinary actions by first-class mail except as provided otherwise by The Pupil Fair Dismissal Act. Students shall be notified of violations of the Rules of conduct.

FIREARMS: Minnesota Statutes 127.282 mandates that any student determined to have brought a firearm to school must be expelled for one year.

IV. RIGHTS, PRIVILEGES, RESPONSIBILITIES

1. Philosophy. Every student who displays a genuine effort to profit from the educational experience provided, will succeed to the limit of his or her individual ability. To attend Ada-Borup Public Schools is a privilege and an opportunity. If students are not ready to accept the type of behavior which is in keeping with the school's philosophy and objectives, they cannot expect to continue their membership.

A. SCHOOL RESPONSIBILITIES

1. School Board
 - a. To review annually the existing discipline policy.
 - b. To support the administration in all actions taken involving discipline and that fall within the guidelines of this policy.
2. Superintendent
 - a. To keep the school board informed of any changes in the State's Student Conduct and Discipline Policy.
 - b. To make sure that due process is followed in all disciplinary actions taken.
3. Principal
 - a. To inform the student body of school policies.
 - b. To make sure every student receives a copy of the school's discipline policy.
 - c. To interpret the school discipline policy. To make sure it is followed, and that necessary disciplinary actions are carried out.
 - d. To make recommendations to the board on students who should be expelled.
 - e. To convene a disciplinary committee to meet every spring to review existing policy.
4. Teachers
 - a. To handle minor disciplinary problems in the classroom or any area under their supervision.
 - b. To make referrals to the principal on students who they feel warrant further disciplinary action.
5. Counselor
 - a. to sit in on all informal administrative conferences in which a student faces a possible suspension or expulsion.
 - b. To hold an informal conference with every student who has been suspended immediately following his/her return to school.

B. PARENT/GUARDIAN RESPONSIBILITIES

1. To read the student handbook and the school's discipline policy.
2. Report to school officials any violations of the rules by their children.
3. Support the school board and administration on any corrective actions taken, within the guidelines of the district's discipline policy.

C. STUDENT RIGHTS, PRIVILEGES, RESPONSIBILITIES

1. Rights and privileges
 - a. The right to a free and full education and the right to learn.
 - b. The right to equal educational opportunity and to freedom from discrimination.
 - c. The right to due process of law.
 - d. The privilege to participate in student activities.
 - e. The right to not be detained in school for disciplinary or other reasons for more than one hour after the close of the maximum school day.
 - f. The right to be informed at least 24 hours prior to the next scheduled detention.
 - g. The right to have an informal conference to present his/her version and evidence in

his/her defense, and to be advised of the reason for disciplinary action.

2. Responsibilities

- a. The responsibility to attend school daily, except when excused, and to be on time to all classes and other school functions.
- b. The responsibility to make necessary arrangements for making up work when absent from school.
- c. The responsibility to be aware of all school rules and regulations and conduct themselves in accord with them.
- d. The responsibility to assume that until a rule is waived, altered, or repealed, it is in full effect.
- e. The responsibility to be willing to volunteer information in disciplinary cases and cooperate with school staff should they have important knowledge relating to such cases.
- f. The responsibility to protect and take care of the school's property.
- g. The responsibility to dress and groom to meet fair standards of safety and health and common standards of decency.

DISTRICT 2854 POLICY AGAINST RELIGIOUS, RACIAL AND
SEXUAL HARASSMENT AND VIOLENCE

I. GENERAL STATEMENT OF POLICY

It is the policy of Independent School District no. 2854 (Ada-Borup School District) to maintain a learning environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For the purpose of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

II. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment; Definition. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- (i) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- (ii) 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
- (iii) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

- (i) unwelcome verbal harassment or abuse;
- (ii) unwelcome pressure for sexual activity;
- (iii) unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- (iv) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

- (v) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- (vi) unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- (iii) otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- (iii) otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence; Definition. 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, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering those areas.

Sexual violence may include, but is not limited to:

- (i) touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- (ii) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- (iii) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- (iv) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence; Definition. Racial violence is a physical act of aggression or assault upon another because of, or in manner reasonably related to, race.

F. Religious Violence; Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to religion.

G. Assault; Definition. Assault is:

- (i) an act done with intent to cause fear in another of immediate bodily harm or death;
- (ii) the intentional infliction of or attempt to inflict bodily harm upon another; or
- (iii) the threat to do bodily harm to another with present ability to carry out the threat.

III. REPORTING PROCEDURE

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

A. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the School District Human Rights Officer Aaron Cook, immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

B. In the District. The School Board has Aaron Cook as the School District Human Rights Officer, 604 West Thorpe, Ada, MN 56510, 218-784-5310 to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent.

The School District shall conspicuously post the name of the Human Rights Officer(s), including mailing addresses and telephone numbers.

C. Submission of a good faith complaint or report of religious, racial, or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

D. Use of formal reporting forms is not mandatory.

E. The School District will respect the privacy of the complainant, 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 conform with any discovery or disclosure obligations.

IV. INVESTIGATION

By authority of the School District, the Human Rights Officer, upon receipt of a report of complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School officials or by a third party

designated by the School District.

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.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationship between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

The investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a report, 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. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota 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.

VI. REPRISAL

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

VIII. HARASSMENT OR VIOLENCE AS ABUSE

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

IX. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.

B. This policy shall appear in the student handbook.

C. The School District will develop a method of discussing this policy with students and employees.

D. This policy shall be reviewed at least annually for compliance with state and federal law.

38. STATEMENT OF NON-DISCRIMINATION

The Ada Public School District is an equal-opportunity employer and provides equal-opportunity educational services. The schools comply with all appropriate legislation, including Title IX, prohibiting discrimination on the basis of race, color, sex, religion, handicap, or national or ethnic origin in their educational and extra-curricular programs, access to classes, hiring, and other school-administered programs. Inquiries should be addressed to the human rights officer.

THE PUPIL FAIR DISMISSAL ACT OF 1974

Pupils - Suspension, Exclusion and Expulsion - Chapter 572 S. F. No. 2580 (Coded)

An Act relating to education; establishing grounds and procedures for the suspension, exclusion, and expulsion of public school pupils; repealing Minnesota Statutes 1971, Section 127.071.

Be it enacted by the Legislature of the State of Minnesota;

Section 1.

127.26 Citation of Sections 127.26 to 127.40

Sections 127.26 to 127.40 may be cited as "The pupil fair dismissal act of 1974."

Section 2

127.27 Definitions

Subdivision 1. As used in sections 127.26 to 127.4, the terms defined in this section shall have the meanings assigned them.

Subd. 2. "Dismissal" means the denial of the appropriate educational program to any pupil, including exclusion, expulsion, and suspension.

Subd. 3. "District" means any school district or unorganized territory.

Subd. 4. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. "Expulsion" means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond the school year.

Subd. 6. "Parent" means (a) one of the pupil's parents or (b) in the case of divorce, legal separation, or illegitimacy, the custodial parent.

Subd. 7. "Pupil" means any handicapped or nonhandicapped student under 21 years of age eligible to attend a public elementary or secondary school.

Subd. 8. "School" means any school as defined in Minnesota Statutes 1971, Section 120.05, Subdivision 2.

Subd. 9. "School board" means the governing body of any school district or unorganized territory.

Subd. 10. "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than five school days. This definition does not apply to dismissal from school for one school day or less. Each suspension action shall include a readmission plan. The readmission plan shall include where appropriate, a provision for alternative programs to be implemented upon readmission. Suspension may not be consecutively imposed against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to persons or property around him. In no event shall suspension exceed 15 school days, provided that an alternative program shall be implemented to the extent that suspension exceeds five days.

Section 3

127.28 Policy

No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

Section 4

127.29 Grounds for Dismissal

Subdivision 1. No school shall dismiss any pupil without attempting to provide alternative programs of education prior to dismissal proceedings. Such programs may include special tutoring, modification of the curriculum for the pupil, placement in a special class or assistance from other agencies.

Subd. 2 A pupil may be dismissed on the following grounds:

- a) Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
- b) Willful conduct which materially and substantially disrupts the rights of others to an education;
- c) Willful conduct which endangers the pupil or other pupils, or the property of the school.

Section 5.

127.30 Suspension Procedures

Subdivision 1. 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 persons or property around him.

Subd. 2. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of sections 127.26 to 127.40, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon his parent or guardian by certified mail within 48 hours of the conference. In the event a pupil 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, the written notice shall be served either personally or by certified mail upon the pupil and his parent or guardian within 48 hours of the suspension. Service by certified mail is complete upon mailing.

Subd. 3. Notwithstanding the provisions of section 5, subdivision 1 and 2, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that an alternative program shall be implemented to the extent that suspension exceeds five days.

Section 6

127.31 Exclusion and expulsion Procedures

Subdivision 1. No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board to its agent.

Subd. 2. Written notice of intent to take action shall:

- a) Be served upon the pupil and his parent or guardian by certified mail;
- b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
- c) State the date, time, and place of the hearing;
- d) Be accompanied by a copy of sections 127.26 to 127.40;
- e) Describe alternative educational programs accorded the public prior to commencement of the expulsion or exclusion proceedings; and
- f) Inform the pupil and parent or guardian of the right to:
 - 1) Have legal counsel at the hearing;
 - 2) Examine the pupil's records before the hearing;
 - 3) Present evidence; and
 - 4) Confront and cross-examine all witnesses.

Subd. 3. The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4. The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subd. 5. The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. The pupil shall have a right to a representative of his own choosing, including legal counsel. If a pupil is financially unable to retain counsel, the school board shall advise the pupil's parent or guardian of available legal assistance.

Subd. 7. the hearing shall take place before;

- a) An independent hearing officer;
- b) A member of the school board;
- c) A committee of the school board, or;
- d) The full school board;

as determined by the school board.

Subd. 8. The proceedings of the hearing shall be recorded and preserved, at the expense of the school district, pending ultimate disposition of the action. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 9. At a reasonable time prior to the hearing, the pupil, parent or guardian, or his representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 10. The pupil, parent or guardian or his representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 11. The pupil, parent or guardian, or his representative, shall have the right to present evidence and testimony, including expert psychology or educational testimony.

Subd. 12. The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 13. The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and be made to the school board within two days of the end of the hearing.

Subd. 14. The decision by the school board shall be based upon the recommendation of the hearing officer or school board member or committee and shall be rendered at a special meeting within five days after receipt of the recommendation. The decision shall be in writing and the controlling facts found upon which the decision is made shall be stated in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

Section 7.

127.32 Appeal

An exclusion or expulsion decision made pursuant to sections 127.26 to 127.40 may be appealed to the commissioner of education. The commissioner or his representative shall make a final decision based upon a record of evidence presented at the hearing. Such ruling shall be

binding upon the parties, subject to judicial review as provided in Section 127.33.

Section 8.

127.33 Judicial Review

The decision of the commissioner of education made pursuant to Sections 127.26 to 127.40 shall be subject to direct judicial review in the district court of the county in which the school district or any part thereof is located. The scope of the judicial review shall be as provided by Minnesota Statutes 1971, Section 15.0425.

Section 9.

127.34 Reports to Service Agency

The school board shall report any action taken pursuant to sections 127.26 to 127.40 to the appropriate public service agency, when the pupil is under the supervision of such agency.

Section 10.

127.35 Nonapplication of Certain Law

The provisions of Minnesota Statutes 1971, Section 120.10, Subdivision 1, shall not apply to any pupil during a dismissal pursuant to sections 127.26 to 127.40.

Section 11.

127.36 Report to Commissioner of Education

The school board shall report such exclusion or expulsion within 30 days of the effective date of the action to the commissioner of education. This report shall include a statement of alternative programs of education accorded the pupil prior to the commencement of exclusion or expulsion proceedings.

Section 12.

127.37 Notice of Right to Be Reinstated

Whenever a pupil fails to return to school within ten days of the termination of dismissal, the pupil and his parents shall be informed by certified mail of the pupil's right to attend and to be reinstated in the public school.

Section 13.

127.38 Policies to Be Established

The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt policies and rules in writing to effectuate the purposes of sections 127.26 to 127.40. The policies will emphasize the prevention of dismissal action through early detection of problems. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period and help prepare him for readmission.

Section 14.

127.39

Sections 127.26 to 127.40 shall not be deemed to amend or otherwise affect or change Minnesota Statutes, 1973 supplement, Section 363.03, Subdivision 5, Clause (2).

Section 15.

127.40

Sections 127.26 to 127.40 shall apply only to those portions of the school program for which credit is granted.

Sec. 16. Repealer. Minnesota Statutes 1971, Section 127.071, is repealed.

Approved April 11, 1974

Changes and Additions made to
The Pupil Fair Dismissal Act
of 1974

(1983 Legislative Session)

Sec. 1. (127.27) DEFINITIONS

Subd. 2. "Dismissal" means the denial of the appropriate educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

Sec. 2. (127.40) DEFINITIONS

Subd. 1. (REMOVAL FROM CLASS) "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a pupil from attending class for a period of time not to exceed three class or activity periods, pursuant to procedures established in the school district discipline policy adopted by the school board pursuant to Section 3.

Subd. 2. (CLASS PERIOD) "Class period" or "activity period" means, in secondary grades, instruction for a given course of study. A class period or activity period means, in elementary grades, a period of time not to exceed one hour, regardless of the subject or instruction.

Sec. 3. (127.41) ADOPTION OF POLICY ON DISCIPLINE AND REMOVAL OF STUDENTS FROM CLASS

Subd. 1. (REQUIRED POLICY) Prior to the beginning of the 1984-85 school year each school board shall adopt a written district-wide school discipline policy which shall include written rules of conduct for

pupils and grounds and procedures for removal of pupils from class. The policy shall be developed with the participation of administrator, teachers, employees, pupils, parents, community members, and such other individuals or organizations as the board determines appropriate.

Subd. 2. (GROUNDS FOR REMOVAL FROM CLASS) The policy shall establish the various grounds for which a pupil may be removed from a class in the district for a period of time pursuant to the procedures specified in the policy. The grounds in the policy shall include at least the following provisions as well as other grounds determined appropriate by the board:

- a) Willful conduct which substantially disrupts the rights of others to an education;
- b) Willful conduct which endangers school district employees, the pupil or other pupils or the property of the school;
- c) Willful violation of any rule of conduct specified in the discipline policy adopted by the board.

Subd. 3. (POLICY COMPONENTS) The policy shall include at least the following components.

- a) Rules governing pupil conduct and procedures for informing pupils of the rules;
- b) The grounds for removal of a pupil from a class;
- c) The authority of the classroom teacher to remove pupils from the classroom pursuant to procedures and rules established in the district's policy;
- d) The procedures for removal of a pupil from a class by a teacher, school administrator, or other school district employee;
- e) The period of time for which a pupil may be removed from a class, which may not exceed three class periods for a violation of a rules of conduct;
- f) Provisions relating to the responsibility for and custody of a pupil removed from a class;
- g) The procedures for return of a pupil to the specified class from which the pupil has been removed;
- h) The procedures for notifying pupils and parents or guardians of violations of the rules of conduct and of resulting disciplinary actions;
- i) Any procedures, determined appropriate for encouraging early involvement of parents or guardians in attempts to improve a pupil's behavior;
- j) Any procedures determined appropriate for encouraging early detection of behavioral problems.
- k) Any procedures determined appropriate for referring pupils in need of special education services to those services; and
- l) The procedures for consideration of whether there is a need for a further assessment or of whether there is a need for a review of the adequacy of a current individual education plan of a handicapped pupil who is removed from class.

Sec. 4. (127.42) REVIEW OF POLICY

The principal and the licensed employees in a school building shall confer at least annually to review the discipline policy and to assess whether the policy has been enforced.

ADA / BORUP PUBLIC SCHOOL

Indoor Air Quality Notice

ADA / BORUP School District is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission – educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone one in our school, because each of us daily makes decisions and performs activities that affect the quality of the air we breathe.

School staff, students and parents can obtain checklists or self-help information so they can properly evaluate their child’s home or other out of school situation by contacting the school. Staff and parents can also obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, and pesticide and herbicide applications to determine the extent to which school activities contribute to a child’s symptoms by contacting the school.

The ADA / BORUP School District Indoor Air Quality contact person is Doug Slininger, Custodian. If there are any questions regarding the school’s IAQ Program, please feel free to call the school at 218-784-5300.

Model Notices

Prepared by the Minnesota Pest Control Association
For the “**Parents Right to Know Act**”, (M.S. 123B.575, Subdivisions 1-14)

A notice, such as one of those below, must be distributed to all parents and employees by September 15th. It may be included with other notices but must be separately identifies and clearly visible to the reader. The same notice must also be included in a school handbook or statement of polices. Copies of the notice must be kept for at least six years in a manner available to the public.

Model Notice #1 is for schools currently working, or about to be working, with a professional pest control service firm.

Notice Concerning Use of Pest Control Materials:

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district’s buildings. Their program consists of:

1. *inspection and monitoring* to determine whether pests are present, and whether any treatment is needed;
2. recommendations for *maintenance and sanitation* to help eliminate pests without the need for pest control materials;
3. utilization of *non-chemical measures* such as traps, caulking and screening; and
4. application of *EPA-registered pest control materials* when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such and application be deemed necessary on a day different from the days specified in the schedule.

Service visits are scheduled during the weeks starting with the dates listed below:

August – week of August 26 - 30

December – week of December 23 - 27

May – week of May 5 – 9

SCHOOL YEAR NOTIFICATION

As a result of federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Ada-Borup has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community’s youth and employees.

In keeping with this legislation all buildings (including portables and support buildings) owned or leased by the Ada-Borup were inspected by an EPA accredited inspector and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the Ada-Borup has completed the 3-Year Re-inspections required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

This past year Ada-Borup conducted the following with respect to its asbestos containing building materials:

- *Conducted the 2001 Three Year Reinspection in all district buildings*
- *Implemented our Operations and Maintenance Program*

Federal law requires a periodic walk-through (called “surveillance”) every six months of each area containing asbestos. MacNeil Environmental, Inc will accomplish this under contract.

Short-term workers (outside contractors – i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

The Ada-Borup has a list of the location(s); type(s) of asbestos containing materials found in that school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to Kelly Klein, with MacNeil Environmental, Inc., at 800/232-5209 extension 266 or by contacting Ada-Borup at 218/784-5300.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their 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) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

**Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Ada-Borup Public Schools with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Ada-Borup Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Ada-Borup Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Ada-Borup Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 13, 2014**. Ada-Borup Public Schools has designated the following information as directory information:

Student's name	Participation in officially
Address	recognized activities and sports
Telephone listing	Weight and height of members of
Electronic mail address	athletic teams
Photograph	Degrees, honors, and awards
Date and place of birth	received
Major field of study	Most recent educational agency or
Dates of attendance	institution attended
Grade level	

**REPORTING GRIEVANCE PROCEDURES FOR
STUDENT SEX AND DISABILITY NONDISCRIMINATION**

A. Any student who believes he or she has been the victim of unlawful sex or disability discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex or disability discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex or disability discrimination toward a student directly to a school district human rights officer or to the superintendent.

B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex or disability discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex or disability discrimination toward a student shall inform the building principal immediately.

C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex or disability discrimination toward a student as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. The school board hereby designates Aaron Cook as the school district human rights officer to receive reports, complaints or grievances of unlawful sex or disability discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

E. The school district shall conspicuously post the name of the human rights officer, including mailing address and telephone number.

F. Submission of a good faith complaint, grievance or report of unlawful sex or disability discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.

G. Use of formal reporting forms is not mandatory.

H. The school district will respect the privacy of the complainant, 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 conform with any discovery or disclosure obligations.

INVESTIGATION

A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex or disability discrimination toward a student shall promptly undertake

or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex or disability discrimination toward a student.

E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

SCHOOL DISTRICT ACTION

A. Upon conclusion of the investigation and receipt of a report, 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. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota 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

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex or disability discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex or disability discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

DISSEMINATION OF POLICY AND EVALUATION

A. This policy shall be made available to all students, staff members, employee unions and organizations.

B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing regulations of Title IX)

Cross References: MSBA Model Policy 102 (Equal Educational Opportunity)
MSBA Model Policy 413 (Harassment and Violence)

Aaron Cook

Human Rights Officer
Ada-Borup Public Schools
604 West Thorpe Avenue
Ada, MN 56510
Phone: (218) 784-5312

NEW LEGISLATION:
SUBSTANCE ABUSE AND THE STUDENT

All confirmed instances of student use or possession of alcoholic beverages, tobacco, or illegal substances will be reported by the principal to the Chemical Abuse Preassessment Team.

A Memorandum of Understanding between law enforcement agencies and the schools permits the exchange of information when there has been a violation of laws concerning alcohol or other illegal substances.

Pursuant to Minnesota Statute Annotated 126.035, Subdivision 2, the Chemical Abuse Preassessment Team shall mail or personally deliver to the child's parent or guardian having custody over the child and to the child, written notification of any violation as stated in the Memorandum of Understanding. Such notification shall be sent no later than 5 days after the Preassessment Team has been advised of any violation. The written notification shall consist of the child's name, parent's name, address, school attended, date of violation, place of violation, a brief description stating a factual basis for believing a violation exists, the date notice is sent, and an explanation as to what steps the Preassessment Team expects of the parent, guardian, or child.

STATEMENT OF NON-DISCRIMINATION

Ada-Borup Public Schools are equal-opportunity educators and employers. The Schools comply with all appropriate legislation, including Title IX, prohibiting discrimination on the basis of race, color, sex, religion, handicap, or national or ethnic origin in their educational and extracurricular programs. Inquiries regarding Title IX should be addressed to Aaron Cook.

SCHOOL DISTRICT POLICIES

School Weapons – The following definitions shall be used to clarify this policy:

1. “Weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing the bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; laser lights; and objects that have been modified to serve as weapons.

“Weapon” also includes any object, device, or instrument having the appearance of a weapon and such objects, devices, or instruments shall be treated as weapons including but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

“Weapon” also includes articles designed for other purposes (i.e. belts, combs, pencils, files, scissors, etc.), and used to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

2. “School location” includes a school building, school grounds, school activities or trips, bus stops, school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.

3. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location. A student who finds a weapon on the way to school or in the school building, or a student who

discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

4. "Zero Tolerance" means that the building principal shall:
 - a) confiscate the weapon;
 - b) immediately suspend the involved student(s) from that school;
 - c) immediately notify the police;
 - d) notify the parent or guardian; and
 - e) recommend to the superintendent dismissal for a period of time, not to exceed one year.

Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, handle, transmit, store in an area subject to one's control, or use any instrument that is considered a weapon, or any "look-alike" weapon. The school district takes a position of zero tolerance regarding weapons.

Prior to recommending expulsion of the student(s) to the school board, the superintendent shall determine that the principal recommending expulsion has fulfilled all legal requirements relating to the suspension and proposed expulsion and has implemented alternative educational programming for the suspended students. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

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

Search of Student Lockers, Desks, Personal Possessions and Student's Person - The following definitions shall be used to clarify this policy:

1. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
2. "Personal possessions" includes, but is not limited to, purses, backpacks, book bags, packages, and clothing.
3. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of school, or other reliable sources of information.
5. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonable related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of circumstances necessitating an immediate

search, and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence, and the age of the student).

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

The personal possessions of students and/or a student's person may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law, school rules, or school district policies. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

All searches shall be reasonable in scope and intrusiveness.

School district officials shall seize any contraband item and, where appropriate, turn it over to legal authorities for ultimate disposition.

Students found to have violated this policy and/or procedures implementing it shall be subject to discipline which may include suspension, exclusion, or expulsion, and the student may be referred to legal authorities.

Enrollment of Non-resident Students – The school district shall participate in the Enrollment Options

Program established by state law. The superintendent shall be responsible for procedure for enrollment of nonresident students including eligibility, standards that may not be used for rejection, application process, and exclusion of students.

Bullying Prohibition Policy
Revised – June 23, 2014

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

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

D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about

available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials

will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with 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.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff,

and this policy shall appear in the student handbook.

- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

INTERNET ACCEPTABLE USE AND SAFETY POLICY
(Board approved May 12, 2009)

I. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

II. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

III. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

IV. UNACCEPTABLE USES

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:

- a. pornographic, obscene or sexually explicit material or other visual depictions that is harmful to minors;
- b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
- c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
- d. information or materials that could cause damage or danger of disruption to the educational process;
- e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information, and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information.
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace" and "Facebook."

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations are, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

V. FILTER

A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; or
3. Harmful to minors.

B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

VI. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VII. LIMITED EXPECTATION OF PRIVACY

A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.

E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

VIII. INTERNET USE AGREEMENT

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.

B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be

signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

IX. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

X. USER NOTIFICATION

A. All users shall be notified of the school district policies relating to Internet use.

B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with school district policies.
2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives or servers.
 - b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XI. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and

other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

XII. IMPLEMENTATION; POLICY REVIEW

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

B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

C. The school district Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.

D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 et seq. (Children's Online Privacy Protection Act)

17 U.S.C. § 101 et seq. (Copyrights)

20 U.S.C. § 6751 et seq. (Enhancing Education through Technology Act of 2001)

47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))

47 C.F.R. § 54.520 (FCC rules implementing CIPA)

Minn. Stat. § 125B.15 (Internet Access for Students)

Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

United States v. American Library Association, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)

Layshock v. Hermitage Sch. Dist., 412 F.Supp. 2d 502 (2006)

J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

WELLNESS POLICY
(Board approved May 12, 2009)

I. GENERAL STATEMENT OF POLICY

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

II. GUIDELINES

A. Foods and Beverages

- 1. Food and beverages made available through the school lunch program will be consistent with the current USDA Dietary Guidelines for Americans.
- 2. Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.
- 3. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.
- 4. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
- 5. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
- 6. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
- 7. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.

B. School Food Service Program/Personnel

- 1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.
- 2. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition

guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.

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

C. Nutrition Education and Promotion

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:

- a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
- c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.

2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.

3. Schools will not withhold food or beverages as punishment.

D. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;

2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and

3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

E. Communications with Parents

1. The school district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.

2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.

3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.

4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

III. IMPLEMENTATION AND MONITORING

A. After approval by the school board, the wellness policy will be implemented throughout the school district.

B. School food service staff, at the school or district level, will ensure compliance within the school's food service areas and will report to the food service program administrator, the building principal, or the superintendent's designee, as appropriate.

C. The school district's food service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.

D. The superintendent or designee will ensure compliance with the wellness policy and will provide an annual report of the school district's compliance with the policy to the school board.

*When a snack or treat is brought in for other students (during the school day or at an extracurricular activity) it must be store bought or prepared in a commercial grade kitchen. This is done to help prevent the spread of food-borne illness.

*When bars are homemade and sold at school for fundraisers, the school district encourages no bake bars such as rice krispie or special K bars.

Pediculosis (Lice) Policy
Ada-Borup School District

Purpose: To assist child and families to manage head lice with minimal disruption of their education while preserving the privacy and confidentiality of staff and students.

Policy:

1. The school will take necessary effective steps to minimize the risk of transmission by ensuring individual clothing articles such as hats and coats are kept separate. Students will have lockers or cubbies to keep clothing and personal items in.
2. If a teacher suspects a child has head lice, they will contact the health aid when possible, away from other students and discuss concerns.
3. The health aid or school nurse, if available, will then come get the child when time permits and check the child's head.
4. If live lice are present, the health aid will call the parent and send note home that explains how to properly treat both the child and the home. Additionally, if other children are in the home it is permissible to check them as well. The school will not require that the child be sent home, but will recommend that parents retrieve the child to begin treatment.
5. The school will not send out notes when a single case is found in a classroom. However, given three (3) cases in the same grade level within a 30 day period, staff, families, and daycare providers will receive a blanket notification. Information on how to prevent and minimize risk will be sent out at the beginning of the school year. Regular head checks and comb outs at home can minimize the risk for families. In addition, the school will only discuss with the teacher, health aid, and principal. Discussion related to a child with head lice is considered confidential, so at no time is staff to discuss concerns with anyone but the health aid, the school nurse, or principal.
6. Family must contact school nurse to ensure education for family is provided and reassurances given that the condition is not indicative of any living conditions or lifestyle.
7. Child may return to class after the first treatment.
8. Health aid may recheck child to ensure first treatment was done.

Live lice generally mean that the child has had pediculosis for up to a month. Education and early intervention with child and families can minimize the risk of transmission. Repetitive reoccurrence of condition may result in more intensive intervention by the school nurse to determine why reoccurrence is happening and what interventions need to occur.

iPad/Chromebook Handbook
Ada-Borup School
Grades K-5

Overview

The Ada-Borup School District is committed to preparing our students to succeed in an ever-changing societal landscape. It is ideal for the District to provide our students the necessary skills that they need to be self-directed learners. We believe that effective teaching and learning include the effective use of technology to best prepare each student for the world in which they will live. To accomplish this vision, the District is making the iPad/Chromebook technology available to all students in grades (K-2 iPads, and 3-5 Chromebooks). The following requirements and guidelines apply to school owned iPads/Chromebooks.

I. Student Responsibilities

- A. Students are expected to use the iPads/Chromebooks appropriately and for educational purposes.
- B. Students are expected to have their iPads/Chromebooks in school each day with a fully charged battery. Forgetting an iPad or Chromebook having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. Repeated failure to bring the iPad to school or failing to charge the battery will result in the loss of home privileges for the student.
- C. Students are responsible to maintain any necessary documents, assignments, and/or materials for their classes. If a family does not have wireless access at home, students must do this before school, during the school day, or after school.
- D. Students may load photos and videos on their iPad as long as all content complies with the Technology and Internet Acceptable Use and Safety Policy. The use of music on the iPad during instructional time will be at the discretion of the classroom teacher. The presence of inappropriate content will result in greater restrictions placed on the device, loss of the iPad, and/or disciplinary actions.
- E. If non-conforming apps or software are discovered on District-owned iPad, the iPad will be restored to the school set of software, and disciplinary actions will result. Tech staff is not responsible for saving, restoring, or backing up documents, music, videos, or photos that the students may be storing on the device.
- F. Students are responsible for backing up all documents, worksheets, notes, and other files from their iPad. Students can store documents in google drive, email documents to themselves as backup or use a cloud-based storage account.
- G. Students will not be allowed to personalize the case provided by the school.
- H. Students are discouraged from printing and encouraged to use email and cloud-storage solutions.

II. Parent Expectations

- A. The District asks for parents' support in communicating with their children about the standards of appropriate content and helping to monitor the use of iPad/Chromebook at home.
- B. Parents are responsible for filling out and signing the Student-Parent Agreement Form found at the end of this handbook.
- C. Parents are encouraged to become familiar with the iPad and help ensure the use of the technology to track their child's progress. The device allows parents and

students to view teachers' assignment calendars, track homework, and monitor progress toward coursework completion.

- D. Parents should help ensure that only the student and parents use the school-assigned iPad.

III. Terms and the iPad/ Chromebook Loan

- A. Chromebooks/iPads will be distributed at the discretion of the District Administration upon confirmation that the Student-Parent Agreement form has been signed and the Technology Deposit has been received. The yearly usage fee is \$20 for students.
- B. Legal ownership of the iPad remains with the District. The use of the device is a privilege extended to students and is conditional upon compliance with the requirements of this handbook, the District's Technology and Internet Acceptable Use and Safety Policy, and all other District policies.
- C. Student iPad and accessories will be checked in at the end of each school year at a date and time determined by the Administration. Students who graduate early, transfer, withdraw, or are suspended or expelled will return the iPad and accessories at the time of withdrawal. Students returning to school the following year will be issued the same iPad that was previously assigned to them.
- D. The District reserves the right to repossess the iPad and accessories at any time if the student does not fully comply with the terms of this Handbook. The District may also limit and/or revoke home use privileges for failure to comply.
- E. Failure to return the property in a timely fashion may result in involvement of law enforcement.
- F. Software and apps will be managed by the District, due to the need to comply with licensing agreements.
- G. The iPad will be subject to routine monitoring by teachers, administrators and/or technology staff. Users have no expectation of privacy when using Ada-Borup School's equipment or technology systems.
- H. If technical difficulties arise with a iPad, or non-conforming content is discovered, the iPad will be restored by tech staff. If the device needs to be restored, the District is not responsible for loss of content.
- I. Each iPad has identifying labels which must not be removed or altered. Students may not permanently mark the device or case.
- J. The use of the iPad during instructional time is governed by the classroom teacher. Failure to follow instructions of the teacher may result in disciplinary action. Gaming during class, including study hall, is strictly prohibited.
- K. Students
- L. Costs associated with chromebook repairs:
 - a. Total Replacement: \$200
 - b. Keyboard: \$40
 - c. Screen: \$40
 - d. Charging Cord: \$25
- M. Cost associated with iPad repairs:
 - a. Total Replacement: \$300
 - b. Screen: \$40
 - c. Charging Cord: \$10

IV. General Care Instructions

- A. iPad screens should only be cleaned with a soft, dry, clean cloth. Chemicals and liquids should not be used.
- B. Charging cords/cables should be inserted and removed carefully to prevent damage. Grasp the plug rather than the cord when charging. The charging cord should be plugged into the wall outlet before connecting the device. When disconnecting, remove the cable from the iPad before pulling from the wall outlet.
- C. Chromebooks must be kept in the protective cases at all times.
- D. Students should never put weight on the iPad, stack items on top of them, or wedge them tightly into a backpack or case. The iPad case should not be used as a folder to carry other items.
- E. Liquids, food, and other debris can damage the iPad/Chromebook. The iPad should be closed in cases and away from foods and liquids when students are eating.
- F. The iPad should not be exposed to temperature extremes. Students should not leave the device in any location where the temperature falls below freezing or exceeds 90 degrees Fahrenheit. If the device is cold, it should be allowed to warm up to room temperature before use. A iPad exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.
- G. Battery life is shortened by using Wi-Fi, Bluetooth, a high screen brightness, and video. Students should learn to manage these settings and apps to improve battery performance.
- H. Students are encouraged to refer to the iPad Instructional Manual located on the iPad for further information.

V. Damage, Theft, and Repair

- A. Damage or hardware issues must be reported immediately to the appropriate school personnel. For cases of hardware failure or accidental damage, a loaner will be provided for the student throughout the repair/replacement process. There may be a delay if there are no loaners available.
- B. Students/Parents are responsible for the full cost of any willful, negligent, or intentional damage to the iPad. Failure to pay for willful, negligent, or intentional damage may result in legal consequences.
- C. Theft must be reported immediately to the appropriate school personnel. Students/parents will be required to fill out a theft report through the local police department.
- D. Costs associated with iPad repairs:
 - a. By accepting a district-owned iPad, parents assume responsibility for any and all damages to the iPad and will pay the school for the cost of the repair.
- E. Failure to pay for any damage done to the iPad will be turned over to collections.

VI. Cyber safety, Cyberbullying, and Pirating

- A. The iPad may ONLY be used by the student to whom it was assigned or by the parents of the student. The student may not loan it to another student.
- B. Despite every effort for supervision and filtering, be advised that access to the network may include the potential for access to content inappropriate for school-aged students. Every user must take responsibility for the use of the network and make every effort to avoid inappropriate content. Every user must report security or network problems to staff.

- C. The student is responsible for the security of the iPad at all times. The device should never be left unsecured. When not with the student, the device should be secured or stored in a locked location out of view. During after-school activities and/or away events students are still responsible for securing the device.
- D. Users should keep personal information (i.e. home address or telephone number) about themselves and others off the iPad. Password security for network systems should be maintained, as should the privacy of locker combinations. It is the responsibility of the student to keep his/her information secure.
- E. Pirating of any content such as music, games, and videos is illegal. Any student caught with stolen content on the device is subject to discipline within the school and it may be reported to law enforcement.

VII. Chromebook Violations

- A. The iPad is for educational purposes. Playing games or other minor infractions will result in the following consequences:
 - ✓ 1st offense: Device will be confiscated and the student can pick it up the following school day.
 - ✓ 2nd offense: Device will be confiscated and the student can pick it up after 3 school days.
 - ✓ 3rd offense: Device will be confiscated and the student can pick it up after 5 school days.
 - ✓ 4th + offense: Device will have to be checked in and out of the office when needed for class.
 - ✓

**Ada-Borup School
Student/Parent iPad Agreement**

Access to the technology in the Ada-Borup School District is for educational purposes. All electronic technologies must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct.

Failure to comply with the District's guidelines as set forth in the Chromebook Handbook or Student Handbook may result in the loss of the privilege to take the iPad home or use the iPad in general. The iPad is the property of Ada-Borup Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on the iPad.

Acceptable Use

Each student will be provided a school email address. Parents are encouraged to talk with their child about online manners and safety. Throughout the year, your child may have assignments that are completed using tools like Google Docs and Sites and will receive instruction from teachers about the Google Tools. Students should consider their school email as an extension of the classroom, subject to the same rules of respect and courtesy that we expect in school. All school emails are archived and retrievable.

I have read all the policies and guidelines in the Ada-Borup School District iPad Handbook and understand my responsibilities as a student:

Student Name: _____

Student Signature: _____

Date: _____

I have read all the policies and guidelines in the Ada-Borup School District iPad Handbook. I understand my responsibilities as a parent/guardian:

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

For Office Use:

iPad/Chromebook Fees have been paid.

Student has been issued:

iPad

Chromebook

Ada-Borup School District.

www.ada.k12.mn.us

218.784.5300

**Ada-Borup
School District
#2854**



**ACTIVITIES
HANDBOOK**

Welcome to the Ada-Borup West Activities Program! On behalf of the entire department, we wish you the best of luck in your athletic/fine arts endeavors. Ada-Borup West wants every student to have a positive experience while he or she is involved as well as being a positive representative of our communities. Being a member of a team, whether you play a little or a lot, whether you are a player, manager, or statistician, has great benefits. Being part of a team at Ada-Borup West builds physical, social, and emotional skills. Each student in our district is given the opportunity, if eligible, to try out for any team, line, or squad. We hope your experience is rewarding and gratifying.

Participation is a privilege. Along with this privilege of participating on a team or in a group comes responsibility. Each participant or fan, must remember they are representing Ada-Borup West. Ada-Borup West Activities Department will put a tremendous emphasis on respect, sportsmanship, citizenship, and character. Working together we can create a positive feeling of school loyalty and pride which can be shared by all - - athletes, students, parents, coaches, and the community as a whole. The purpose of this booklet is to give you information on the guidelines and procedures followed in all of our programs. Please read the entire booklet and direct any questions to your coach or advisor.

Kenley Wahlin
Activities Director

FOREWORD

Helping to establish a desirable atmosphere for activities is the duty of parents, students, and school personnel. To enhance this atmosphere the following guidelines should be utilized.

I. Parent's Responsibility

Good discipline originates in the home because the parent is the first teacher. It is a parent's obligation, by teaching and example, to develop in the pupil good habits of behavior as well as proper attitudes toward the school. To help your student's progress in school, a parent should:

- A. Recognize that the teacher/coach takes the place of the parent while the student is in school.
- B. Teach and require of the student respect for law, for authority, for the rights of others, and for private and public property.
- C. Share with the student an interest in school activities and in their general progress.
- D. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
- E. Arrange for a time and place for homework and see that the student makes use of the time.
- F. Encourage and guide wholesome friendships, interests and activities.
- G. Understand and comply with the rules of the school concerning pupil conduct and cooperate with the school in carrying out disciplinary action taken by the school.
- H. Instill in students that academics are the prime concern of the school.
- I. Be aware of the eligibility/participation rules of the Minnesota State High School League, Ada-Borup Schools, and those of the coach of your daughter's/son's activity.

II. Student's Responsibility

A student attends school in order to develop their individual capacities to their fullest potential and become, for their own benefit and that of others, the best person possible. To do this, the student should:

- A. Make a sincere effort to do his/her best work.
- B. Accept responsibility for his/her own actions and respect the rights of others.
- C. Obey school rules and regulations, those made both by the school authorities and by the student governing body.
- D. Help maintain school property free from damage and defacement.
- E. Be aware of the eligibility/participation rules of the Minnesota State High School League, Ada-Borup Schools, and the coach of your activity.

III. Coach's Responsibility

Coaching involves providing a stimulating and effective program of instruction, establishing and maintaining an atmosphere conducive to learning, and the development of sound social attitudes and habits. This is a cooperative effort in which the coach, with the assistance of the administration, should:

- A. Approach his/her assignment with enthusiasm and regard each pupil as a worthy individual.
- B. Plan and conduct a program of instruction, which will make each child eager to learn, and enable each pupil to achieve his/her full potential.
- C. Teach the student what is expected of him/her in terms of conduct in and about the school.
- D. Enforce the rules of the school system and of the school courteously, consistently, and justly.
- E. Distinguish between pupil misconduct, which should be handled by the coach and that which requires the assistance of the administration.
- F. To make the participants in the activity and their parents aware of the eligibility/participation rules of the Minnesota State High School League, Ada-Borup Schools, and any rules pertaining to the activity.

IV. Terminology

For use in this handbook the term coach shall be synonymous with director, advisor, or supervisor.

PHILOSOPHY

The educational program at Ada-Borup High School will provide the opportunity and the incentive for each student athlete to develop mentally, physically, morally and socially to the fullest of his/her abilities. The educational program shall be directed toward the welfare and the best interest of the student athletes.

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

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

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

GENERAL POLICIES FOR ALL EXTRA-CURRICULAR ACTIVITIES

I. Application of the Rules

Some of the regulations in this Activities Handbook exceed the regulations of the Minnesota State High School League. The MSHSL establishes minimum rules and the local Board of Education has the authority to adopt rules that exceed the MSHSL rules. The rules that will apply to all students at Ada-Borup Schools will be the MSHSL regulations and all locally adopted rules that exceed the rules of the MSHSL. These regulations will apply uniformly to all MSHSL activities and extra-curricular performances of any type offered at Ada-Borup Schools for grades 7-12.

ADA-BORUP COUGARS SCHOOL SONG

**HAIL TO OUR SONS AND DAUGHTERS
HAIL TO OUR ALMA MATERS
HAIL, HAIL THE FIGHTING COUGARS
HAIL TO OUR TEAM!**

**HAIL TO OUR SONS AND DAUGHTERS
HAIL TO THE STRONG AND MIGHTY
HAIL, HAIL THE FIGHTING COUGARS
ADA-BORUP HIGH!**

SPORTS OFFERED AT ADA-BORUP HIGH SCHOOL

<u>Season</u>	<u>Boys/Girls</u>	<u>Sport</u>	<u>Grades</u>
Fall	Girls	Volleyball	7-12
	Girls	Cross Country	7-12
	Boys	Football	7-12
	Boys	Cross Country	7-12
Winter	Boys	Basketball	7-12
	Girls	Basketball	7-12
Spring	Girls	Track	7-12
	Girls	Softball	7-12
	Girls	Golf	7-12
	Boys	Track	7-12
	Boys	Baseball	7-12
	Boys	Golf	7-12

SPORTSMANSHIP CODE OF ETHICS

Courtesy, fairness and respect characterize sportsmanship. It is interpreted by the conduct of the participants, coaches, cheerleaders, school administrators and spectators. We at Ada-Borup High School are continually striving to maintain and improve these qualities.

The Ada-Borup School District has adopted the following Sportsmanship Code:

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

COMMUNICATION

Any changes or cancellations due to weather, emergencies, etc. will be announced on the school Facebook page, Remind App, and KRJB. Coaches/Advisors are encouraged to use the Remind App for their parents and student/athletes as a means to communicate quickly and effectively.

CURFEW

The uniform curfew for all activities is 10:00 p.m. on weekdays and evenings proceeding the day of a game, as well as 12:30 a.m. on weekends. There will be an exception for students who are

attending school activities. Those times will be set at the discretion of the head coach. The penalty for missing curfew is a one event suspension.

PHYSICALS

The MSHSL requires physicals every three years when you participate in any league activity involving competition and/or physical contact. It is the student's responsibility to schedule and pay for the physical.

ATHLETIC INJURY

Students that are injured in an athletic event or practice and require doctor care must provide the Head Coach and Activities Director with a signed statement by the doctor or athletic trainer granting permission to resume practice or participation in the event. This should be on the standard Minnesota State High School League form.

INSURANCE

The only insurance the school provides for students is catastrophic accident and disability coverage with a \$25,000 deductible. This covers students who suffer catastrophic injuries in interscholastic and intramural activities, transportation to activities, physical education classes, classroom and laboratory activities, and most other extra-curricular activities.

No coverage is provided for the first \$25,000 of medical, dental or disability expenses. A number of insurance plans are available to families who wish to purchase such coverage. Information on them is sent home with students at the beginning of the school year.

GENERAL ELIGIBILITY

In order to participate in an activity the participant needs to have the fundamental skills for the activity. For a list for a specific activity please contact the activities director.

ELIGIBILITY INFORMATION

Before any student can participate in an activity, the following must be completed:

- A. A current physical (every 3 years).
- B. All MSHSL forms.
- C. Participation Fee
- D. Insurance waiver or purchase of insurance.

ACADEMIC ELIGIBILITY

Participation in any school activity, including sports activities, concerts, dances, and the like is contingent upon the student's attendance in school on the day of the school activity involved. A student must be in school for at least half (3 hours and 26 min- 11:42) of the school day in order to be eligible. An exception can be made for those students who have prearranged an absence with the High School Principal. A student who has one or more unexcused periods during the school day will be ineligible for any activities on that day or the following day depending on the circumstances.

All students are eligible to participate in extra-curricular activities except those who receive an "F" or "I" (incomplete) on their report card or mid-term grade report. Those students receiving an "F" will be ineligible for one (1) week to earn a passing grade. If it has not been raised to a passing grade, the student will be ineligible until passing. Those students receiving an "I" will be ineligible until the incomplete work is submitted and the student is passing the class(es).

Specific regulations apply to all student activities governed by the Minnesota State High School League. Supervisors of these activities will discuss these regulations with their groups. Papers listing the regulations will be sent home and a parent signature acknowledging and accepting the regulations must be returned to the supervisor before students can participate in the activities.

CHEMICAL VIOLATIONS

SUBSTANCE ABUSE AND THE STUDENT: The school is prepared to assist with student chemical abuse problems whether or not disciplinary action is appropriate. Parents will be involved and are urged to be supportive across the full range of the school's efforts to deal with chemical abuse.

Possession or use of mood-altering chemicals by students not participating in League-sponsored activities will be recorded and counted as violations if a student later participates in such activities.

All confirmed instances of student use or possession of alcoholic beverages, tobacco, or illegal substances will be reported to the principal.

A Memorandum of Understanding between law enforcement agencies and the schools permits the exchange of information when there has been a violation of laws concerning alcohol or other illegal substances.

Pursuant to Minnesota Statute Annotated 126.035, Subdivision 2, the Principal shall mail or personally deliver to the child's parent or guardian having custody over the child and to the child, written notification of any violation as stated in the Memo of Understanding. Such notification shall be sent no later than 5 days after the violation. The written notification shall consist of the child's name, parent's name, address, school attended, date of violation, place of violation, a brief description stating a factual basis for believing a violation exists, the date notice is sent, and an explanation as to what activities will be effected.

The Minnesota Legislature passed a Drug-Free and Weapon-Free School, Park, and Housing Zones Law. The Law calls for tough penalties for anyone caught selling or possessing illegal drugs, or possessing or using a dangerous weapon within one city block or 300 feet of any Minnesota school, park, public housing project, or school bus carrying students. Juveniles convicted of these crimes who are at least 14 years old can be treated as adult and sentenced in an adult court.

Penalties: Category 1 Activities (Athletics, Speech)

First Violation: The student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of the 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.

Second Violation: The student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three weeks, whichever is greater. No exception is permitted for the student who becomes a participant in a treatment program.

Third and Subsequent Violations: The student shall lose eligibility for the 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.

Category 2 Activities: (Band, Choir, One-Act Play, Three-Act Play) and Other Events: (FFA, FLA, Intramurals, Close-Up, Spanish, Honor Society, Student Council, School Play, Knowledge Bowl, and some class activity field trips and recreational events not under MSHSL rules)

First Violation: The student shall lose eligibility for the next one (1) activity or two (2) weeks whichever is greater.

Second Violation: The student shall lose eligibility for the next two (2) events.

Third and Additional Violations: The student shall lose eligibility for the next four (4) events. Alternatively; loss of eligibility for the next six (6) weeks/two (2) events if the violator has participated six (6) weeks in a chemical dependency program and is certified by the treatment center official.

STUDENT RESPONSIBILITIES

Student Code of Responsibilities: The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege which is accompanied by responsibility.

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 rights and 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.
- Assault on any person will not be condoned by the League and will be dealt with by the school administration and the local authorities.

NOTE: Any allegation of sexual, racial, religious harassment violence and/or hazing may also constitute a violation of the Student Code of Responsibilities.

Penalty: A student who is dismissed or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal, acting on the authority of the local board of education. The League specifically recognizes by this policy that certain conduct requires penalties that may exceed those penalties typically imposed for first violations.

PROCEDURES FOR ADMINISTRATING CODE OF CONDUCT FOR STUDENT ACTIVITIES

All allegations and complaints relative to a student's violation of the rules and regulations shall be channeled through the Activities Director. The Activities Director shall make a thorough inquiry and investigation of all reasonably substantial charges received from the responsible source. The Activities Director will conduct a preliminary inquiry to determine whether there is adequate evidence to warrant an official action. At this time the student and parent will be notified in writing if official action is taken.

I. School District Appeal Procedure

Students/Parents who do not agree with the official action may appeal to the Ada-Borup Superintendent of Schools. The appeal must be made within five working days of notification of the violation by the student/parent in writing to request a hearing. The request shall contain the administrative action and reason(s) why the appeal is being made.

II. State Appeal Procedures

The Minnesota State High School League Constitution (Section 211.02.8, page 44) provides a Fair Hearing Procedure for the student or parent contesting a school's failure to certify the eligibility of a student. The procedure will be made available upon request.

REPORTING GRIEVANCE PROCEDURES FOR STUDENT SEX AND DISABILITY NONDISCRIMINATION

- A. Any student who believes he or she has been the victim of unlawful sex or disability discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex or disability discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex or disability discrimination toward a student directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex or disability discrimination toward a student at the building level. Any adult school district personnel who receive a report of unlawful sex or disability discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex or disability discrimination toward a student as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates Aaron Cook as the school district human rights officer to receive reports, complaints or grievances of unlawful sex or disability discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the human rights officer, including mailing address and telephone number.

- F. Submission of a good faith complaint, grievance or report of unlawful sex or disability discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, 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 conform to any discovery or disclosure obligations.

INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex or disability discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complaint, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex or disability discrimination toward a student.
- E. The investigation will be completed as soon as practical. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, 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. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota 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

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex or disability discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex or disability discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, staff members, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing regulations of Title IX)

Cross References: MSBA Model Policy 102 (Equal Educational Opportunity)
MSBA Model Policy 413 (Harassment and Violence)

Aaron Cook
Human Rights Officer
Ada-Borup Public Schools
604 West Thorpe Avenue
Ada, MN 56510
Phone: (218) 784-5310

PRACTICES

- A. No sport specific practices will be allowed on Sunday. The only exception will be if it's playoff time. Practices may be held on Sunday before 6:00 p.m. if approved by administration.
- B. Wednesday is church night in the communities. JR. High teams are not allowed to practice after school during the school year. If you are a JR. High student participating on the 9-12 team you may practice with the team but practice will not go past 6:00.
- C. If the gym is open on Sunday it will be for anyone in grades 7-12 and any and non-MSHSL events may be scheduled only when absolutely essential and appropriate. The open gym times will be posted on the School Website.
- D. Practices may be scheduled during vacations. Absences must be cleared in advance with the director/coach.
- E. Detention shall take priority over any scheduled practice or activity.
- F. Students should not attend morning practices prior to school unless they are well enough to attend morning classes.
- G. In the event school is released early due to inclement weather or other emergencies, there shall be no after school activities. School facilities will be closed.

DRESS CODE FOR PRACTICE/TRAVEL TO GAMES

The coach will establish, and make known to their team, their expectations for dress at practice and travel to contests/games.

WELLNESS

When a snack or treat is brought in for other students (during the school day or at an extracurricular activity) it must be store bought or prepared in a commercial grade kitchen. This is done to help prevent the spread of food-borne illness. When bars are homemade and sold at school for fundraisers, the school district encourages no bake bars such as rice crispy or special K bars.

SQUAD RULES

The coach will establish, and make known to their team, any eligibility/participation rules that exceed those of the MSHSL and/or Ada-Borup Schools.

UNIFORM CARE

Student-athletes are expected to wash and care for their school issued uniform(s). Uniforms are to be washed on a regular basis. If a uniform is returned dirty, stained (from not washing in a timely manner) or ruined, a fee will be charged.

Care instructions:

- Pre-treat any stains (grass, mud, blood, sweat, etc.). Do NOT use bleach or fabric softener.
- Wash inside-out in cold water. Remove promptly from washer when complete.
- Line dry or hang to dry. Do NOT dry in the dryer.

PLAYING TIME PHILOSOPHY

Elementary – Equal playing time for all participants.

Jr. High – Playing time will be shared by all participants, **but not on an equal time basis. All players will play in the same number of quarters in a game or games in a match if there are no other unusual circumstances, such as absences from practices. Varsity Head Coach will be consulted during any school affiliated JR. High tournament before any A & B teams are formed. The Varsity Head Coach will have the final say if he wants an A & B formed at this level.** In football, our number one concern is the safety of the athletes. If an athlete's physical stature could put him/her at risk of an injury, the coach could limit his/her playing time. No cuts are made at this level.

C-Team, 9th Grade, Jr. Varsity –Coaches will make every effort to get all kids into the game; teams will strive to be competitive.

Varsity – Play to win. Majority of the playing time will be limited to a few. There may be kids that won't get in the game.

For all levels above junior high, coaches shall have the sole discretion to determine playing time. Coaches, participants, and parents at these levels are expected to agree that the primary values of participation are in learning skills and teamwork. The amount of time played in games is not the sole measurement of a participant's value to the team.

Any discussion regarding playing time decisions or performance opportunities with any coach, advisor, or administrator by anyone other than the student involved, could have repercussions as determined by administration. Students only are encouraged to discuss playing time or performance opportunities with their coach or advisor.

CONTACTING COACHES

The Ada-Borup coaches have been instructed by the Ada-Borup School Board and the administration that they are asked not to address concerns from parents during their off duty hours. This includes phone calls at home, out in the public, etc. It is very difficult to accept your

child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for ALL students involved.

There are situations that may require a conference between the coach, activities director, and the parent. If the concern is not resolved by the athlete talking to the coach, the parent should call the activities director to set up an appointment. Do not call the coach. It is important that both parties involved have a clear understanding of the others position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern. Below you will find the 8 Step Parent Protocol for Conflict Resolution.

****Only begin this protocol if your son or daughter has talked to the coach first.***

****Both Parties will be allowed to speak in an uninterrupted manner. The conference will be in a non-threatening environment. Coaches/Advisors/Administration will refer to this protocol***

- **Step 1** – Contact the Head Coach via school phone, or e-mail, to arrange a meeting time. Please do not make this initial contact immediately after a game or contest.
- **Step 2**– Attend meeting on set date and discuss concern and come to a resolution. Concerns are limited to your student-athlete only. Discussion of any other student athletes is means for meeting termination. Playing time is not an appropriate discussion topic, but discussion about how your athlete can improve is appropriate. The athlete will be present at this meeting. JR. High athlete may have a parent attend.
- **Step 3**– Contact the Athletic Director, Kenley Wahlin, via school phone, or email to arrange a meeting time if a satisfactory resolution to the concern is not reached through Step 2. Head coach will be invited to this meeting.
- **Step 4**- Attend meeting on set date and discuss the concern and the proposed resolution to the concern by the Head Coach. The athlete will be present at this meeting.
- **Step 5**- Contact the Principal, Josh Carlson (HS) via school phone, or email to arrange a meeting time if a satisfactory resolution(s) to the concern is not reached through Step 4. Head Coach and Athletic Director will be invited to this meeting
- **Step 6**- Attend meeting on set date and discuss the concern and the proposed resolution to the concern by the Head Coach and Athletic Director. The athlete will be present at this meeting.
- **Step 7**– Contact the Superintendent, Aaron Cook, via school phone, or e-mail, to arrange a meeting time if a satisfactory resolution to the concern is not reached through Step 6. Head Coach, Athletic Director, and High School Principal will be invited to this meeting.
- **Step 8**- Attend meeting on set date and discuss the concern and the proposed resolution(s) to the concern by the Head Coach, Athletic Director, and Principal. The athlete will be present at this meeting.

If the above procedures are not followed, the following steps will take place:

- i. 1st Violation of Procedure The coach will suggest a meeting at a later date and an email or letter will be sent to the parent outlining our procedure for handling athletic/activity complaints.
- ii. 2nd Violation of Procedure Removal from the next contest.
- iii. 3rd Violation of Procedure Removal from all remaining contests.

24 Hour Rule- No conflict between a parent, student, official, or coach should be addressed during or immediately following a contest or production. The contest site, practice field, lobby, or locker 18 rooms are not appropriate places to handle conflict. Coaches or Activity Supervisors are not to meet or deal with conflict at these times or places. Most conflicts are better resolved with an appropriate cooling down period.

GROUP CONFLICT- No parent group shall meet at the school to discuss team problems without representatives from the school which will include the A.D. or coach. At group meetings, individuals must speak for and represent themselves, not other individuals or groups

Appropriate concerns to discuss with a coach

- The treatment of your child, mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior.

Issues not appropriate to discuss with a coach

- Playing time.
- Team strategy.
- Play calling.
- Other student-athletes.

Guidelines for promoting 6th graders to JR. High Squad

Participation of 6th grade students on junior high teams will only be allowed after school board approval. All other options for creating a team should be exhausted before asking the board for 6th grade participation. If the school board allows participation of 6th grade students on junior high teams, all 6th grade students will have the option to play. During games, playing time will be awarded to regular junior high players first, and 6th grade participants will not receive equal playing time.

Guidelines for promoting 7/8 players to high school squad

If the head coach wants a 7th or 8th grade student promoted to a high school squad there are certain procedures to be followed. If not followed, the request will likely be denied. Step 1 is to be completed before mentioning anything to either the parent or the student athlete involved. The school district does not want the situation where a coach has discussed with the student-athlete, or parent, the possibility of that athlete being promoted to a high school squad and then having the request for transfer denied by a parent, or activities director. Certain things will be taken into consideration when deciding whether or not a 7th or 8th grade student-athlete should be moved to a high school squad.

These include, but are not restricted to:

1. Can the student-athlete handle the change physically, emotionally, and socially?
2. Will it benefit the student-athlete?
3. Will it benefit the team involved?
4. Is there a real need for the change?

The steps to be followed, in order:

1. The head coach of that sport shall discuss with the athletic director the reasons for wanting to implement such a move and pick up the necessary forms that need to be signed.
2. The head coach shall contact the parent, explain what they would like to do, and ask if the parent approves the move. If they don't approve, proceed no further.
3. The head coach shall ask the student-athlete if they wish to make the move and, if they do, send the form home with them to be signed by the parent.

LETTERING AND PARTICIPATION AWARDS CRITERIA

The following guidelines for earning a letter have been established at Ada-Borup. In addition, the participant must complete the season to be eligible to letter and not have any chemical violations during the season.

Football

- Lettering criteria:
- 1) Play in one quarter for each varsity game played.
 - 2) Be a contributor to the varsity team.
 - 3) Coaches' discretion.

Participation criteria:

- 1) Be a member of the varsity team and not letter.

Volleyball

- Lettering requirements:
- 1) Play in at least one-half of the varsity matches.
 - 2) Give 100% all the time and make a positive contribution to the team.
 - 3) Advance into post-season play, practice with the varsity, and travel to sub-sections. This will require at least seven games.
 - 4) Abide by the practice and training rules.

Participation requirements:

- 1) Give 100% all of the time and make a positive contribution to the team.
- 2) Turn in all equipment.
- 3) Abide by practice and training rules.
- 4) Practice at the varsity level, but unable to meet the playing time eligibility for lettering.

Cross Country -

Lettering requirements:

- 1) Participate in $\frac{3}{4}$ of the varsity meets or
- 2) Place in the top 20 in the sub-section meet.
- 3) Give 100% all the time and make a positive contribution to the team.
- 4) Turn in all equipment.
- 5) Abide by the practice and training rules.

Participation requirements:

- 1) Give 100% all the time and make a positive contribution to the team.
- 2) Turn in all equipment.
- 3) Abide by practice and training rules.
- 4) Attend all varsity practice unless excused.

Basketball

- Lettering requirements:
- 1) Play in 25% of the varsity games.
 - 2) Coach's discretion.

- Participation requirements:
- 1) Be a member of the varsity team.

Track

- Lettering requirements:
- 6) Score at least seven points in varsity meets during the season or participate in every varsity meet.
 - 7) Score one point or more in the sub-section meet.
 - 8) Give 100% all the time and make a positive contribution to the team.
 - 9) Turn in all equipment.
 - 10) Abide by the practice and training rules.

- Participation requirements:
- 5) Give 100% all the time and make a positive contribution to the team.
 - 6) Turn in all equipment.
 - 7) Abide by practice and training rules.
 - 8) Attend all varsity practice unless excused.
 - 9) Unable to score at the varsity level.

Baseball

- Lettering requirements:
- 1) Play in at least one inning for every regular season game played.
 - 2) Coach's discretion.

- Participation requirements:
- 1) Be a member of the varsity tournament roster and not letter.
 - 2) Coach's discretion.

Softball

- Lettering requirements:
- 1) Play in at least one inning for every regular season game played.
 - 2) Coach's discretion.

- Participation requirements:
- 1) Be a member of the varsity tournament roster and not letter.
 - 2) Coach's discretion.

Golf

- Lettering requirements:
- 1) Participate in two or more varsity golf meets.
 - 2) Attend all scheduled practices unless excused.

3) Coach's discretion.

Participation requirements:

- 1) Actively participates in all scheduled practices unless excused.
- 2) Participates in at least one varsity meet.
- 3) Coach's discretion.

Volleyball Mgrs. -

Lettering Criteria:

- 1) Attend practices when needed.
- 2) Attend all matches and tournaments.
- 3) Do odd jobs for the coaches such as statistics, write-ups, locker motivations, etc.
- 4) Help to get equipment out and ready to clean when needed.

Track Mgrs. -

Lettering criteria:

- 1) Attend practices.
- 2) Attend all varsity meets and possibly some junior high meets.
- 3) Abide by the training rules.
- 4) Time, keep splits, and record height and distances for athletes at meets for both boys and girls.
- 5) Help to get equipment out and ready, as well as put equipment away each night.

Band -

Lettering criteria:

- 1) Students in the 3rd quarter of their 8th grade year or older who have earned 200 progress points are eligible to receive his/her band letter. Each additional 100 points will earn a gold bar to be worn on the letter. Students who earn 500 progress points will get an instrument pin for his/her band letter.

Choir

Lettering criteria:

- 1) Students must participate in solo and/or ensemble contest
- 2) Earn 26 points/year. Points can be earned through a variety of performance opportunities.

FCCLA -

Lettering criteria:

- 1) Meets the chapter criteria for participating involved in chapter activities, fundraising and service projects, as well as meets the point system criteria.

Speech -

- 1) Advance to the section meet.
- 2) Earn 300 points/season. Points can be earned by attending practices/meets and making finals and/or placing in a meet.

BEGINNING DATES

The following list contains the start dates for MSHSL activities for 2020-21 school year.

Volleyball	-	8/17/20	(JH – TBD)
Football	-	TBD	(JH – TBD)
Cross Country	-	8/17/20	
Girls Basketball	-	TBD	(JH – app. TBD)
Boys Basketball	-	TBD	(JH – TBD)
Track & Field	-	TBD	
Softball	-	TBD	
Golf	-	TBD	
Baseball	-	TBD	

PARTICIPATION FEES

Athletic Fees for Grades 7 – 8:	\$ 40.00 per sport
Athletic Fees for Grades 9 – 12:	\$ 60.00 per sport
Non-Athletic Fees for Grades 7-12:	\$ 25.00 per event
(One Act Play, Fall Musical, Speech, & Knowledge Bowl)	
Family Maximum:	\$220.00 per year

CONFERENCES

<u>Sport</u>	<u>Conference</u>	<u>Teams</u>
Football	Northwest District	Ada-Borup, Bagley, BGMR, Blackduck, Cass Lake-Bena, Fosston, Lake Park-Audubon, Mahnomen, Pine River-Backus, Polk County West, Red Lake, Red Lake County, Walker-Hackensack, Ackeley, Warroad
Volleyball	Pine-to-Prairie	Ada-Borup, Bagley, Climax/Fisher, Fertile-Beltrami, Fosston, Mahnomen, Lake Park-Audubon, NCE/UH, Park Christian, Waubun, Win-E-Mac
Cross Country	Northwest	Ada-Borup, Bagley, Clearbrook-Gonvick, Crookston, EGF, LOW, Roseau, Trek North, Warroad, West Marshall
Girls Basketball	Pine-to-Prairie	Ada-Borup, Bagley, Climax/Fisher, Fertile-Beltrami, Fosston, Mahnomen, LPA, NCE-UH, Park Christian, Waubun, WEM
Boys Basketball	Pine-to-Prairie	Ada-Borup, Bagley, Climax/Fisher, Fertile-Beltrami, Fosston, Mahnomen, LPA, NCE/UH, Park Christian, Waubun, WEM
Track	Pine-to-Prairie	Ada-Borup, Bagley/Fosston, Climax/Fisher/SH, Fertile-Beltrami, Mahnomen/Waubun, NCE/UH, Park Christian, RLC
Softball	Pine-to-Prairie	Ada-Borup, Bagley, East Polk, Fertile-Beltrami, Lake Park-Audubon, Mahnomen-Waubun, NCE/UH
Baseball	Pine-to-Prairie	Ada-Borup, Bagley, Fertile-Beltrami, Fosston, Lake Park-Audubon, Mahnomen-Waubun, NCE/UH, Win-E-Mac
	NW Diamond	AB, BGMR, FB, Fosston, KCC, NCE/UH, Northern Freeze, RLC, Sacred Heart, West Marshall, Win-E-Mac
Golf	Pine-to-Prairie	AB, Bagley, Climax-Fisher, Fertile-Beltrami, Fosston, LPA, Mahnomen-Waubun, Park Christian, Win-E-Mac

SUB-SECTIONS

Football	Section 8 11-Man	Ada-Borup West, Mahnomen-Waubun, Polk County West, Red Lake County, Cass-Lake Bena, Fosston, Red Lake
Volleyball	8A South Sub-Section	Ada-Borup, Bagley, Blackduck, Bug-O-Nay-Ge-Shig, CLB, Clearbrook-Gonvick, FB, Fosston, Mahn/Waubun, Northome/Kelliher, Red Lake, RLCC
Cross Country	Section 8A	Ada-Borup, Bagley/Fosston, CLB, Clearbrook-Gonvick, Climax/Fisher, DGF, EGF, Frazee, Hawley, LPA, LOW, Nevis, New York Mills, Park Rapids, Pelican Rapids, Perham, Roseau, TRF, UNC, Wadena, Warroad, West Marshall
Girls Basketball	6A North Sub-Section	Ada-Borup, HLA, LPA, Mahnomen/Waubun, New York Mills, NCE-UH, Park Christian, Rothsay, and 2 more schools TBD
Boys Basketball	8A West Sub-Section	Ada-Borup, BGMR, Climax-Fisher, Fertile-Beltrami, Kittson Central, Northern Freeze, RLC, Sacred Heart, SAC, WAO
Track	Sub-Section 30	Ada-Borup, Barnesville, DGF, Fertile-Beltrami, Frazee, NCE/UH, United Clay Becker, Park Christian, Pelican Rapids
Baseball	Section 8A West	Ada-Borup, BGMR, Fertile-Beltrami, Kittson Central, LPA, Northern Freeze, RLC, Sacred Heart, West Marshall
Softball	Section 8A West	Ada-Borup, Bagley, CLB, Fertile-Beltrami, LPA, Mahnomen/Waubun, NCE/UH, PCW
Golf	Section 8A South	Ada-Borup, Fertile-Beltrami, Fosston, Mahnomen-Waubun, Red Lake, Win-E-Mac
One-Act	Sub-Section 30	Ada-Borup, Fertile-Beltrami, Mahnomen, NCW, Fisher, Crookston

Speech	Sub-Section 30	Ada-Borup, DGF, Hawley, LPA, Mahnomen/Waubun, NCE/UH Park Christian
Music	Sub-Section 30	Ada-Borup, FB, Fosston, Mahnomen, NCE, NCW, Waubun, WEM
Visual Arts	Sub-Section 8A East	Ada-Borup, Blackduck, CLB, Fertile-Beltrami, Fosston, Goodridge, Grygla-Gatzke, Kelliher, Nevis, Park Rapids, TRF, Trek North, UH, Waubun, WEM

GOOD SPORTS ARE WINNERS! WHAT IS SPORTSMANSHIP?

Sports'man ship' (n.) the practice of playing fair, of taking loss or defeat without complaint or victory without gloating, and treating opponents with fairness, generosity, courtesy, etc.

Sportsmanship is a demonstration of generosity and genuine concern for others. It is a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity.

Sportsmanship is a blending of cheers for “your team” and applause for the “opponents,” observing the letter and spirit of the rules, and showing consideration for others.

Sportsmanship is the “golden rule” of athletics – treating others as you wish to be treated.

Sportsmanship is respect. Respect for others and for one’s self.

Sportsmanship is all this and much more.

For a coach, sportsmanship may be accepting a “questionable” call without protest.

For an athlete, it may be extending a helping hand to an opponent who is down.

For a general spectator, it may be cheering for his team when it loses, and applauding the opponent when it wins.

For an official, it may be showing restraint when verbally assaulted by coaches, athletes, and spectators.

For parents, it may be avoiding living their lives through their children’s sporting activities.

Sportsmanship encompasses all that which is good in human nature.

Sportsmanship is citizenship in action.

Sportsmanship is a way of life.

GOOD SPORTS ARE WINNERS! FUNDAMENTALS OF SPORTSMANSHIP

Every year the MHSAA has been emphasizing the importance of good sportsmanship. Many people have not had good sportsmanship explained to them. The following six steps will help those people to understand their responsibilities at an athletic contest.

1. *Gain an Understanding and Appreciation for the Rules of the Contest.*
The necessity to be well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on the officials, coaches, players, or administrative decisions. The spirit of good sportsmanship depends on conformance to a rule's intent as well as to the letter of a given rule.
2. *Exercise Representative Behavior at All Times.*
Good sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies on everyone exhibiting behavior which is representative of sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.
3. *Recognize and Appreciate Skilled Performance Regardless of Affiliation.*
Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents good sportsmanship, but reflects a true awareness of the game by recognizing and acknowledging quality.
4. *Exhibit Respect for the Officials.*
The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are a part of the game. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on the officials. The rule of good sportsmanship is to accept and abide by the decision made. This value is critical for students to learn for later application in life.
5. *Display Openly a Respect for Opponents.*
Opponents are guests and should be treated cordially, with thoughtfulness, be provided with the best accommodations, and accorded tolerance at all times. Be a positive representative for your school, team and family. This fundamental is the Golden Rule in action.
6. *Display Pride in your Actions at Every Opportunity.*
Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, player, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive you.

DEFINING GOOD SPORTSMANSHIP & POOR SPORTSMANSHIP

Simply, bad sportsmanship is the opposite of sportsmanship, which is defined as “playing fair and losing without complaint or winning gloating.” To expand on that definition, we believe sportsmanship can be further defined as “playing by the established rules of the contest, competing and losing without complaint, winning without gloating, and cheering in only a positive manner that does not disrespect, taunt, ridicule or attempt to intimidate anyone.”

It is difficult to attend an interscholastic athletic event without witnessing some acts of poor sportsmanship. And with any large group of people, there is a greater opportunity to have random and isolated instances of unfavorable behavior. However, peer pressure is a powerful thing among teen-aged students, and also with adults. Not supporting individuals who display poor sportsmanship and instructing them on good sportsmanship can also assist in sportsmanship efforts. Perhaps a definition of poor sportsmanship and examples displayed at numerous sporting events can help students, parents, competitors, coaches and support groups identify breaches in sportsmanship.

This this definition, here are just a few of the common problems with sportsmanship at interscholastic events.

Action

Booing at official’s call or players action or the cheers “Nuts and Bolts, Nuts and Bolts, We Got...;” Competitors, coaches, fans making negative expressions in reaction to an official’s call

Cheering “Over-rated;” Referee, Winning Team, Losing Team (and pointing to the subjects); “Air Ball;” “You, You, You” (after a foul); “Sieve” (after a goal); “Nah, Nah, Nah, Nah, Heyyy-eyyy, Good Bye”

Waving arms or screaming during a foul shot in order to distract the attention of opponents

Throwing of ANY object

Competitors not shaking hands after a contest; degrading an opponent, before or after a contest, in the media; trash talking during a contest; criticizing teammates and coaches

Damaging bleachers or facilities of host schools, hotels, restaurants

Competitors pointing to the crowd, doing dances after scoring or making a positive play in excessive celebration; Spectators using excessive body paint and acting out in manners unrelated to the game.

Posting untrue and inflammatory information on Internet bulletin boards and chat rooms; especially when the real name of the person posting the information is not displayed

Sportsmanship Infraction Interpretation

Disrespectful official’s judgments and/or the efforts of players competing. Both are doing their best to execute in a way they were trained. Everyone makes mistakes, we’re all human. We need to accept that.

These cheers are directed at the opposition to blatantly ridicule and taunt the opposition and their fans.

This is not playing fair, if it were, wouldn’t spectators do it when their own players are shooting?

Not only is this a more serious form of the losing or competing without complaint infraction, it is dangerous and could be considered a criminal act.

This is not winning or losing with dignity and it does not show respect for the opposition, teammates or coaches.

Disrespectful and criminal.

Disrespectful and drawing attention to yourself and not crediting teammates and coaches. Fans drawing attention to themselves do a disservice to the game, showing they are more interested in their own selfish interests than the efforts of their team and school.

Possibly the worst kind of poor sportsmanship – hurling insults without any kind of accountability. Hiding behind a screen name, or no name, is worse than hiding in a crowd at the game.

THE CONCEPTS OF SPORTSMANSHIP

Sportsmanship is an oft-used word, yet no definitive explanation is readily available. We do know that it refers to some key concepts:

- Citizenship Values
- Competitive Integrity and Ethics
- Respect for Opponents and Officials
- Fair Play
- Understanding of the Rules
- Appreciation for all Performances
- Personal and Institutional Pride
- Gracious Acceptance of Results
- High Moral Character

All these concepts fall into the definition of sportsmanship. They all represent the standards which athletics, in the proper atmosphere, can teach our students.

Citizenship is a comparison of sportsmanship, reaching out beyond the playing field and stadium into the community. Citizenship can be defined as: “The quality of an individual’s response to membership in the community as evidenced by respect for self and respect for others. Sports provide not only the opportunity to teach and learn respect for self and respect for others, but it also places participants in a unique context – competition – that can further instill and hone values necessary for the development of respect for self and respect for others.”

Areas under the umbrella of citizenship include:

- Respect for Self
- Self-esteem
- Discipline
- Courage
- Responsibility
- Integrity and Honesty
- Ethics
- Pride
- Poise
- Respect for Others
- Teamwork
- Loyalty
- Compassion
- Tolerance
- Courtesy
- Fairness
- Integrity
- Humility

Good sportsmanship and citizenship are keys to public’s perception of interscholastic athletics and activities and their role in the educational system. Athletics and activities, which display good sportsmanship and citizenship, show a positive and productive part of the total educational program offered by a school, exhibit the justification for the financial expenditures necessary to run these programs.

Parent and student(s) must sign this form and return to the High School office before participation.



I the undersigned have received and read the Ada-Borup Activities Handbook for the 2020-2021 school year.

Print student's name _____ Grade _____

Print student's name _____ Grade _____

Print student's name _____ Grade _____

Student's Signature _____ Date _____

Student's Signature _____ Date _____

Student's Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

The following is a check list of forms you need to turn in when registering for any extra-curricular activity.

	Current physical form on file – must be taken every 3 years
	Signed Minnesota State High School League Eligibility Form
	Participation Fee
	This form – Signed
	Insurance Information Sheet
	Student Health Information Form
	Social Media Guidelines and Procedures Form

RESOLUTION FOR GENERAL ELECTIONS

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 2854, State of Minnesota as follows:

1. It is necessary for the school district to hold its general election for the purpose of electing three school board members for terms of four (4) years each.

The clerk shall include the ballot names of the individuals who file affidavits of candidacy on said general election during the period for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 3rd day of November, 2020.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in the whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election.

Resolution

Adoption of Base Learning Model for the 2020-2021 School Year and Other COVID-19 Related Matters

WHEREAS, Minnesota Statutes Section 123B.09 vests the care, management, and control of independent districts in the school board; and

WHEREAS, the Superintendent of Independent School District 2854 [hereinafter the “Superintendent”] is responsible for the management of the schools, the administration of all School District policies, and is directly accountable to the School Board; and

WHEREAS, when responsibilities are not specifically prescribed nor School District policy applicable, the Superintendent shall use personal and professional judgment, subject to review by the School Board, pursuant to School District Policy 302, *Superintendent*;

WHEREAS, on March 13, 2020, Minnesota Governor Tim Walz issued Emergency Executive Order 20-01, which declared a peacetime emergency in Minnesota in response to the COVID-19 pandemic; and

WHEREAS, on July 30, 2020, Minnesota Governor Tim Walz issued Emergency Executive Order 20-82 and the Safe Learning Plan for 2020-2021 (the “Safe Learning Plan”), which set forth five Learning Models (in-person learning for all, in-person learning for elementary students and hybrid learning for secondary students, hybrid learning for all students, hybrid learning for elementary students and distance learning for secondary students, and distance learning) and authorized all school districts in the State of Minnesota to select and implement an appropriate base Learning Model in accordance with, and subject to, the Safe Learning Plan; and

WHEREAS, the Minnesota Department of Education (“MDE”) has issued and may continue to issue written guidance for Minnesota schools on educational issues related to COVID-19; and

WHEREAS, the Minnesota Department of Health (“MDH”) has issued and may continue to issue written guidance for Minnesota schools on public health issues related to COVID-19; and

WHEREAS, the Superintendent and the administration of the School District have conferred with the School Board regarding the available Learning Models, the current MDE and MDH requirements for each, and other relevant information; and

WHEREAS, based upon the collective consideration of these factors, the Superintendent has recommended to the School Board that In-Person Instruction for all grade levels will be the base Learning Model to be implemented at the commencement of the 2020-2021 school year.

NOW, THEREFORE, BE IT RESOLVED, by the School Board of Independent School District No. 2854 as follows:

Section 1: The Superintendent is hereby directed to implement the following base Learning Model to open the 2020-2021 school year: In-Person Learning for all students

Section 2: The Superintendent is hereby authorized, after consultation with the School Board Chair and notification to the School Board, to select and implement a different Learning Model for the School District or any specific school buildings without School Board action if the Superintendent reasonably believes that prompt implementation of a different Learning Model is necessary, and that constraints of time and public health considerations render it impractical to hold a School Board meeting to approve the implementation. The Learning Model selected and implemented by the Superintendent shall continue in effect unless and until the School Board, in consultation with the Superintendent and appropriate school district staff and public health officials, deems it in the best interest of the School District and its students to implement a different Learning Model.

Section 3: The Superintendent will provide regular updates to the School Board regarding the School District's efforts to implement COVID-19 related educational and public health guidance issued by the MDE and the MDH, respectively.

Adopted this _____ day of _____, 2020.

Roll Call Vote

School Board Chair

School Board Clerk

**CERTIFICATION OF MINUTES
RELATING TO
TAXABLE GENERAL OBLIGATION REFUNDING BONDS, SERIES 2020B**

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 2854
(ADA-BORUP)
ADA, MINNESOTA

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

A meeting held Monday, August 10, 2020, at 7:00 o'clock a.m., in the School District.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD TO
ISSUE TAXABLE GENERAL OBLIGATION REFUNDING BONDS;
AUTHORIZING THE NEGOTIATION FOR THE SALE OF SUCH BONDS;
COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY AND
TO USE THE PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55
TO GUARANTEE THE PAYMENT OF THE PRINCIPAL AND INTEREST ON
THE BONDS**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this ____ day of August 2020.

School District Clerk

**EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 2854
(ADA-BORUP)
STATE OF MINNESOTA**

HELD: AUGUST 10, 2020

Pursuant to due call and notice thereof, a regular scheduled meeting of the School Board of Independent School District No. 2854 (Ada-Borup), State of Minnesota, was held on August 10, 2020 at 7:00 o'clock a.m.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION STATING THE INTENTION OF THE SCHOOL BOARD TO
ISSUE TAXABLE GENERAL OBLIGATION REFUNDING BONDS;
AUTHORIZING THE NEGOTIATION FOR THE SALE OF SUCH BONDS;
COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY
AND TO USE THE PROVISIONS OF MINNESOTA STATUTES, SECTION
126C.55 TO GUARANTEE THE PAYMENT OF THE PRINCIPAL AND
INTEREST ON THE BONDS**

BE IT RESOLVED by the School Board of Independent School District No. 2854, State of Minnesota, as follows:

1. The District has previously issued its General Obligation Alternative Facilities Bonds, Series 2014A, dated October 29, 2014, in the amount of \$2,200,000 (the "Series 2014A Bonds") and its General Obligation School Building Bonds, Series 2015A, dated March 3, 2015, in the amount of \$4,700,000 (the "Series 2015A Bonds"). The Board hereby finds and determines that it is in the best interests of the District to issue and sell its fully registered Taxable General Obligation Refunding Bonds, Series 2020B, in the maximum principal amount of \$4,900,000 (the "Bonds") to refund in advance of maturity the \$1,695,000 principal amount of Series 2014A Bonds maturing on February 1, 2023 through February 1, 2035 (the "Refunded 2014A Bonds") and the \$2,820,000 principal amount of Series 2015A Bonds maturing on February 1, 2025 through February 1, 2035 (the "Refunded 2015A Bonds").

The Bonds would be issued in the total aggregate principal amount of not to exceed \$4,900,000. The issuance of the Bonds is hereby authorized. Proceeds of the Bonds will be invested pursuant to escrow agreements to pay interest on appropriate portions of the Bonds to

the redemption dates of the Refunded 2014A Bonds and Refunded 2015A Bonds and the principal amount of such bonds on their respective redemption dates. A portion of the proceeds of the Bonds shall be applied to the costs of issuance of the Bonds.

2. The Refunded 2014A Bonds are subject to redemption and prepayment on any date on or after February 1, 2022 and the Refunded 2015A Bonds are subject to redemption and prepayment on any date on or after February 1, 2024. The redemption prices for both the Refunded 2014A Bonds and the Refunded 2015A Bonds are equal to the principal amount of called for redemption, plus accrued interest on such principal amount being redeemed to the date of redemption.

3. The Board, desires to proceed with the sale of the Bonds by direct negotiation to Robert W. Baird & Co. (herein "Baird"). Baird will purchase the Bonds in an arms-length commercial transaction with the District.

4. Baird is authorized to prepare an Official Statement related to the sale of the Bonds.

5. The Superintendent or the Business Manager and a School Board officer are hereby authorized to approve the sale of the Bonds in an aggregate principal amount not to exceed \$4,900,000 and to execute a Bond Purchase Agreement with Baird for the purchase of the Bonds, provided that the debt service savings resulting from the refundings are at least \$110,000 with respect to the refunding of the Refunded 2014A Bonds and \$105,000 with respect to the refunding of the Refunded 2015A Bonds.

6. Upon approval of the sale of the Bonds by the Superintendent or the Business Manager and a School Board officer, the Board will meet at its next regularly scheduled meeting to adopt the necessary approving resolution as drafted by the District's Bond Counsel.

7. (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Bond Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Bond Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Bond Registrar. The District understands that as a result of its covenant to be bound by the provisions of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now or hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, business manager or superintendent is authorized to execute any applicable Minnesota Department of Education forms.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

