Dawson-Boyd School Board

Monday, July 13, 2026 Regular Meeting Time - 6:00 p.m.

Dawson-Boyd Board Room

Monthly Board Meeting

Google Meet joining info:

One or more board members may participate remotely.

Meeting Agenda

1. Call to order - 6:00 p.m.
    - Pledge of Allegiance
2. Adopt/Amend Agenda
3. Public Comments
4. Consent Agenda: THE FOLLOWING ITEMS ARE SUBMITTED FOR CONSENT APPROVAL
    a. Approval of Meeting Minutes
    b. Approval of Financial Report and Monthly Claims and Accounts
    c. Approval of Staffing Matters/Personnel
    Hirings:
    Rodchelle Winkelman, Food Service, effective 7/1/2026
    Evan Menning, Summer Cleaner, effective 6/20/2026
    Elijah Kuechenmeister, Summer Cleaner, effective 6/15/2026
    Carmen Larson, Summer Daycare Aide, effective 6/8/2026
    Thomas Tiernan, JH Boys Basketball Coach, effective 7/8/2026

    Resignations:
    Natalie Kallhoff, Daycare Aide, effective 7/20/2026
    Samantha Jo Jones, Daycare Aide, effective 8/22/2026
    Elizabeth Ucker, Food Service, effective 6/24/2026
5. Information Items:
    a. Choir Risers
    Brandon Hurley
    b. Possible Referendum Tax Impact
    Michael Hart
    c. Community Action Council Recommendation
    Jon Wager
    d. Innovation Lab Air Handling
    Chuck Stark
    The Innovation Lab in the High School has a air handling unit in need of repair or replacement. Chuck Stark will discuss the following options:

- Machining of new part for replacement
- Fan Replacement
- Unit Replacement

    e. Tree Removal and Trimming
    Chuck Stark

f. Education Support Professional Negotiation Update

g. Building Security - Cyber Security Grant
We received $50,000 in a building/cybersecurity grant in fiscal year 2026. Not all schools applied for the money they could have received, which opened up a second round of grants. We are eligible for an additional $18,000. An application has been submitted.

Funds will be used to offset the following expenses in the fiscal year 2027 budget:

- Watchguard renewal, $12,200
- Angel Tracks, $1,000
- Cyber Insurance $3,235
- VisitorSafe $1,565

h. ParentSquare Proposal

i. Transportation
Contracted Bids vs. Leasing Quote and old bus purchase offer

j. Gate Fees

	2026-27 Proposed Gate Fees	
	Athletics	
	Season Pass student	$40
	Season Pass adult	$85
	Season Pass (65+)	$55
	Season Pass Family	$175
	Adult Single Game	$8
	Student Single Game	$2
	Senior Citizen (65+) Single Game	$5
	Arts (not including musicals)	
	Season Pass adult and senior	$25
	Single Event adult and senior	$5
	Students	$0

k. Lot Survey and Tree Care

l. Snow Removal Quotes
Elite Seamless Gutter: $175/hr
Plowing considerations in communication with custodial team, typically triggered at 1" but blowing can create a need at different thresholds.

Keaton Haas: $175/hour per machine (3 machines)
2 inch snow trigger

m. Jacks of All Trades - Boyd Post Office

n. Public Data Requests

Kim Hahn for DBESP Local 8185 1407 295th Ave Dawson, MN 56232 kimandchadhahn@gmail.com 320-226-7439	1. A copy of all salary and wage schedules 2. Matrix/grid of total FTE in the bargaining unit 3. Total cost of hourly employees 4. Total cost of any extra-curricular	Filled 06-17-26

	compensation 5. Total employer-paid cost for health insurance 6. Total employer-paid cost for dental insurance 7. Total employer-paid cost for life insurance 8. Total employer-paid cost for long-term disability (LTD) insurance 9. Total employer-paid cost for 403(b) or other tax shelters 10. Total number of qualified ESP's you have on staff	
Barbara Hunter, REAM Executive Director Retired Educators Association of Minnesota PO Box 7519 St Cloud, MN 56302 mnretirees@gmail.com	names, addresses, and phone numbers of retiring personnel	Filled 07-09-2026

o. Board Member Reports
Clint - Update on conversation with the city for watering the football field.

p. Teacher Reports

q. Director of Activites, Transportation, and Community Education Coordinator

r. Principal Reports

s. Superintendent Report

6. Action Items:

a. Resolution-District Donations

b. Approval of School Fundraisers
Football - Discount Cards

c. PSEO Contracts

- Minnewest - Offering 2 options for contracts (see attachments)

d. ParentSquare Quote Approval

e. Transportation

f. Greater MN Contract
Recommend approval of contract with Greater MN for Challenge Program.

g. Choir Risers

h. New Tech High Service Agreement
New Tech High worked with Dawson-Boyd High School during the 2025-2026 school year. Work was focused on student-centered learning. A service agreement with New Tech High for continuation of this work has a cost of $0 to Dawson-Boyd Schools. This work is supported by a grant received by New Tech High.

i. 2026-2027 Gate Fees

j. Achieve 3000

This software supports literacy instruction and is funded through Achievement and Integration monies.

k. IXL Contract
IXL supports math, literacy, social studies, and science for grades 2-6 and literacy and math for k-1, 7-8. This is funded primarily through achievement and integration monies.

l. Innovation Lab Air Handling

m. Tree Removal and Trimming
Chuck Stark

n. Student Handbooks 2026-2027

o. Snow Removal

7. Adjournment

Dawson-Boyd Independent School District No. 378

Regular June Board Meeting

June 8, 2026

The regular June meeting of the Board of Education was held on June 8, 2026, in the Dawson-Boyd board room. Members present were Zollner, Lynch, Jurgenson, Nelson and Kelly as well as administrative staff. Marotzke and Superintendent Ward joined virtually and Schindler was absent. Chair Kelly called the meeting to order at 6:00 pm and the Pledge of Allegiance was recited. The amended agenda was approved as presented (Zollner/Jurgenson). There were no public comments.

Regular claims and accounts totaling $303,254.93, $3,764.50 for student activities, and $0 for the building project were approved as presented. The Board reviewed electronic transfers and state tax payments made in May. Minutes from the May 11, 2026 Regular Board meeting were approved (Nelson/Lynch).

RESOLUTION #R1-99 - NOW THEREFORE BE IT RESOLVED BY THE DAWSON-BOYD SCHOOL DISTRICT OF DAWSON, MINNESOTA, that the gift of $21,120.00 from various community members, be accepted by the district. BE IT FURTHER RESOLVED, that the gift will be used to replace the state signs located on the east and west sides of Dawson, west side of Boyd and one in the Dawson-Boyd Community Center gym. Members voting in favor of the resolution were Jurgenson, Marotzke, Lynch, Nelson, Zollner and Kelly. There were no dissenting or abstaining votes. RESOLUTION #R1-99A - NOW THEREFORE BE IT RESOLVED BY THE DAWSON-BOYD SCHOOL DISTRICT OF DAWSON, MINNESOTA, that the gift of $300.00, from Nathan and Dana Buer, be accepted by the district. BE IT FURTHER RESOLVED, that the gift will be used by the Blackjack Babies Daycare reserve account. Members voting in favor of the resolution were Jurgenson, Marotzke, Lynch, Nelson, Zollner and Kelly. There were no dissenting or abstaining votes. RESOLUTION #R1-99B - NOW THEREFORE BE IT RESOLVED BY THE DAWSON-BOYD SCHOOL DISTRICT OF DAWSON, MINNESOTA, accepts the renewal of its membership with the Minnesota State High School League for the 2026-2027 school year. Members voting in favor of the resolution were Jurgenson, Marotzke, Lynch, Nelson, Zollner and Kelly. There were no dissenting or abstaining votes.

In staffing matters, the board approved the resignations of Paige Conover, daycare aide, effective June 26, 2026; Martha Acosta, Food Service, effective June 8, 2026; and Isaiah Buell, custodian, effective June 1, 2026. The board approved the hiring of Chloe Buell, Secondary Math teacher, effective June 8, 2026; Patti Mork, JH Volleyball Coach, effective May 22, 2026; Maizie Schacherer, summer daycare aide, effective May 27, 2026; Kenslie Ochsendorf, daycare aide, effective May 27, 2026; Alexa Burg, summer daycare aide, effective June 2, 2026; Kate Dahl, daycare aide, effective June 2, 2026; Kate Dahl, C Squad Volleyball Coach, effective May 12, 2026; Alexander Roszak, Food Service, effective June 1, 2026; Mason Bothun, summer cleaner, effective May 27, 2026; and Angelica Fox, summer daycare aide, effective May 21, 2026 (Lynch/Nelson).

In Information items, a public data request was received from Macalester College and was fulfilled on June 1, 2026. Board Member, Cameron Jurgenson, provided a report regarding the watering of the football field. The district has been meeting with the City of Dawson and will continue to discuss and explore potential solutions such as uncapping a well that was found at the site to help curb the high-water bills. There were no teacher reports. Transportation Director, Athletic Director and Community Ed Coordinator, Carrie Kleven, presented on current transportation issues and reviewed athletic fees, preschool fees, and season pass rates. Discussion was held regarding athletic gate fees, and it was determined that a committee will be formed to further review the matter. Approval of bus leases with Full Warranty Bus for three buses was discussed but tabled until additional information can be gathered. The possibility of leasing the entire bus fleet was also discussed and Superintendent Ward was asked to seek bids for this and present at the July meeting. Board Member Marotzke inquired about getting announcers for junior varsity and junior high baseball games, as well as individuals to operate the scoreboard. It was noted that these would be volunteer positions and would not be paid. Elementary Principal, Amy Hiedeman, provided her report and expressed appreciation for the field trips students were able to attend at the end of the school year. She reported that the Summer Challenge program will be held for three weeks in June, July, and August. She also shared that Summer Education Express is underway, with 37 students currently registered. Secondary Principal, Ryan Stotesbery, gave his principal report next. He thanked everyone who helped make graduation a success. Stotesbery shared that he will be teaching a Personal Development and Leadership course during the upcoming school year. Superintendent Ward reported that staff worked diligently to complete the district budget and thanked everyone involved in the process. Ward also shared that a chef will be visiting the school to work with kitchen staff. The board reviewed the Ten-Year Long-Term Facilities Maintenance Revenue, Expenditure and Statement of Assurance for FY 2027-2036; which will all three be voted on later in the meeting. Stacy Stratmoen, Business Manager, reviewed the proposed Fiscal Year 2027 budget and presented various figures and projections for board consideration. The board discussed bread and milk bids, including bids from Kemps Cass-Clay and Pan-O-Gold. Summer office hours were reviewed, with office hours set for Monday through Thursday from 9:00 a.m. to 1:00 p.m., and the office closed on Fridays.

In Action Items, Athletic participation fees were set at $60 for grades 7-8 and $80 & $90 for grades 9-12 depending on the activity. A max annual fee of $200 per student or $350 per family was set (Jurgenson/Marotzke -Marotzke -yes, Jurgenson -yes, Zollner -yes, Nelson -yes, Kelly -yes, Lynch -yes); discussion regarding athletic gate fees was tabled until the July meeting (Kelly/Zollner-Marotzke -yes, Jurgenson -yes, Zollner -yes, Nelson -yes, Kelly -yes, Lynch -yes); the board approved the 2026-2027 MVCC Contract (Nelson/Jurgenson - Marotzke -yes, Jurgenson -yes, Zollner -yes, Nelson -yes, Kelly -yes, Lynch -yes); the 2026-2027 MSHSL Membership Agreement (Jurgenson/Zollner -Marotzke -yes, Jurgenson -yes, Zollner -yes, Nelson -yes, Kelly -yes, Lynch -yes). Holly Ward to act as the Identified Official with Authority (IOwA) for the 2026-2027 school year (Zollner/Lynch -Marotzke -yes, Jurgenson -yes, Zollner -yes, Nelson -yes, Kelly -yes, Lynch -yes). Preschool fees for the upcoming school year were approved (Jurgenson/Nelson -Marotzke -yes, Jurgenson -yes, Zollner -yes, Nelson -yes, Kelly -

no, Lynch -yes); facility rental fees were approved (Marotzke/Jurgenson -Marotzke -yes, Jurgenson -yes, Zollner -yes, Nelson -yes, Kelly -yes, Lynch -yes); the Cardiac Emergency Response Plan was approved (Zollner/Nelson -Marotzke -yes, Jurgenson -yes, Zollner -yes, Nelson -yes, Kelly -yes, Lynch -yes); approval of the bus lease with Full Warranty was tabled until the July meeting (Zollner/Nelson-Marotzke – yes, Jurgenson -yes, Zollner -yes, Nelson -yes, Kelly -yes, Lynch -yes). Approval of the 2027-2036 LTFM 10-year plan (Zollner/Jurgenson – Jurgenson -yes, Marotzke -yes, Lynch -yes, Nelson -yes, Zollner -yes and Kelly -yes). Approval of the Property and Auto Insurance of $146,758 with EMC Insurance for 2026-2027 school year and approval of Workers' Compensation with SFM Insurance for $35,097 for the 2026-2027 school year (Zollner/Lynch -Marotzke -yes, Jurgenson -yes, Zollner -yes, Nelson -yes, Kelly -yes, Lynch -yes); the Milk bid was awarded to Kemps Cass-Clay (Lynch/Jurgenson -Marotzke -yes, Jurgenson -yes, Zollner -yes, Nelson -yes, Kelly -yes, Lynch -yes); the Foster Care Transportation Agreement with Lac qui Parle County was approved (Marotzke/Jurgenson -Marotzke -yes, Jurgenson -yes, Zollner -yes, Nelson -yes, Kelly -yes, Lynch -yes); the proposed Fiscal Year 2027 budget was approved (Marotzke/Jurgenson – Jurgenson -yes, Marotzke -yes, Lynch -yes, Nelson -yes, Zollner -yes and Kelly -yes).

	Expenditures	Revenues
General Fund	$ 8,555,909	$ 8,977,999
Food Service	$ 556,161	$ 556,161
Community Service Fund	$ 970,954	$ 1,016,100
Debt Service Fund	$ 2,133,596	$ 2,135,122
Total	$12,216,620	$12,685,382

Lastly, Policy 404 - Employment Background Checks, 1st reading and final was approved (Marotzke/Nelson-Marotzke -yes, Jurgenson -yes, Zollner -yes, Nelson -yes, Kelly -yes, Lynch -yes).

With no other matters, Chair Kelly adjourned the meeting at 7:30 pm (Zollner/Jurgenson).

Clint Schindler, School Board Clerk

Minutes of the Special Board Meeting on June 22, 2026

Present: Kelly, Lynch, Zollner, Nelson, Marotzke, Schindler

Absent: Jurgenson

Meeting called to order at 5:02pm

Motion by Zollner, 2nd by Lynch to adopt agenda. Motion Carried.

Closed session:
Discussion of strategy for education support professional group

Meeting opened:
Motion by Zollner, 2nd by Lynch to adjourn meeting at 5:31pm. Motion Carried

ISD 378 Dawson Boyd Public Schools
Reconciliation Worksheet Report
06/30/2026

Audit Nc	Statement Date	Co	Bank Code	Bank Name/Description
1072	06/30/2026	0378	BNK3	Greater Community Credit Union Student Activities

Statement Amount	74,216.40
Deposits in Transi	0.00
Outstanding Payments	
Checks	69.60
Wires	0.00
SHR - Payments	0.00
SHR - Third Party	0.00
Cash	0.00
ACH	0.00
Adjustment Amount	0.00
Amount Per Bank	74,146.80
GL Account Balance	74,146.80
Difference	0.00

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty
0378	B	01	101	030				F

Adjustments
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ISD 378 Dawson Boyd Public Schools
Reconciliation Worksheet Report
06/30/2026

Audit Nc	Statement Date	Co	Bank Code	Bank Name/Descriptior
1073	06/30/2026	0378	PMA	PMA/MNTrust PMA Bank

Statement Amount	2,390,002.89
Deposits in Transi	0.00
Outstanding Payments	
Checks	0.00
Wires	0.00
SHR - Payments	0.00
SHR - Third Party	0.00
Cash	0.00
ACH	0.00
Adjustment Amount	0.00
Amount Per Bank	2,390,002.89
GL Account Balance	2,390,002.89
Difference	0.00

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty
0378	B	01	104	000				F

Adjustments
00/00/0000

ISD 378 Dawson Boyd Public Schools
Reconciliation Worksheet Report
06/30/2026

Audit Nc	Statement Date	Co	Bank Code	Bank Name/Description
1074	06/30/2026	0378	BNK1	Greater Community Credit Union Finance Checking

Statement Amount	369,523.71
Deposits in Transi	0.00
Outstanding Payments	
Checks	79,754.38
Wires	62,171.55
SHR - Payments	0.00
SHR - Third Party	0.00
Cash	0.00
ACH	0.00
Adjustment Amount	671.33
Amount Per Bank	228,269.11
GL Account Balance	228,269.11
Difference	0.00

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0378	B	01	101	000				F

Adjustments

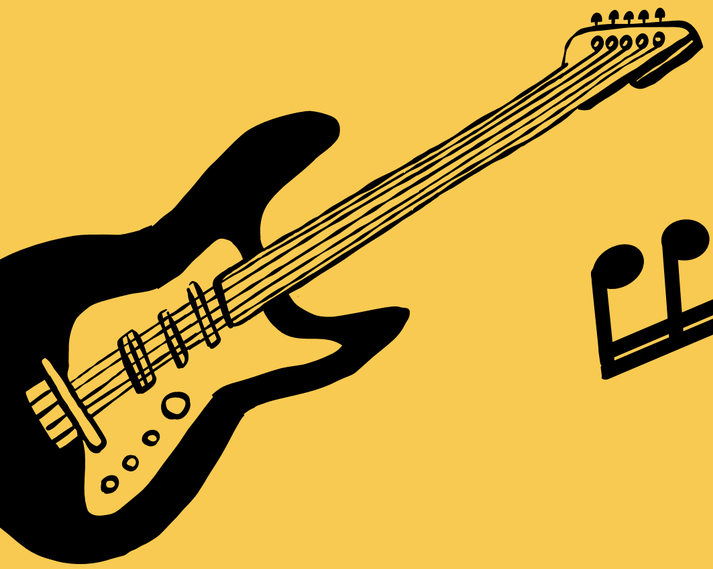
Manual	06/30/2026	Manual	Wire		671.33	Partial clear WEX

Dawson-Boyd High School

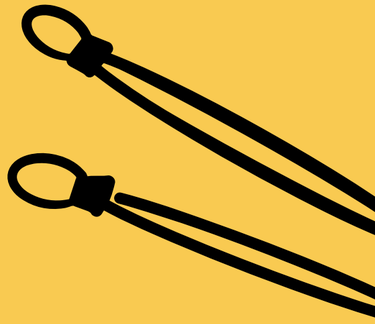
Choir

Department Options for purchasing

CHOIR RISERS











WHY DO WE NEED NEW ONES?

The current risers we have are roughly 25 years old. They are showing their age and this exact style of risers no longer exists for purchase, so we can't buy any to match the set. Some are missing bolts and screws and have become unsafe for students.

<u>Update July 2026</u>

The school has spend $54 dollars to add some hardware to address the risers stability.

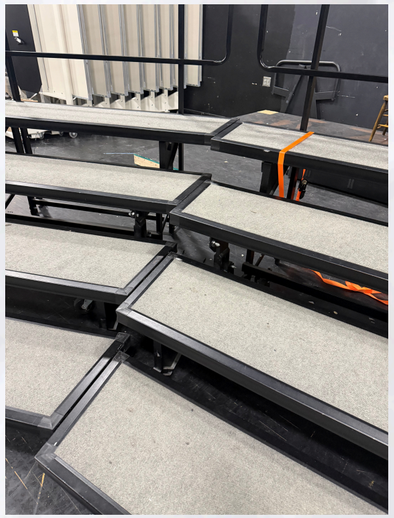
Our Current Risers



- Most Risers have missing bolts or screws somewhere that cause a number problems such as **(Updates July 2026)**
  - Risers not staying connected together (Upper Right) **(sturdier, but still wiggle)**
  - Some riser rows are not safely attached (Upper Left) **(They stay together better)**
  - All the rows wiggle and shake, making them feel unsafe and unsecure **(Improved)**
  - Some ends of rows have fallen off or gotten lost over the years by unknown damage **(still present in spots)**
- There is plenty of ware on all the rows. Gum stains, small dirty patches, end pieces and such falling off. In my years at Dawson, the majority of the cleaning gets done by the music department on the risers specifically.
- The casters and wheels are getting older and parts are sagging, causing deep scratches and other damange to the auditorium floor (Bottom Right)
- **While they may be reparable, it would cost district funds and ultimately not elongate the life of the risers;. These could maybe be reinforced for rehearsal risers only, but would not be fit for performance for much longer.**

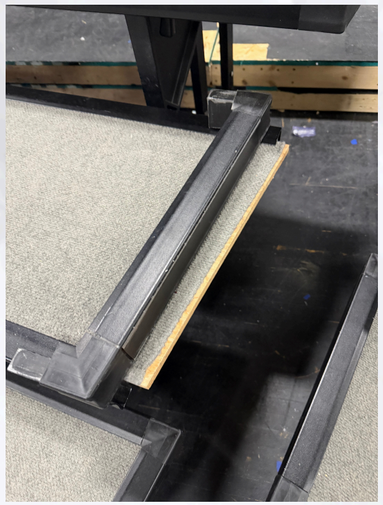


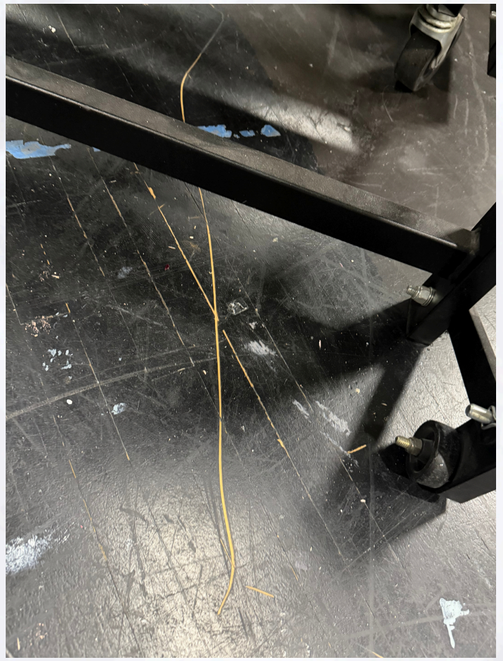




In Summary

In our full-school renovation, nearly every desk, chair, and cabinet was upgraded to make our school match the wonderful new building. In all the music area, no chairs, stands, or risers were replaced. I feel it is time we honor and support our students with new risers and give them a stage to perform on that matches their efforts and talents.





RISERS RIGHT FOR US

These Options are what I found to be durable, long lasting, and all have four rows which is important for a choir our size.





Alle Breve



Wenger



School Outfitters

ALLE BREVE CHORAL RISERS





The Good

- Riser Rows are reversable with a carpet, and hard sruface
- Extremaly Transport and Travel Fiendly
- Can change configuration of risers very easily

The Bad

- Require slightly time to move around auditorium
- Great for performances, could show wear more easily,

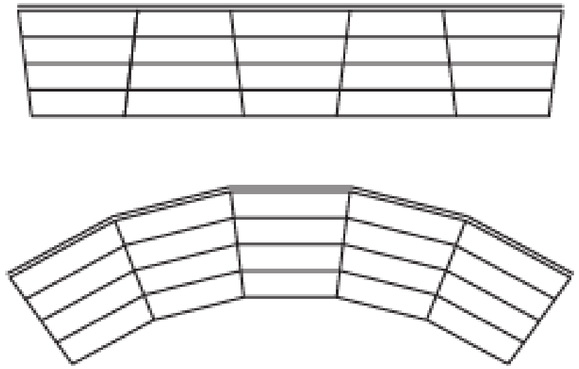


Why These Risers?

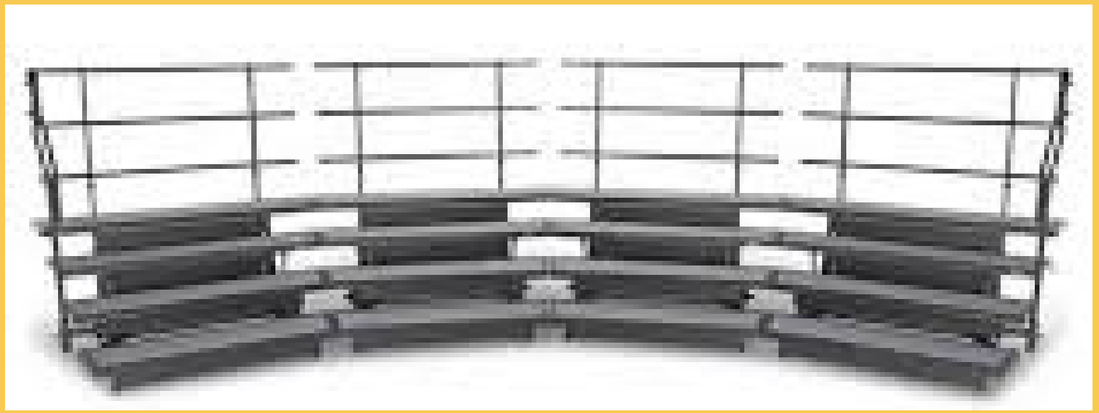
- Allows for easy configuration changes for our many different performances and locations.
- We can travel to places in the community if needed easily, no large vehicles needed for transport.
- Is safe on most any surface, carpets, hard woods, gym floors.
- Is the most flexible in terms of addapting to our needs.

Cost

- 8 Sections of Risers with Back rails and Side Rails
  - $19,950 (Shipping Not Included)



WENGER SIGNATURE CHORAL RISERS



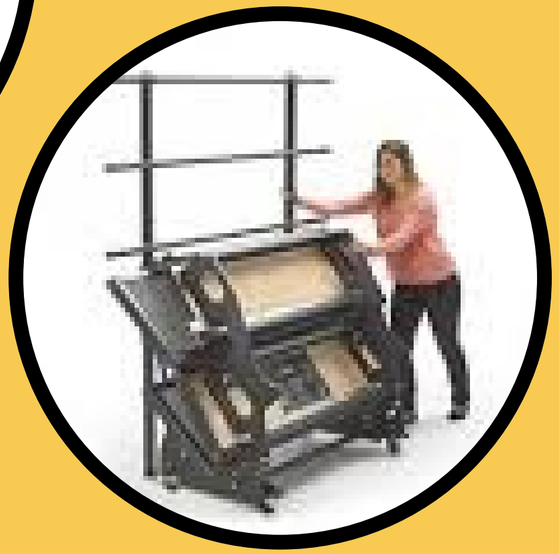
The Good

- Stays as one unit, easier for a single person to move
- Trusted Wenger Product and longevitiy of product
- Can fold up for travel in even surfaces in one building

The Bad

- Not transportable outside of it can’t roll.
- Only Carpet risers
- Difficult to change configuration
- Heavy, and has scratched floors before





Why These Risers?

- These are sturdy risers and have decent longevity for daily use
- More current version of the risers we have although not compatible with the ones we do have.
- Good For Rolling around the school and easier for just one person to set up in some ways
- Minnesota based company

Cost

- 8 Sections of Risers with Back rails and Side Rails
  - $24,047 (Shipping Not Included)

SCHOOL OUTFITTERS MOBILE E-Z RISERS



The Good

- Heavy duty construction for durability
- Hydraulics for easy set up
- Locking Mechanisms to stay together
- Lots of color options

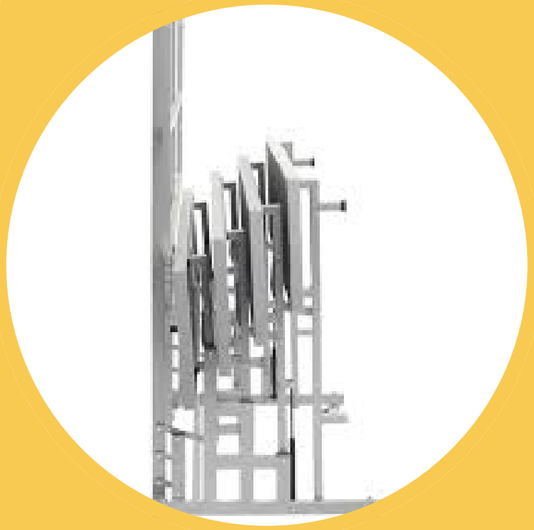
The Bad

- Never tested or seen in a school that I have seen
- Most costly unit by far
- From A bigger corperation, not great costomer services



Why These Risers?

- The cost and descriptions imply that the longevity of the risers would be great.
- Color options make it a little more customizable for our school
- Narrow fold up to fit through doors easier



Cost

- 8 Sections of Risers with Back rails and Side Rails
  - $36,719 (Shipping Not Included)

MY RECOMMENDATIONS

1. **Alle Breve** **$19,950**
2. **Wenger Signature** **$24,047**
3. **Mobile E-Z Risers** **$34,719**

Not only are the Alle Breve, the most cost effective, but they have the double sided riser stairs, Hard for rehearsal, Carpet for performance. This will help with gum and other issues that arise during rehearsals. I also think that these will allow us to travel and perform more with the choir at places such as the Care Center, The V.A in Montevideo, or frankly other schools or things like that. The ease of making different orientations too, makes it work smoothly for rehearsal settings and performance and gives variety for Elementary Programs, To HS concerts and More.

QUESTIONS?

Contact Brandon Hurley

Bhurley@dwby.k12.mn.us








PMA Securities part of:

PTMA FINANCIAL SOLUTIONS

DAWSON-BOYD PUBLIC SCHOOLS

REFERENDUM BACKGROUND

DAWSON-BOYD BLACKJACKS

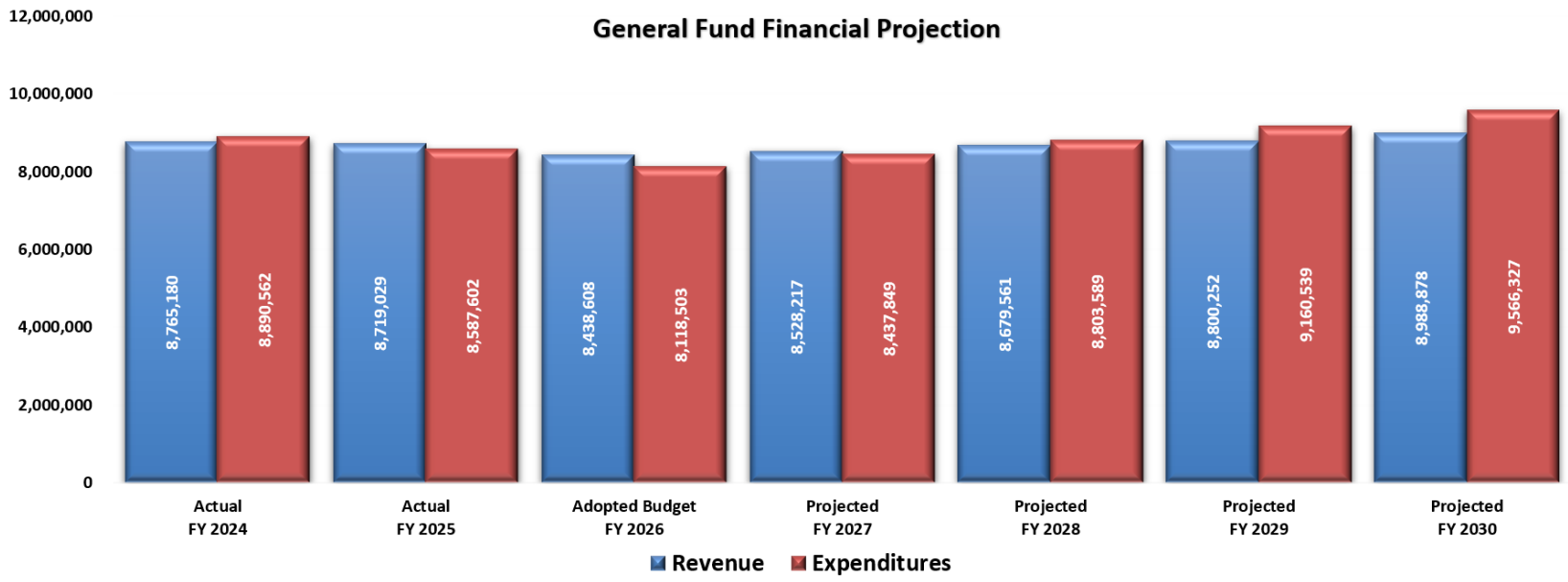
Small School. Big Opportunities.

July 13, 2026

PTMA
FINANCIAL SOLUTIONS

ISD 378
FINANCIAL PROJECTIONS

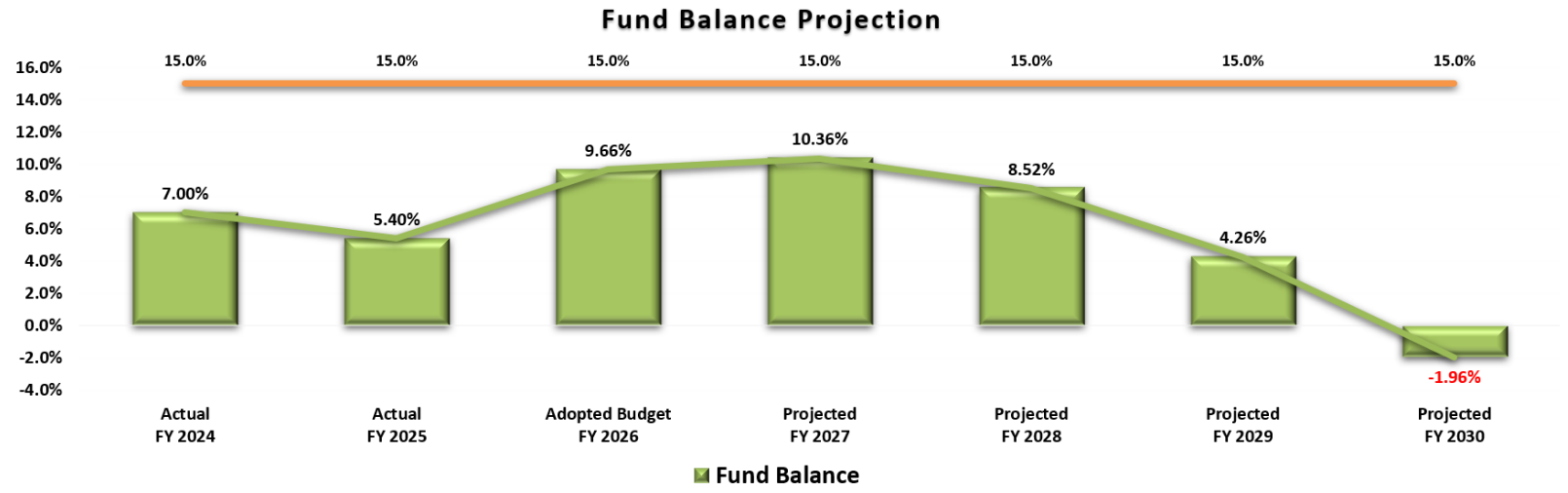
Financial Projections



- Expenditures grow faster than revenues over time

- Recent budget reductions have created small surpluses in FY 2025 and FY 2026 but these will not be sustained in future years

Fund Balance Policy



- School board policy that reserves funds equal at least 15% of annual expenditures
- Not currently meeting this target
- Fund Balance necessary as funds are not received evenly through the year and provides buffer for future uncertainties
- Current policy in line with recommendations from GFOA

Balancing the Budget



Revenues

- State revenue increases already built into forecast.
- Additional revenue options require voter approval to increase property taxes

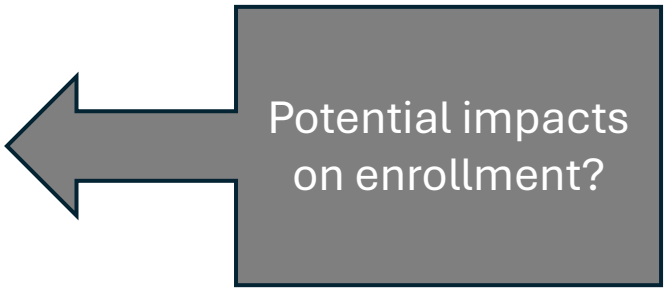


Expenditures

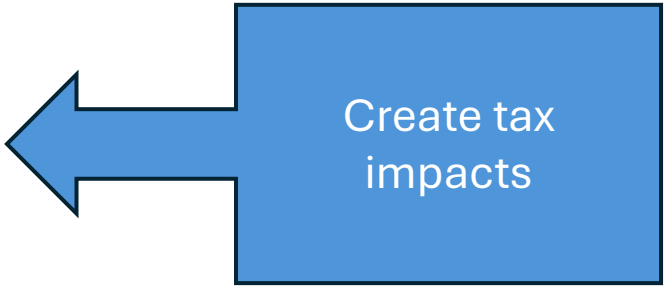
- 80% of expenses in general funds are people
- Many other costs not discretionary
  - Utilities, Fuel, Insurance, state and federal mandates

Balancing the Budget

- Budget Reductions
  - Reduced programming
  - Larger class sizes



- Additional Revenue
  - Operating Referendum
  - Capital Projects Levy



PTMA
FINANCIAL SOLUTIONS

OPERATING REFERENDUM

Statewide Operating Referendum

FY 2027

- 329 public school districts
  - 73% with voter approved referendum
  - 27% without voter approved referendum

- State Median Referendum = $635
- Metro Median Referendum = $1,893
  - Only 4 districts out of 57 in seven county metro do not have an operating referendum

2021 Operating Referendum Authority

November 2, 2021
SCHOOL DISTRICT QUESTION 1 (ISD #378)

Approval of New School District Referendum Revenue Authorization
The board of Independent School District No. 378 (Dawson-Boyd), Minnesota has proposed to increase the School District's general education revenue to $460 per pupil, which is $190.46 per pupil over the existing referendum levy authorization of $269.54 per pupil that is scheduled to expire after taxes payable in 2021. The proposed new referendum revenue authorization would be levied in 2021 for taxes payable in 2022 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law. Shall the increase in the general education revenue proposed by the board of Independent School District No. 378 (Dawson-Boyd), Minnesota be approved? BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE

- Results
  - 381 Yes (72%)
  - 149 No (28%)
- Expires after taxes payable in 2031

Current Operating Referendum (Pay 2026 / FY 2027)

$460 per Pupil

X

640.20 Adjusted Pupil Units

=

$294,492

Current Referendum Revenue prior to adjustments for taxes payable in 2026 for Fiscal Year 2027

2024 Operating Referendum Question

November 5, 2024
SCHOOL DISTRICT QUESTION 1 (ISD #378)

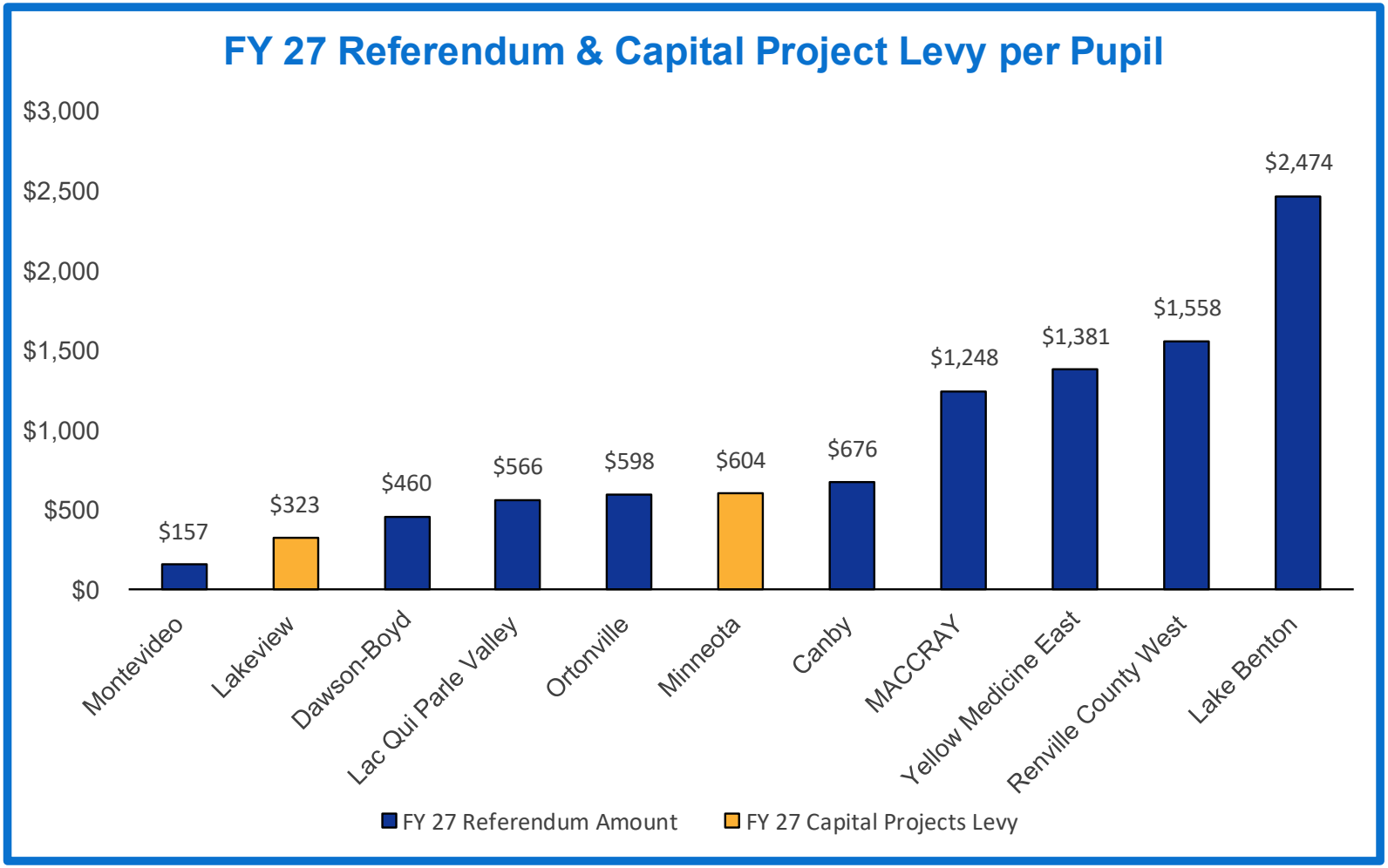
Revoking Existing Referendum Revenue Authorization; Approving New Authorization
The board of Independent School District No. 378 (Dawson-Boyd), Minnesota has proposed to revoke the School District's existing referendum revenue authorization of $460 per pupil and replace that authorization with a new authorization of $1500 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2024 for taxes payable in 2025 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law. Shall the revocation of the existing referendum authorization and the new authorization proposed by the Board of Independent School District No. 378 (Dawson-Boyd), Minnesota be approved? BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE

- Results
  - 525 Yes (33%)
  - 1,037 No (67%)
- Expires after taxes payable in 2031

Failed 2024 Referendum

- $600,000 projected revenue increase annually
- $403 projected tax increase for $150,000 home

Operating Referendum & Capital Projects Levy Comparison FY 2027

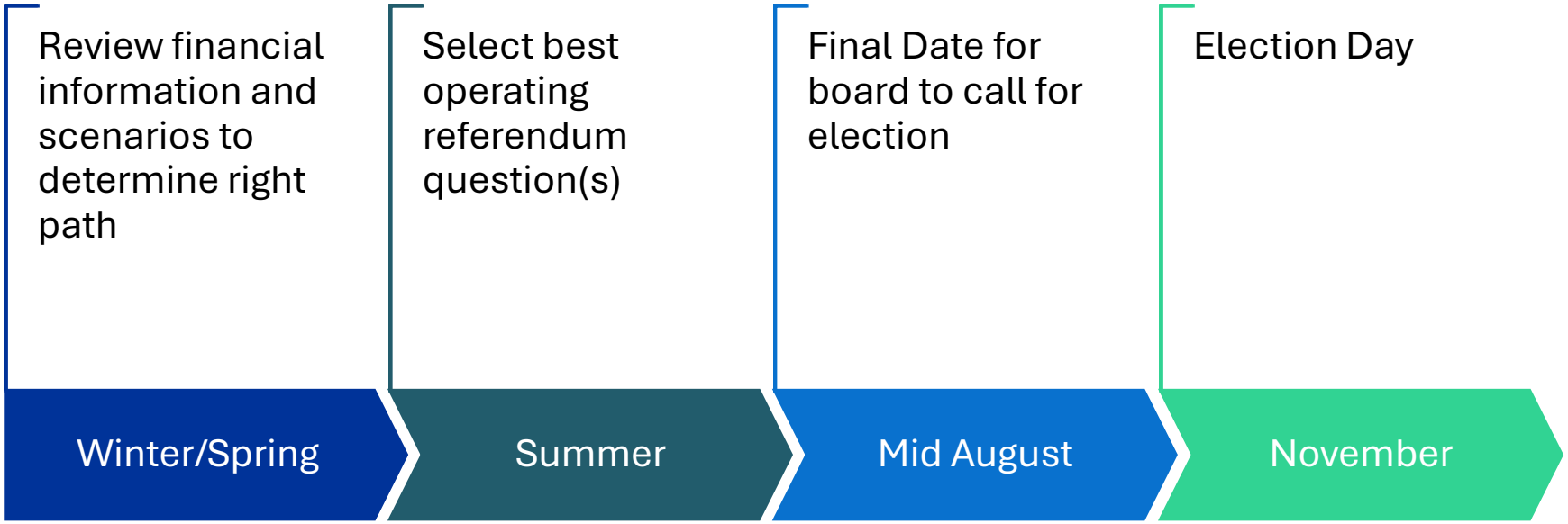


Data sourced from Minnesota Department of Education

Operating Referendum Question

- May include inflationary increase
- May have more than one defined increase/decrease built into question(s)
- 10-year limit
- Implementation can be delayed one year
- One or multiple questions on the same ballot
- Election held in November except if using mail in ballot or District in SOD

Process/Timeline



- For question in November 2026, tax levy begins with taxes payable in 2027

- New revenue realized by school district for FY 2028

PTMA
FINANCIAL SOLUTIONS

OPERATING REFERENDUM OPTIONS

Operating Referendum Tax Impacts

ISD 378, Dawson-Boyd Public Schools

OPERATING REFERENDUM & EQUITY REVENUES

Date: 6/29/2026

	Scenario A	Scenario B	Scenario C	Scenario D	Scenario E
New Total Referendum	$950	$1,100	$1,200	$1,300	$1,400
Referendum Increase	$490	$640	$740	$840	$940
Revenue Increase*	**$300,958**	**$393,091**	**$454,510**	**$515,929**	**$577,348**

	Estimated Tax Impact - Based on Referendum Levy Changes Only									
	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly
Referendum Market Value										
$50,000	$65	$5	$85	$7	$99	$8	$112	$9	$125	$10
$75,000	$98	$8	$128	$11	$148	$12	$168	$14	$188	$16
$100,000	$131	$11	$171	$14	$197	$16	$224	$19	$251	$21
$125,000	$163	$14	$214	$18	$247	$21	$280	$23	$314	$26
$150,000	$196	$16	$256	$21	$296	$25	$336	$28	$376	$31
$200,000	$262	$22	$342	$28	$395	$33	$448	$37	$502	$42
$250,000	$327	$27	$427	$36	$494	$41	$560	$47	$627	$52
$300,000	$392	$33	$512	$43	$592	$49	$673	$56	$753	$63
$400,000	$523	$44	$683	$57	$790	$66	$897	$75	$1,003	$84
$500,000	$654	$54	$854	$71	$987	$82	$1,121	$93	$1,254	$105

*Additional Revenue is based on changes to the operating referendum and equity revenues.

*Assumes APU of 640.2

- Note: Agricultural property only pays tax based on the value of the house garage and first acre of land. All other land and buildings are exempt.

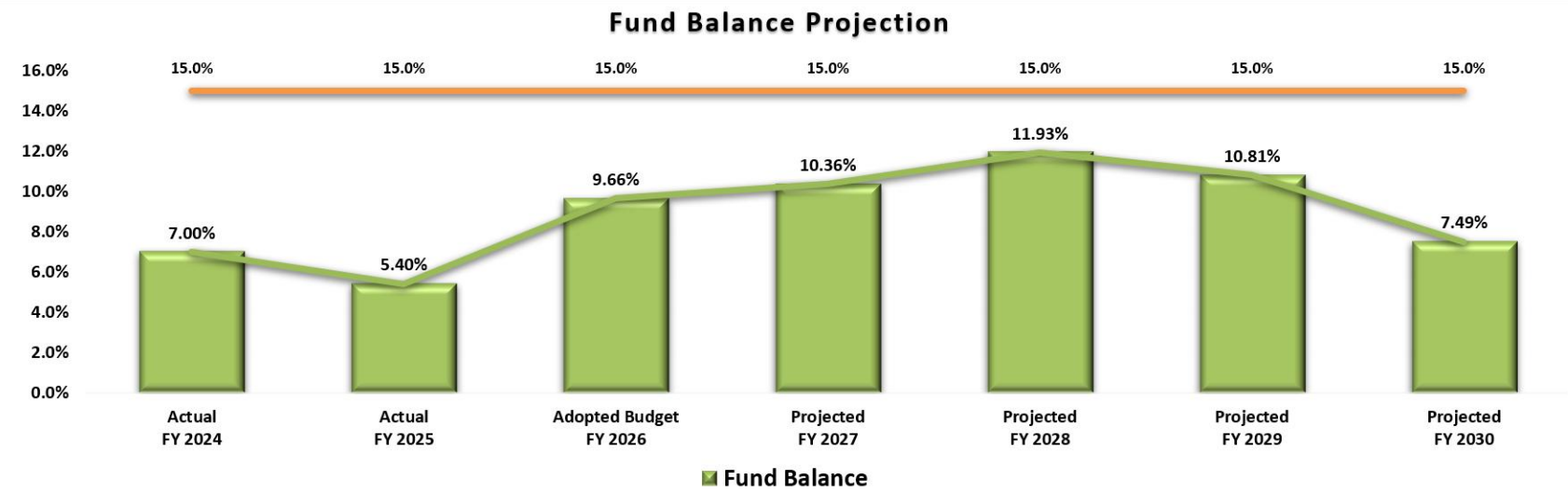
$950 per pupil - $300K new revenue

- $16 per month on $150,000 property

Dawson-Boyd Public School - ISD #378

Five-Year Financial Projection - General Fund

Categories	Actual FY 2024	Actual FY 2025	% Chg	Adopted Budget FY 2026	% Chg	Projected FY 2027	% Chg	Projected FY 2028	% Chg	Projected FY 2029	% Chg	Projected FY 2030	% Chg
Revenue	8,765,180	8,719,029	-0.5%	8,438,608	-3.2%	8,528,217	1.1%	8,979,561	5.3%	9,100,252	1.3%	9,293,126	2.1%
Expenditures	8,890,562	8,587,602	-3.4%	8,118,503	-5.5%	8,437,849	3.9%	8,803,589	4.3%	9,160,539	4.1%	9,566,327	4.4%
Difference over/(under)	(125,382)	131,427		320,105		90,368		175,973		(60,287)		(273,201)	
Assigned/Unassigned Fund Balance	621,947	463,753		783,858		874,226		1,050,199		989,912		716,711	
Fund Balance %	**7.0%**	**5.4%**		**9.66%**		**10.36%**		**11.93%**		**10.81%**		**7.49%**	



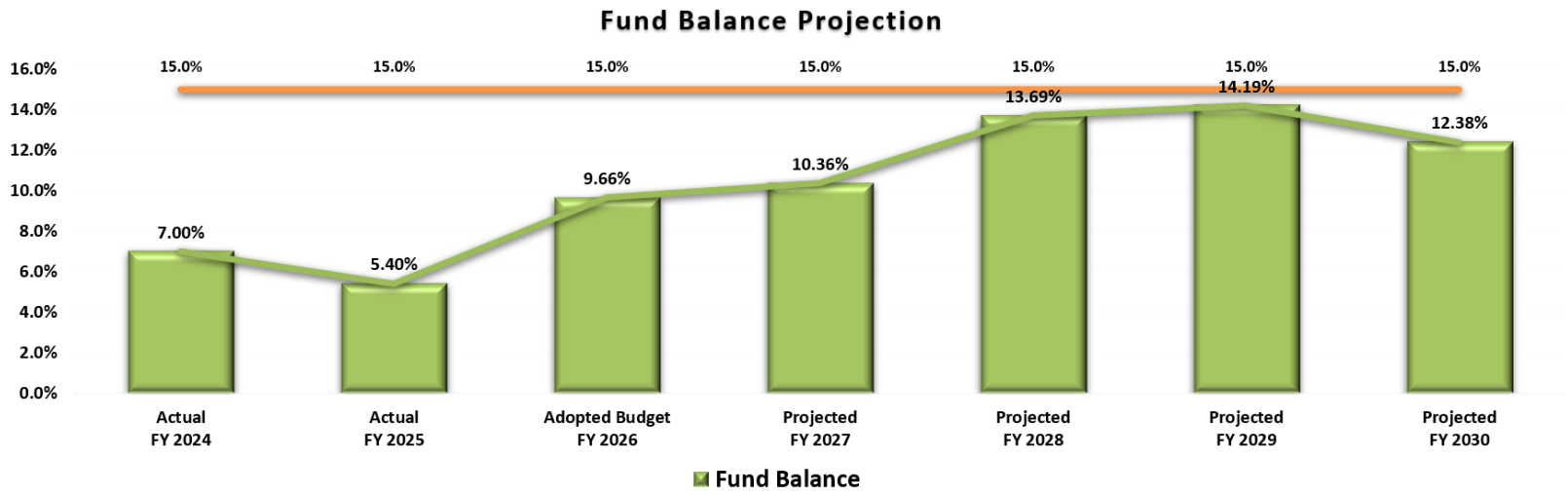
$1,200 per pupil - $455K new revenue

- $25 per month on $150,000 property

Dawson-Boyd Public School - ISD #378

Five-Year Financial Projection - General Fund

Categories	Actual FY 2024	Actual FY 2025	% Chg	Adopted Budget FY 2026	% Chg	Projected FY 2027	% Chg	Projected FY 2028	% Chg	Projected FY 2029	% Chg	Projected FY 2030	% Chg
Revenue	8,765,180	8,719,029	-0.5%	8,438,608	-3.2%	8,528,217	1.1%	9,134,561	7.1%	9,255,252	1.3%	9,450,321	2.1%
Expenditures	8,890,562	8,587,602	-3.4%	8,118,503	-5.5%	8,437,849	3.9%	8,803,589	4.3%	9,160,539	4.1%	9,566,327	4.4%
Difference over/(under)	(125,382)	131,427		320,105		90,368		330,973		94,713		(116,006)	
Assigned/Unassigned Fund Balance	621,947	463,753		783,858		874,226		1,205,199		1,299,912		1,183,906	
Fund Balance %	**7.0%**	**5.4%**		**9.66%**		**10.36%**		**13.69%**		**14.19%**		**12.38%**	



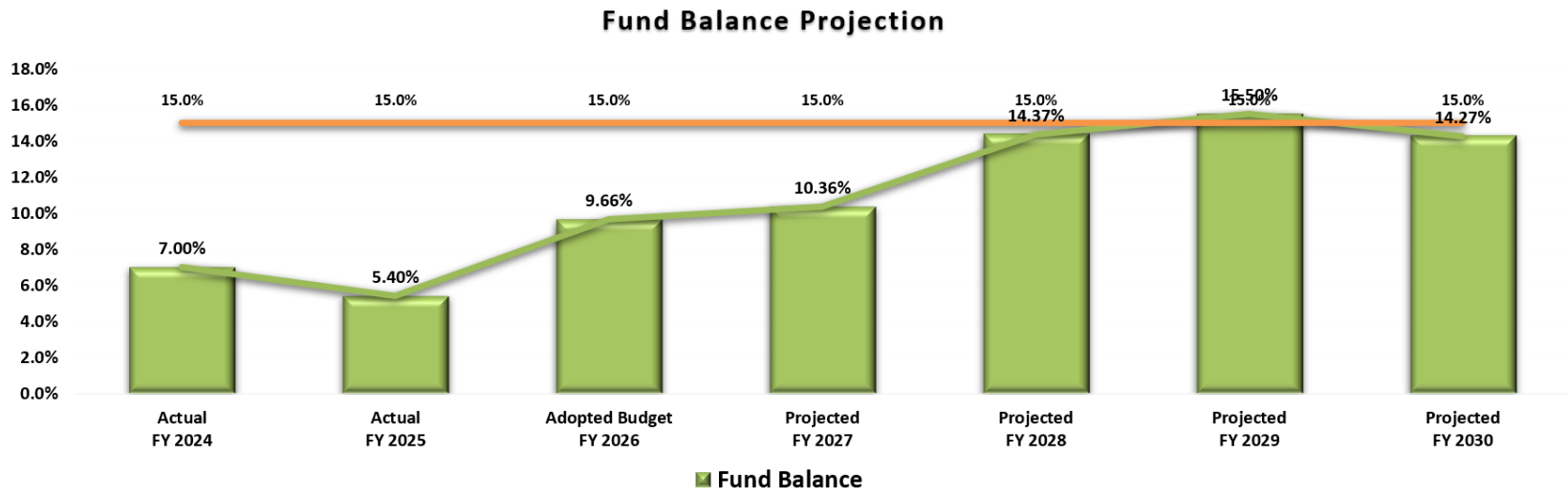
$1,300 per pupil - $515K new revenue

- $28 per month on $150,000 property

Dawson-Boyd Public School - ISD #378

Five-Year Financial Projection - General Fund

Categories	Actual FY 2024	Actual FY 2025	% Chg	Adopted Budget FY 2026	% Chg	Projected FY 2027	% Chg	Projected FY 2028	% Chg	Projected FY 2029	% Chg	Projected FY 2030	% Chg
Revenue	8,765,180	8,719,029	-0.5%	8,438,608	-3.2%	8,528,217	1.1%	9,194,561	7.8%	9,315,252	1.3%	9,511,171	2.1%
Expenditures	8,890,562	8,587,602	-3.4%	8,118,503	-5.5%	8,437,849	3.9%	8,803,589	4.3%	9,160,539	4.1%	9,566,327	4.4%
Difference over/(under)	(125,382)	131,427		320,105		90,368		390,973		154,713		(55,156)	
Assigned/Unassigned Fund Balance	621,947	463,753		783,858		874,226		1,265,199		1,419,912		1,364,756	
Fund Balance %	**7.0%**	**5.4%**		**9.66%**		**10.36%**		**14.37%**		**15.50%**		**14.27%**	



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Approved

ABA Insurance Services
3401 Tuttle Road, Suite 300
Shaker Heights, OH 44122

INVOICE

Cyber Risk

July 8, 2026

Insured:	ISD 378 Dawson-Boyd 848 Chestnut St Dawson, MN 56232	Agency:	Princeton Insurance Agency, Inc. 104 S. Rum River Drive PRINCETON, MN 55371

PLEASE MAKE PAYABLE AND REMIT TO:
ABA Insurance Services Inc.
3401 Tuttle Road, Suite 300
Shaker Heights, OH 44122

Paying your invoice on-line is a snap!
Just click here
All you will need is the policy number and effective date

Carrier: Great American		
Policy Number	CYP3599615	
Policy Effective	8/10/2026	
Policy Expiration	8/10/2027	
Premium	$3,218.00	
Policy Fee	$75.00	
E&S Tax	$98.79	MN requires the collection of a 3.0% excess & surplus lines tax (premium+fee)
Stamping Fee	$1.32	MN requires the collection of a 0.040% policy stamping fee (premium only)
Total Amount Due	$3,393.11	

Please return a copy of this invoice with your payment by no later than 8/25/2026.

ABAIS is an independent managing general agency which provides liability solutions for small businesses. Through our flagship products of EPLI, Cyber Liability, Crime, MPL and Non-Profit D&O we insure over 10,000 businesses and non-profit organizations across 50 states.

Please feel free to contact us at (800) 274-5222 if you have any questions. Your business is greatly appreciated!

MDE Cyber Security Grant For Dawson-Boyd Public School - FY 2027

Date	Vendor	Description of Purchase	Check or ACH	Amount
7/13/2026	CrisisGo, Inc	Yr 3 of 5 Yr contract for security		$3,725.00
7/13/2026	Raptor-Visitor Mgmt system	Security Entrance program at District office		$1,565.00
7/13/2026	Sytntex Inc.	Watchguard software renewal by Tech Director		$120.00
7/13/2026	United GPS	Bus Route Software		$1,176.00
8/1/2026	AngelTrax	Annual Lic fee for bus security cameras		$1,588.00
8/1/2026	ABA Insurance Services	Cyber Risk Insurance Policy		$3,393.11
8/1/2026	Software/Hardware	D. Ochsendorf's discression		$6,432.89
	Total Expenditures			$18,000.00

Grant Award	For Dawson-Boyd Public School	$18,000.00

6/15/2026		Backpack for Jacks program	Clarkfield Fire Department	$500.00
6/23/2026		Concrete slab/materials to fix gaga pit	Farmers for Dawson	n/a
6/23/2026		Summer Rec T-shirts	Acira-MacKenzie Gilbertson	$1,118.00
6/23/2026		Choral Risers	David Pederson	$5,000.00
4/23/2026		Choral Risers	Russel & Betty Dahl Foundation	$1,716.00
4/23/2026		Choral Risers	Dawson Community Foundation	$5,000.00

Minnesota West Community & Technical College

Key Differences

Contract A

- Rates are based on the approved rates set by the Minnesota Department of Ed (MDE)
- Bill is calculated based on students' number of credits times the approved rate
  Example: 16 credits x 256.22 = 4099.52
- Books (printed/re-usable copies) are owned by Minnesota West and must be returned to the college at the end of the term
- School Districts will pay for 1 time use items known as *Consumables* (billed at the beginning of the term)
- Books not returned on time will be charged at the end of the term at full replacement value

Contract B

- Rates are based on the approved Tuition & Fees by the Minnesota State Board of Trustees and published on the Minnesota West website.
- Rates are charged based on types of enrollments and how many credits the student enrolls.
  Example: Online course for 3 credits bills at 3 x 249.60 = 748.80
  - Different types of courses have different rates
- Books are ordered by the student and are owned by the high school. They will be billed at face value on the students packing slip at the beginning of the term.
- Books DO NOT need to be collected and returned to Minnesota West; the high school can use their own discretion on how to handle the materials once the course is over
  - High Schools can choose to participate in Book Buy Back, we will assess books for a value in which we buy back the book and provide the district with a reimbursement
  - High Schools can participate in this as little or as often as they like, the college operates 2 book buy back sessions per school year.

**If Contract A or Contract B does not fit with your school, you have the option to have your student fill out the MDE (Minnesota Dept of Ed) NOSR (Notice of Student Registration) Form and we upload the student file to MDE. MDE will in turn fund Minnesota West for that students coursework.

Billing Examples

In this example we will use the same schedule to provide an example of how the bill will work out differently. This will show you the key differences and allows you to choose what works best for your school district. ***Note these classes were chosen to be able to provide specific scenarios*

Example 1 Course List:
ACCT 2115-81 Acct 1, 4 credits, on-campus, Printed Book with access $250.75 (new)
BIOL 2201-85, Human Anatomy, credits 4 Online, Printed Book (Used 48.00), Lab Kit $172.00 (new)
MATH 1105-81 Intro to Stats, credits 4 Online, Digital Download $139.75 (No return available)
HC 1175-87 Nursing Asst, 3 credits CNA rate, Printed Text (new 55.00), Skills Books (new 12.75)

<u>Billing for Contract A</u>
15 credits @ 256.22 = 3843.30
Consumables = 324.50
Total Bill $4,167.80
****This one you pay the single contracted rate + consumables and will collect and return the items Minnesota West owns**
In some cases, this option will provide the district with the "discount" but the school district must provide added resources from their own staff for book collection and return.

<u>Billing for Contract B</u>
On Campus course 4 @ 237.10
Online course 8 @ 249.60
CNA course 3 @ 261.54
15 Credits = 3729.82
Total book charges 678.25
Total Bill $4,408.07
****This one you pay face value for all the credits and books, there is no additional work at the end of the term**
This bill is $240.27 higher than contract A, however the school district owns the books and can choose how to handle the collection and how much resources are allocated to book collection.

Example 2 Course List:
Math 1107-81 Concepts in Math, 3 Credits Online, Digital Download $126.50

Billing for Contract A
3 @ 256.22 = 768.66
Consumable = 126.50
Total Bill $895.16
**In this example we would have to add $19.86 to the bill to match the contracted rate. There is no discount in this example because the 1 book is a consumable and is one time use.

Billing for Contract B
3 @ 249.60 = 748.80
Books = 126.50
Total Bill $875.30
**This amount is billed at MNW rates at face value, our MNW rate is lower than MDE rate

STATE OF MINNESOTA

MINNESOTA STATE COLLEGES AND UNIVERSITIES

Minnesota West Community & Technical College

INCOME CONTRACT - Option A

POSTSECONDARY ENROLLMENT OPTIONS (PSEO) BY CONTRACT

This contract is by and between *School District, address* (hereinafter "SCHOOL DISTRICT") and the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minnesota West Community and Technical College, 1450 College Way, Worthington, MN 56187, (hereinafter "COLLEGE/UNIVERSITY"). This contract does not apply to concurrent enrollment courses.

WHEREAS, the SCHOOL DISTRICT has a need for a specific service provided by COLLEGE/UNIVERSITY in accordance with Minnesota Statutes §124D.09 and Minnesota State Board Policy 3.5 and System Procedure 3.5.1; and applicable COLLEGE/UNIVERSITY policies.

WHEREAS, the COLLEGE/UNIVERSITY, is empowered to enter into contracts pursuant to Minnesota Statutes, Chapter 136F;

NOW, THEREFORE, it is agreed:

1. DUTIES OF SCHOOL DISTRICT. The SCHOOL DISTRICT agrees to provide the following:

    a. The school district will assist the student in applying to the college and provide test scores (Accuplacer or ACT) and transcripts to the college.
        i. Accuplacer testing can be coordinated through the college at no cost to the high school
        ii. Multiple measures placement will also be used; the school district should confer with college advisors on placement questions
    b. All students (both traditional and career technical education) need to complete the colleges PSEO STUDENT REGISTRATION FORM
        i. The school district does not need to complete the MDE (Minnesota Department of Education) Notice of Student Registration form (NOSR).
        ii. Classroom kits/supplies that are required for a Career Technical Education (later referred to as CTE) course may be paid for through Rural CTE Legislative grant funds. These grant funds must be accessed through SWSC or the local school districts LYFT Pathway grant award.
        iii. Students are responsible for the cost of certification test (i.e. Certified Nursing Assistant CNA), background checks, and/or vaccinations (unless alternative arrangements have been made)

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2. DUTIES OF COLLEGE/UNIVERSITY. COLLEGE/UNIVERSITY agrees to provide the following:

    a. College advisors provide guidance on placement questions
    b. The college will provide guidance and support for textbook ordering and provide deadlines for textbook return and work with the school districts to arrange returns as needed.

3. DUTIES OF COLLEGE/UNIVERSITY and SCHOOL DISTRICT. Both the SCHOOL DISTRICT and the COLLEGE/UNIVERSITY agree to:
    a. PSEO coursework is offered to high school students through Minnesota West Community & Technical College during the 2026-2027 school year.
    b. The contract covers both traditional PSEO and PSEO CTE courses
        i. *PSEO Student Registration Form*; The student, parent, school district and college will work together to get all sections signed and completed. The form is located on our website at https://www.mnwest.edu/admissions-and-aid/pseo-dual-enrollment/index.php
    c. The 2026-2027 state rate for PSEO tuition will be charged ($248.37 per semester credit), subject to change if the Minnesota Department of Education rate is updated.
    d. Books for PSEO coursework will be printed editions *when available*, printed textbooks are the property of the college.
        i. The school district will be billed for any textbooks that are not returned to the college within two weeks after the course ends. Any books that are returned in an unsellable condition will be billed to the school district at the rate charged at the Minnesota West Bookstore.
        ii. Lab kits, access codes, workbooks, eBooks (digital downloads) or other consumables will be billed at the rate charged at the Minnesota West Bookstore. These items are considered one student use items. They will be billed at the beginning of the term with tuition.
        iii. In the event that a student drops a course at the beginning of the term during the add/drop period the school district will return the books and materials immediately. Books and materials not returned to college within one week of the drop deadline will be billed for replacement at the beginning of the term. Books and materials must be returned in the same condition they were sold. Access codes, kits, & other one time use items will be billed to the school district if the student alters the condition of the material.
        iv. Digital Downloads also known as eBooks are final sale at the time of purchase. They are not eligible for return. It is recommended that the student order those materials when they know they are going to remain in the course during drop/add week. Purchasing digital downloads ahead of time is not advised.
        v. Books are shipped from our college fulfillment center and are ordered online. Student will use their student identification number to charge books to the PSEO program, school districts will be billed shipping for

DRAFT

each order completed. PSEO students should not place any rental books in the cart or pay for any materials using their personal credit card. Shipping Rates are subject to change.

4. CONSIDERATION AND TERMS OF PAYMENT.

    a. Consideration for all services performed by the COLLEGE/UNIVERSITY pursuant to this contract shall be paid by the SCHOOL DISTRICT:
        i. The SCHOOL DISTRICT will be invoiced by the COLLEGE/UNIVERSITY at the respective academic year rate for tuition, fees, and textbook per credit hour per student as follows:
        ii. Rate based on MDE rate, subject to change if current legislature makes a change to school districts general education funding.
        iii. Some courses may have additional lab fees and the cost per credit will be more than the noted rate.

Academic Year	Rate
2026-2027	$256.22 (two hundred fifty-six and 22/100) Per credit hour

        iv. Other non-required costs related to course specific software and tools are the responsibility of the student.

5. Terms of Payment. Payments shall be made by the SCHOOL DISTRICT as follows:

    a. Invoices will be sent by the COLLEGE/UNIVERSITY to the SCHOOL DISTRICT after the 20th day of the fall and spring semester start.

    b. Payments to the COLLEGE/UNIVERSITY by the SCHOOL DISTRICT for the tuition/fees/textbooks charge for each semester will be made within forty-five (45) days of the SCHOOL DISTRICT receiving the invoice.

6. TERM OF CONTRACT. This contract shall be effective on July 1, 2026, or upon the date that the final required signature is obtained by the COLLEGE/UNIVERSITY, whichever occurs later, and shall remain in effect until June 30, 2027, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The COLLEGE/UNIVERSITY understands that NO work should begin under this contract until ALL required signatures have been obtained, and the COLLEGE/UNIVERSITY is notified to begin work by the SCHOOL DISTRICT's Authorized Representative.

    This agreement is effective for the 2026-2027 Academic Year(s).

7. CANCELLATION. Termination by the SCHOOL DISTRICT shall be allowed only at the end of an academic school year. The SCHOOL DISTRICT must provide the COLLEGE/UNIVERSITY with written notice prior to the following semester starting.

8. AUTHORIZED REPRESENTATIVES.

   a. COLLEGE/UNIVERSITY'S AUTHORIZED REPRESENTATIVE. The COLLEGE'S Authorized Representative for the purposes of administration of this contract is:

      Name and title: Daniel de Moraes or his/her successor

      Address: 1450 College Way, Worthington, MN 56187

      Telephone: 507-372-3434

      E-Mail: daniel.demoraes@mnwest.edu

   b. SCHOOL DISTRICT'S AUTHORIZED REPRESENTATIVE. The SCHOOL DISTRICT'S Authorized Representative for the purposes of administration of this contract is:

      Name and title: or his/her successor

      Address:

      Telephone:

      E-Mail:

      Fax:

      The SCHOOL DISTRICT'S Authorized Representative shall have final authority for acceptance of the COLLEGE/UNIVERSITY services and, if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 5, paragraph b.

9. ASSIGNMENT. The SCHOOL DISTRICT shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of the COLLEGE/UNIVERSITY.

10. LIABILITY. Each party will be responsible for its own acts and behavior and the results thereof. The COLLEGE/UNIVERSITY and the SCHOOL DISTRICT's liability is governed by the Minnesota Tort Claims, Act, Minn. Stat. § 3.736, and other applicable laws.

11. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The SCHOOL DISTRICT is responsible for complying with the ADA Act, 42 U. S. C. 12101, et seq. and regulations promulgated pursuant to it for educational services it provides to its students. The COLLEGE/UNIVERSITY will inform students of support services available at COLLEGE/UNIVERSITY but IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

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12. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.

13. GOVERNMENT DATA PRACTICES ACT. Both parties must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by either party in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by either party in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08 apply to the release of the data referred to in this Article by either the SCHOOL DISTRICT or the COLLEGE/UNIVERSITY. In the event either party receives a request to release the data referred to in this Article, the receiving party must immediately notify the other and receive instructions from the other party concerning the release of the data to the requesting party before the data is released.

14. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. AUDITS. The books, records, documents, and accounting procedures and practices of either party relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor for the COLLEGE/UNIVERSITY and the State Auditor for the SCHOOL DISTRICT.

16. FORCE MAJEURE. No party to this Contract shall be responsible for any delays or failure to perform any obligation under this Contract due to acts of God, strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure the parties' duty to perform obligations shall be suspended.

17. OTHER PROVISIONS. (Attach additional page(s) if necessary): NONE

The remainder of this page intentionally left blank.

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IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. SCHOOL DISTRICT:

School District certifies that the appropriate person(s) have executed the contract on behalf of the School District as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature)
Title
Printed Name
Date

2. MINNESOTA STATE COLLEGES AND UNIVERSITIES
MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

By (authorized college/university initiating agreement)
Title
Printed Name
Date

3. MINNESOTA STATE COLLEGES AND UNIVERSITIES

AS TO FORM AND EXECUTION:

By (authorized college/university initiating agreement)
Title
Printed Name
Date

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STATE OF MINNESOTA

MINNESOTA STATE COLLEGES AND UNIVERSITIES

Minnesota West Community & Technical College

INCOME CONTRACT – Option B

POSTSECONDARY ENROLLMENT OPTIONS (PSEO) BY CONTRACT

This contract is by and between *School District, address* (hereinafter "SCHOOL DISTRICT") and the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minnesota West Community and Technical College, 1450 College Way, Worthington, MN 56187, (hereinafter "COLLEGE/UNIVERSITY"). This contract does not apply to concurrent enrollment courses.

WHEREAS, the SCHOOL DISTRICT has a need for a specific service provided by COLLEGE/UNIVERSITY in accordance with Minnesota Statutes §124D.09 and Minnesota State Board Policy 3.5 and System Procedure 3.5.1; and applicable COLLEGE/UNIVERSITY policies.

WHEREAS, the COLLEGE/UNIVERSITY, is empowered to enter into contracts pursuant to Minnesota Statutes, Chapter 136F;

NOW, THEREFORE, it is agreed:

1. DUTIES OF SCHOOL DISTRICT. The SCHOOL DISTRICT agrees to provide the following:

    a. The school district will assist the student in applying to the college and provide test scores (Accuplacer or ACT) and transcripts to the college.
        i. Accuplacer testing can be coordinated through the college at no cost to the high school
        ii. Multiple measures placement will also be used; the school district should confer with college advisors on placement questions
    b. All students (both traditional and career technical education) need to complete the colleges PSEO STUDENT REGISTRATION FORM
        i. The school district does not need to complete the MDE (Minnesota Department of Education) Notice of Student Registration form (NOSR).
        ii. Classroom kits/supplies that are required for a Career Technical Education (later referred to as CTE) course may be paid for through Rural CTE Legislative grant funds. These grant funds must be accessed through SWSC or the local school districts LYFT Pathway grant award.
        iii. Students are responsible for the cost of certification test (i.e. Certified Nursing Assistant CNA), background checks, and/or vaccinations (unless alternative arrangements have been made)

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2. DUTIES OF COLLEGE/UNIVERSITY. COLLEGE/UNIVERSITY agrees to provide the following:

    a. College advisors provide guidance on placement questions
    b. The college will provide guidance and support for textbook ordering and work with the school district to arrange returns as needed for dropped courses or book buy back option

3. DUTIES OF COLLEGE/UNIVERSITY and SCHOOL DISTRICT. Both the SCHOOL DISTRICT and the COLLEGE/UNIVERSITY agree to:
    a. PSEO coursework is offered to high school students through Minnesota West Community & Technical College during the 2026-2027 school year.
    b. The contract covers both traditional PSEO and PSEO CTE courses
        i. *PSEO Student Registration Form*; The student, parent, school district and college will work together to get all sections signed and completed. The form is located on our website at https://www.mnwest.edu/admissions-and-aid/pseo-dual-enrollment/index.php
    c. The 2026-27 rate for PSEO tuition will be charged at the published tuition and fee rates set by the Minnesota State Board of Trustees. Rates located on our website at https://www.mnwest.edu/admissions-and-aid/paying-for-college/tuition-and-fees.php
    d. Books for PSEO coursework will be printed editions *when available*. Books will be the property of the high school
        i. The school district will be billed for any course materials that the students purchase. Course materials may include but are not limited to: textbooks, eBooks, access codes, lab kits, or workbooks.
        ii. At the school district's discretion, they can collect the books they own and work with the College to sell back books for money through a process referred to as Book Buy Back.
        iii. In the event that a student drops a course at the beginning of the term during the add/drop period the school district will be allowed return the books and materials immediately. Books and materials not returned to college within one week of the drop deadline will be billed for replacement at the beginning of the term. Books and materials must be returned in the same condition they were sold. Access codes, kits, & other one time use items will be billed to the school district if the student alters the condition of the material.
        iv. Digital Downloads also known as eBooks are final sale at the time of purchase. They are not eligible for return. It is recommended that the student order those materials when they know they are going to remain in the course during drop/add week. Purchasing digital downloads ahead of time is not advised.
        v. Books are shipped from our college fulfillment center and are ordered online. Student will use their student identification number to charge books to the PSEO program, school districts will be billed shipping for each order completed. PSEO students should not place any rental books

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in the cart or pay for any materials using their personal credit card. Shipping Rates are subject to change.

4. CONSIDERATION AND TERMS OF PAYMENT.

    a. Consideration for all services performed by the COLLEGE/UNIVERSITY pursuant to this contract shall be paid by the SCHOOL DISTRICT:
        i. The SCHOOL DISTRICT will be invoiced by the COLLEGE/UNIVERSITY at the respective academic year rate for tuition, fees, and textbook per credit hour per student as follows:
        ii. Rates based on Minnesota State Board of Trustees approved rates, published on Minnesota West Community & Technical College website.
        iii. Rates are subject to change when the Board of Trustees approves rate changes.

Academic Year	Rate
2026-2027	Rates are based on student registrations and rates are published on the colleges website

        iv. Other non-required costs related to course specific software and tools are the responsibility of the student.

5. Terms of Payment. Payments shall be made by the SCHOOL DISTRICT as follows:

    a. Invoices will be sent by the COLLEGE/UNIVERSITY to the SCHOOL DISTRICT after the 20th day of the fall and spring semester start.

    b. Payments to the COLLEGE/UNIVERSITY by the SCHOOL DISTRICT for the tuition/fees/textbooks charge for each semester will be made within forty-five (45) days of the SCHOOL DISTRICT receiving the invoice.

6. TERM OF CONTRACT. This contract shall be effective on July 1, 2026, or upon the date that the final required signature is obtained by the COLLEGE/UNIVERSITY, whichever occurs later, and shall remain in effect until June 30, 2027, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The COLLEGE/UNIVERSITY understands that NO work should begin under this contract until ALL required signatures have been obtained, and the COLLEGE/UNIVERSITY is notified to begin work by the SCHOOL DISTRICT's Authorized Representative.

    This agreement is effective for the 2026-2027 Academic Year(s).

7. CANCELLATION. Termination by the SCHOOL DISTRICT shall be allowed only at the end of an academic school year. The SCHOOL DISTRICT must provide the COLLEGE/UNIVERSITY with written notice prior to the following academic year start.

8. AUTHORIZED REPRESENTATIVES.

   a. COLLEGE/UNIVERSITY'S AUTHORIZED REPRESENTATIVE. The COLLEGE'S Authorized Representative for the purposes of administration of this contract is:

      Name and title: Daniel de Moraes or his/her successor

      Address: 1450 College Way, Worthington, MN 56187

      Telephone: 507-372-3434

      E-Mail: daniel.demoraes@mnwest.edu

   b. SCHOOL DISTRICT'S AUTHORIZED REPRESENTATIVE. The SCHOOL DISTRICT'S Authorized Representative for the purposes of administration of this contract is:

      Name and title: or his/her successor

      Address:

      Telephone:

      E-Mail:

      Fax:

      The SCHOOL DISTRICT'S Authorized Representative shall have final authority for acceptance of the COLLEGE/UNIVERSITY services and, if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 5, paragraph b.

9. ASSIGNMENT. The SCHOOL DISTRICT shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of the COLLEGE/UNIVERSITY.

10. LIABILITY. Each party will be responsible for its own acts and behavior and the results thereof. The COLLEGE/UNIVERSITY and the SCHOOL DISTRICT's liability is governed by the Minnesota Tort Claims, Act, Minn. Stat. § 3.736, and other applicable laws.

11. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The SCHOOL DISTRICT is responsible for complying with the ADA Act, 42 U. S. C. 12101, et seq. and regulations promulgated pursuant to it for educational services it provides to its students. The COLLEGE/UNIVERSITY will inform students of support services available at COLLEGE/UNIVERSITY but IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

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12. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.

13. GOVERNMENT DATA PRACTICES ACT. Both parties must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by either party in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by either party in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08 apply to the release of the data referred to in this Article by either the SCHOOL DISTRICT or the COLLEGE/UNIVERSITY. In the event either party receives a request to release the data referred to in this Article, the receiving party must immediately notify the other and receive instructions from the other party concerning the release of the data to the requesting party before the data is released.

14. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. AUDITS. The books, records, documents, and accounting procedures and practices of either party relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor for the COLLEGE/UNIVERSITY and the State Auditor for the SCHOOL DISTRICT.

16. FORCE MAJEURE. No party to this Contract shall be responsible for any delays or failure to perform any obligation under this Contract due to acts of God, strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure the parties' duty to perform obligations shall be suspended.

17. OTHER PROVISIONS. (Attach additional page(s) if necessary): NONE

The remainder of this page intentionally left blank.

DRAFT

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. SCHOOL DISTRICT:

School District certifies that the appropriate person(s) have executed the contract on behalf of the School District as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature)
Title
Printed Name
Date

2. MINNESOTA STATE COLLEGES AND UNIVERSITIES
MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

By (authorized college/university initiating agreement)
Title
Printed Name
Date

3. MINNESOTA STATE COLLEGES AND UNIVERSITIES

AS TO FORM AND EXECUTION:

By (authorized college/university initiating agreement)
Title
Printed Name
Date

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RENEWAL QUOTE

IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

QUOTE # 1677039-1
DATE: JULY 2, 2026

TO:
Amy Hiedeman
Dawson - Boyd Independent School District 378
848 CHESTNUT ST
DAWSON, MN 56232

COMMENTS OR SPECIAL INSTRUCTIONS

SALESPERSON	ACCOUNT #	RENEWAL PERIOD	QUOTE VALID UNTIL
William Smalls	A19-2605363	August 31, 2026 - August 31, 2027	August 31, 2026

SUBSCRIPTIONS	QUANTITY	LIST UNIT PRICE	NET PRICE
IXL Personalized Learning Platform (Math, ELA, Science, and Social Studies) Grades 2-6	225	$24.50	$5,512.50
IXL Personalized Learning Platform (Math and ELA) Grades K-1, 7-8	200	$19.50	$3,900.00
		Total Price	$9,412.50

TOTALS	
Total Subscriptions List Price	$9,412.50
Grand Total	$9,412.50

Ordering instructions

We accept payment by purchase order, check, or credit card. To submit a purchase order for this quote, click here or go to https://www.ixl.com/po-upload and enter quote # 1677039-1. Paying over $5,000 via credit card will result in a 3% fee. For international accounts, we can accept wire transfers for an additional fee.

SALES CONTRACT

CONTRACT #1677039-1
July 2, 2026

IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

CUSTOMER
Amy Hiedeman
Dawson - Boyd Independent School District 378
848 CHESTNUT ST
DAWSON, MN 56232

RENEWAL INFO

Salesperson	Account #	Quote #	Renewal period
William Smalls	**A19-2605363**	**1677039-1**	**August 31, 2026 - August 31, 2027**

PAYMENT PLAN

Amount	Invoice date
$9,412.50	**September 14, 2026**
TOTAL	**$9,412.50**

Price valid until August 31, 2026

ACCEPTANCE OF SALES CONTRACT
This is a binding agreement of payment between IXL Learning and the Purchaser. Your signature indicates that you have received, reviewed, and accepted the attached Terms and Conditions of Sale and that you agree to pay the full license price listed above within 60 days of the invoice date. Without a signature, your order may not be processed.

Acknowledged and agreed to:

AUTHORIZED SIGNATURE _____ **DATE** _____

TERMS AND CONDITIONS OF SALE

THIS IS A LEGAL DOCUMENT ("SALES CONTRACT") BETWEEN THE PURCHASER SHOWN ABOVE ("YOU") AND IXL LEARNING ("SELLER"). PLEASE READ THIS AGREEMENT CAREFULLY. YOU AGREE TO BE BOUND BY ALL OF THE TERMS AND CONDITIONS OF THE AGREEMENT, AS WELL AS BY THE WEBSITE TERMS OF SERVICE, WHICH ARE INCORPORATED BY REFERENCE. NO VARIATION OF THESE TERMS AND CONDITIONS ARE BINDING ON SELLER UNLESS AGREED TO IN WRITING SIGNED BY AN AUTHORIZED REPRESENTATIVE OF IXL LEARNING.

1. **PRICING:** The quoted purchase price of the license is valid through the "Price valid until" date on page 1. This price is not binding on IXL unless you have accepted it by sending us an executed Sales Contract by that date.
2. **PAYMENT:** If IXL decides to accept your Sales Contract, we will issue you an invoice. Complete payment of the amount of the stated purchase price is due within sixty (60) days of the invoice date. If payment is not received by the Seller within 60 days, the invoice is considered past due. IXL licenses with past due payments will be put on hold and are subject to termination. Termination does not relieve the Purchaser of the obligation to pay fees due to the Seller.

   The full invoice amount must be paid either by check or by credit card. We accept Visa, MasterCard, American Express, and Discover.

   All checks should be mailed to:
   IXL Learning
   777 Mariners Island Blvd., Suite 600
   San Mateo, CA 94404

   Credit card payments may be made by phone at (855) 255-8800.

   Any late payment will incur interest at the rate of the lesser of 1% a month or the maximum permissible by law.
3. **CANCELLATION AND REFUND:** No cancellation will be accepted, and no refund issued, if it is more than thirty (30) days beyond the date of purchase for the license referenced in this Sales Contract. For cancellations and refunds of the license tendered under this Sales Contract to be accepted, the Seller must receive written notification of the cancellation within 30 days of purchase. Cancellations requested outside of the 30-day period will not be refunded, and the Purchaser will be responsible for completing the purchase as stated in the Sales Contract.
4. **LICENSES:** IXL grants you the right to provide access, through unique log-in IDs, to no more individuals than the quantity indicated on the first page. The terms and conditions of use for each of these individuals are governed by our website's Terms of Service. You agree to be responsible for their accounts, to monitor their use of their accounts, and to indemnify, defend, and hold us harmless for any claims arising out of or related to their use of IXL Learning's website and services. To the extent that these individuals are minors, you consent to our collection of their personal information as described in our Privacy Policy.

   Classroom and Site licenses will be activated immediately upon receipt of your payment unless another date is specified or agreed to by IXL. Activation confirmation will be sent to the e-mail address provided by the school or individual completing the purchase.

   If an individual who has an IXL account through a Classroom or Site license purchased by you is no longer affiliated with you, you may request that we deactivate the individual's account, or no longer associate it with your license, so that that license can be reassigned to another individual associated with your institution.

   If you are a teacher, you represent and warrant that you have permission and authorization from your school and/or district to use the Services as part of your curriculum, and for purposes of Children's Online Privacy Protection Act ("COPPA") compliance, you represent and warrant that you are entering into these Terms on behalf of your school and/or district.
5. **PRIVACY:** If you are a school, district, or teacher, you acknowledge and agree that you are responsible for complying with COPPA, meaning that you must obtain advance written consent from all parents or guardians whose children under 13 will be accessing the website and services and you represent and warrant that you have obtained that consent. When obtaining consent, you must provide parents and guardians with our Privacy Policy. You are to keep all consents on file and provide them to us if we request them.
6. **DISCLAIMER OF WARRANTIES. YOU EXPRESSLY UNDERSTAND AND AGREE THAT:**
   a. YOUR USE OF THE SERVICE IS AT YOUR SOLE RISK. THE SERVICE IS PROVIDED "AS IS," "AS AVAILABLE," AND WITH ALL FAULTS. IXL EXPRESSLY DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NONINFRINGEMENT.
   b. IXL MAKES NO WARRANTY THAT (i) THE SERVICE WILL MEET YOUR REQUIREMENTS, (ii) THE SERVICE WILL BE UNINTERRUPTED, TIMELY,

SECURE, OR ERROR-FREE, (iii) THE RESULTS THAT MAY BE OBTAINED FROM THE USE OF THE SERVICE WILL BE ACCURATE OR RELIABLE, (iv) THE QUALITY OF ANY PRODUCTS, SERVICES, INFORMATION, OR OTHER MATERIAL PURCHASED OR OBTAINED BY YOU THROUGH THE SERVICE WILL MEET YOUR EXPECTATIONS, AND (V) ANY ERRORS IN THE SERVICE WILL BE CORRECTED.

c. ANY MATERIAL DOWNLOADED OR OTHERWISE OBTAINED THROUGH THE USE OF THE SERVICE IS DONE AT YOUR OWN DISCRETION AND RISK AND THAT YOU WILL BE SOLELY RESPONSIBLE FOR ANY DAMAGE TO YOUR COMPUTER SYSTEM OR LOSS OF DATA THAT RESULTS FROM THE DOWNLOAD OF ANY SUCH MATERIAL.

d. NO ADVICE OR INFORMATION, WHETHER ORAL OR WRITTEN, OBTAINED BY YOU FROM IXL OR THROUGH OR FROM THE SERVICE SHALL CREATE ANY WARRANTY NOT EXPRESSLY STATED IN THE TOS.

Some states do not allow certain limitations on warranties, so certain of the above limitations may not apply to you.

7. **LIMITATION OF LIABILITY:** YOU EXPRESSLY UNDERSTAND AND AGREE THAT IXL SHALL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR EXEMPLARY DAMAGES, INCLUDING BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, GOODWILL, USE, DATA, OR OTHER INTANGIBLE LOSSES RESULTING FROM THE USE OR INABILITY TO USE THIS SERVICE. IN ALL INSTANCES, DAMAGES SHALL BE CAPPED AT ONE MONTH'S FEES.
8. **SEVERABILITY:** If any provision of this agreement is deemed invalid, illegal, or unenforceable, then that provision shall be deemed severable from these terms and shall not affect the validity and enforceability of any remaining provisions of this Sales Contract, which shall remain in full force and effect.
9. **ARBITRATION:** You agree that any dispute or claim you may have against IXL arising out of or related to this Sales Contract or the use of Services must be submitted to arbitration, before a single arbitrator appointed by JAMS/Endispute and conducted according to their rules in San Francisco, CA, USA, and that the determination of any such arbitrator shall be binding. The courts located in San Francisco, CA, USA, have exclusive jurisdiction over any judicial proceedings related to this agreement, and you waive any claim that such a court is an improper venue, inconvenient, or lacks jurisdiction over you.
10. **GOVERNING LAW:** The Sales Contract and the relationship between you and IXL are governed by the laws of the State of California without regard to conflict of law provisions.
11. **ENTIRE AGREEMENT:** This Sales Contract, which incorporates the Terms of Service by reference, is the final expression of the agreement between Purchaser and Seller and supersedes all prior representations, understandings, and agreements between the Purchaser and Seller relating to its subject matter. This Sales Contract cannot be modified, amended, or changed except in writing and signed by IXL.

Please contact IXL Learning with any questions regarding this sales contract:
Toll-free **(855) 255-8800** | Direct **(650) 372-4300** | E-mail **orders@ixl.com**
Completed sales contracts should be emailed to your sales consultant.

DAWSON-BOYD HIGH SCHOOL

PARENT & STUDENT HANDBOOK

2026-2027



DAWSON-BOYD

BLACKJACKS

DAWSON-BOYD HIGH SCHOOL
848 CHESTNUT STREET
DAWSON, MN 56232
(320) 769-2955

www.dawsonboydschools.org

SCHOOL SONG:

Come on you Blackjacks, FIGHT,
we're all for you;
To school and team and colors always true,
We'll show Blackjack loyalty through and through
and let them know that we will
FIGHT! FIGHT! FIGHT!
For black and gold we'll send a cheer on high,
And let the wide world know a victory's nigh.
So let's all give that Blackjack battle cry!
GO! FIGHT! WIN!

SCHOOL COLORS

BLACK AND GOLD

SCHOOL MASCOT

BLACKJACK RABBIT

[*] *Notice required by statute*
[**] *Notice required by policy*

Dawson-Boyd Public Schools
District Contact Information

Dawson-Boyd High School
848 Chestnut Street
Dawson, MN 56232
320-769-4590
Fax Number: 320-769-4502
www.dawsonboydschools.org

Name	Position	Phone	Email
Ryan Stotesbery	Secondary Principal	320-312-2306	rstotesbery@dwby.k12.mn.us
Leah Prestholdt	School Nurse	320-312-2312	lprestholdt@dwby.k12.mn.us
Andrea Knutson	School Social Worker/MTSS Coordinator	320-312-2375	aknutson@dwby.k12.mn.us
Camey Maland	Food Service Director	320-312-2314	cmaland@dwby.k12.mn.us
Rebecca Mortenson	School Counselor/ Human Rights Officer	320-312-2316	rebeccam@dwby.k12.mn.us
Chelsie Bothun	Secondary Administrative Asst	320-312-2303	cbothun@dwby.k12.mn.us
Holly Ward	Superintendent, Community Education	320-312-2301	hward@dwby.k12.mn.us
Bryar Kallhoff	Human Resources	320-312-2304	bkallhoff@dwby.k12.mn.us
Carrie Kleven	Activities Director/ Transportation Director/Comm. Ed	320-312-2318	ckleven@dwby.k12.mn.us

[*] *Notice required by statute*
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- 2026-2027 Dawson-Boyd School Calendar
- Parent/Guardian Refusal for Student Participation in Statewide Assessments [*]
- Pupil Fair Dismissal Act
- District Policies (Specific policies noted in the handbook are linked in the reference table)
- School District Policy Cross Reference Table

[*] *Notice required by statute*
[**] *Notice required by policy*

DAWSON-BOYD HIGH SCHOOL WILL HONOR AND UPHOLD ALL POLICIES AS SET FORTH BY THE DAWSON-BOYD PUBLIC SCHOOL BOARD OF EDUCATION. ALL POLICIES ARE ON FILE IN THE DISTRICT OFFICE AT 848 CHESTNUT STREET IN DAWSON AND AVAILABLE UPON YOUR REQUEST.

Additionally, policies can be found on the school district's webpage at Dawson-Boyd Policies.

THANK YOU FOR BEING A PARTNER IN THE EDUCATION OF THE YOUTH OF THE DISTRICT.

[*] *Notice required by statute*
[**] *Notice required by policy*

PART I – INFORMATION

District 378 High School Personnel List 2026-2027

Board of Education

Tonya Kelly	Chair
Clint Schindler	Clerk
Shawn Zollner	Treasurer
Elsie Nelson	Director
Megan Lynch	Director
Lynn Marotzke	Vice Chair
Cameron Jurgenson	Treasurer

Administration

Holly Ward	Superintendent, Community Education
Ryan Stotesbery	High School Principal
Amy Hiedeman	Elementary Principal
Carrie Kleven	Activities Director, Transportation Director, Community Education

High School Staff

John Shurb	Agriculture
Ryan Lund	Agriculture
Rebecca Mortenson	Counselor
Loral Webster	English, FACS
Sadie Solem	English
Kelly Tufto	English
Ashley Schacherer	Health, Service Learning
Preston Schwegel	Physical Education
Keith Knutson	Industrial Technology
Cory Larson	Math
Chloe Buell	Math
Chris Lehne	Instrumental Music
Brandon Hurley	Vocal Music
Allysa Hurley	Orchestra
Leah Prestholdt	Nurse
Justin Wager	Science
Alex Stearns	Science
Kevin Brent	Social Studies
Jason Conover	Social Studies
Alyssa Croatt	Special Education
Nichole Swenson	Special Education
Danielle Wager	Special Education
Erika Ramirez	Spanish
Shelby Moen	EL
Andrea Knutson	School Success Coordinator, MTSS Coordinator
Chelsie Bothun	Administrative Assistant

Head Custodian

Chuck Stark

Food Service Director

Camey Maland

[*] *Notice required by statute*
[**] *Notice required by policy*

Arrival and Dismissal Hours

School building hours are 7:45 AM - 4:00 PM during regularly scheduled school days. Students in the building before or after these hours must be supervised by a staff member or coach/advisor. Dismissal for the high school is 3:12 each day. Bus loading/unloading area will be on the north side of the gym. Buses for activities, events, and practices will be located on the west side of the high school.

Backpacks

Student backpacks are required to remain in student lockers during the school day, unless approved by the building principal. Locks are the responsibility of the student. It is strongly recommended that a lock be used. Students are responsible for any missing backpacks and/or contents left in an unsecured area. Backpacks may be used upon request for students who may have an injury or other extenuating circumstance. Requests should be made to the building principal.

Bicycles

Students may ride their own bikes, including e-bikes and scooters, to and from school. Students may ride bikes home during lunch if parents communicate permission to the high school office. Reckless or dangerous use, or chronic tardiness returning from lunch, may result in loss of privileges. Students are responsible for locking their bikes during the school day.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found in the Appendix of this document and on the school district's website at 2026-2027 School Calendar

Communication

If a parent/guardian has a complaint, concern or question regarding a school policy, please contact the principal's office. Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. If the complaint is related to a discipline matter, the building principal can provide a copy of the written form to be completed and submitted. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

If the complaint concerns class work or a teacher, please take the following steps:

1. Contact the teacher and address questions or concerns.
2. If the parent feels the problem is still unresolved, he/she should then contact the principal.
3. If the matter continues to be unresolved, he/she should contact the school superintendent.

Dances

School policy does not permit 7-12 dances. Dances are permitted for grades 9-12 or 7-9 and must conclude no later than 10:45 p.m. for grades 7-9; and no later than 11:30 p.m. for grades 9-12; this does not include Prom. The following rules apply:

- The principal is notified and approves at least 1 week in advance.
- Provide an adequate number of chaperones.
- Only students of Dawson-Boyd High School and guests are allowed to attend. Students/guests attending a 7-9 dance must be in 7-9 grade. Students/guests attending a 9-12 grade dance must be in 9-12 grade.
- Coats will not be worn into the dance. They will be left in the lobby/entry area.
- No pop or other containers can be brought into the dance.
- Students should remain by the gym. Other areas are off limits.
- No re-admittance after leaving the dance. The prom policy allows alumni, out-of-town guests and current sophomore aged students to attend prom activities as guests. (No one over 20 years of age will be allowed to attend.) Any guest other than Dawson-Boyd juniors and seniors must pay a cover charge to be determined by the classes.
- If a student is suspected of being under the influence of alcohol/drugs, notify the head chaperone at once. The head chaperone will call parents and the student will be required to leave the dance. The incident will be reported to the social worker, who is the head of the school's Chemical Pre-Assessment Team.

[*] *Notice required by statute*
[**] *Notice required by policy*

Decorations/Posters

The building principal must approve any poster or flier prior to being put up around the school.

E-Learning Day Plan

Dawson-Boyd High School E-Learning Plan days will be considered school days and will count towards student attendance. Teachers will have prep time from 8 AM until 10 AM when the assignment/activity for each class will be listed on Google Classroom. Teachers will be available from 10:00 am - 3:15 pm via email for any questions from students or parents.

The E-Learning Day is a day of attendance and is required for students. Attendance for high school students will be determined by the students completing the assignments/activities on Google Classroom by the next school day.
Students who do not participate or complete the activities will receive an unexcused absence.

Teachers will have an online office hour via technology (google meet, zoom, etc) where students can connect with teachers live with questions or help on work. These hours will be communicated via google classroom, teacher website, and/or email.

If you do not have access to the internet, please contact your child's teachers or building principal to discuss options.
No student will be marked unexcused if they do not have working internet access. eLearning Day Expectations Grid

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

Employment Background Checks [*]

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities

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

Fees [*]

Athletics

Payment of fees must be made prior to the first practice of the season in each sport. Any student who cannot afford to pay an extra-curricular fee should contact the athletic director. No refund will be made to anyone who voluntarily quits or who is cut by the coach for violating training rules. No refund will be made to students who transfer out of the school district after the 1st competitive event. Refunds will be made when a student is prevented by illness or injury from remaining in the activity until the first competition.

Athletics	Grades 7-8	Grades 9-12
Football	$55.00	$80.00
Volleyball	$55.00	$70.00
Cross Country	$55.00	$70.00
Swimming	$55.00	$70.00

[*] *Notice required by statute*
[**] *Notice required by policy*

Girls Tennis	$55.00	$70.00
Dance	$55.00	$70.00
Basketball	$55.00	$70.00
Wrestling	$55.00	$70.00
Track	$55.00	$70.00
Softball	$55.00	$70.00
Baseball	$55.00	$70.00
Golf	$55.00	$70.00
Boys Tennis	$55.00	$70.00

Activities	**Grades 7-8**	**Grades 9-12**
Knowledge Bowl	$50.00	$50.00
One Act / Drama	$50.00	$50.00
Speech	$50.00	$50.00
Robotics	$50.00	$75.00
Musical	$25.00	$25.00

Maximum Athletic Fees*	
Max per student	$200.00
Max per family	$350.00

Athletic Passes	
Adult Season Pass	$85.00
Senior Season Pass (62+)	$55.00
Student Season Pass	$40.00
Family Season Pass	$175.00
Single Event (Adult)	$8.00
Single Event (Senior and non-DB Student)	$5.00

Misc. Expenses	**Grades**	**Fee**
Orchestra Rental	7 - 12	$50.00
Band Rental	7 - 12	$50.00
Class Dues	7 - 8	$20.00
Class Dues	9 - 12	$25.00
Chromebook	7 - 12	$30.00

NOTES:
1. Additional Trap League fees will be collected by coaches at the start of the season.

[*] *Notice required by statute*
[**] *Notice required by policy*

2. Athletics: Payment of fees must be made prior to the first practice of the season in each sport. Any student who cannot afford to pay an extra-curricular fee should contact the athletic director. No refund will be made to anyone who voluntarily quits or who is cut by the coach for violating training rules. No refund will be made to students who transfer out of the school district after the first competitive event. Refunds will be made when a student is prevented by illness or injury from remaining in the activity until the first competition.

3. Music: School-owned instruments will have a fee of 50.00/yr. If a director asks a student who already owns an instrument to play a school-owned instrument, there will be no charge. If a director asks a student who does not own an instrument or a student (owns a different instrument) requests to play a school-owned instrument, there will be a charge.

4. All fees, detentions, and other student responsibilities will carry over from year to year. Students will not be allowed to participate in prom or commencement without completing these responsibilities.

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- A school district-sponsored driver or motorcycle education training course.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the high school office or building principal.

Food Services

Dawson-Boyd Schools encourages students to live a healthy lifestyle which supports good school performance. This includes staying well-nourished and hydrated while at school. We encourage the use of water bottles during the school day. Water bottles are permitted during class time.

Meals are to be eaten in designated areas only. Meal times vary by classroom. Students will be notified of their lunch meal time on the first day of school. for more information. Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home.

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Ala Carte: A La Carte selections are available for students in grades 7-12 during the lunch period. If students are using ala carte to charge, parents must fill out a form to approve a la carte purchases. This form is located online in "Documents & Forms – Food Service" and is also available in both the high school and elementary offices. Ala Carte is available based on adequate staffing.

Breakfast and lunch are free for all students. Students who choose to have additional helpings/extra milk will need to purchase these items. Parents/guardians must fill out a form to approve these purchases and money should be deposited in the student's lunch account.

Every family will receive an Educational Benefits form and is encouraged to fill out the form regardless of income. This is a confidential form and only viewed by the school officials in charge of this part of the lunch program and those whom parents/guardians give permission to through a release. Parts of school funding and fees for programs are connected to the educational benefits qualification. Qualifying families may choose to accept/deny any financial assistance. We would appreciate every family completing this paperwork. This paperwork is used for reduced activity fees, preschool tuition and fees, summer food programs, etc.

[*] *Notice required by statute*
[**] *Notice required by policy*

Fundraising

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

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Graduation Ceremony

The senior class will meet with the principal in March to go over requirements for early dismissal and graduation. The building principal reserves the right to eliminate some or all of the early dismissal days as a disciplinary consequence. The student will receive a form that must be signed by all of the student's teachers, by the counselor, the principal and all outstanding fees must be paid. This form DOES NOT mean students have passed and will graduate, it means that everything is turned in to the teacher for the ***fourth quarter***.

Seniors must accumulate 25 out of 26 credits to participate in the commencement ceremony. Students eligible to speak at commencement must be enrolled as a full time student for at least 5 semesters during grades 9-12 at DBHS. Gold "high honor" cords will be awarded to students with a cumulative GPA of 97%-100%. White "with honor" cords will be awarded to students with a cumulative GPA of 92%-96.9%.

Holiday Celebrations and Parties

Dawson-Boyd Schools recognize that communities acknowledge and celebrate for varying reasons, which may include cultural holidays and celebrations, dances, and birthdays. Our district strives to be an inclusive and welcoming institution. However, we also recognize the constraints of time. Instructional time is important, so celebrations will be limited. Three seasonal parties are planned on a cooperative basis by pupils and teachers. Parents may opt out from any school celebration by contacting their teacher and/or building principal.

Birthday parties must be organized outside the school hours to eliminate hard feelings for youngsters not invited. Party invitations must be distributed outside of school. Children are permitted to bring their classmates a treat on their birthday. Treats must be purchased rather than homemade and meet USDA Smart Snack school nutrition guidelines. More information is available in the district's wellness policy. Please contact the school if you have questions.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

Local Newspaper and School Publicity

Dawson-Boyd High School is proud to inform the community of school events through the use of newspapers, radio, online tools, and letters. Public information shall include names and photos of students participating in or attending extra-curricular activities, school events, and engaging in classroom instruction except on social media platforms. Please contact the high school office if you have concerns about the use of names and photos used to promote our school to the community. Parental consent will be given through our online registration at the beginning of the year.

Lockers, Personal Possessions, Lost and Found

LOCKERS SHOULD BE LOCKED AT ALL TIMES. Students should not bring valuables or large amounts of money to school - if so, valuables should be checked into the high school office for safekeeping. Any valuables brought to school or left in lockers occurs at the students' risk. The school is not responsible for lost items. Students must provide their own lock for school and locker room lockers. Students are responsible for keeping lockers neat and clean. Varsity lockers go to varsity athletes during the season based upon availability and seniority.

[*] *Notice required by statute*
[**] *Notice required by policy*

All articles found should be turned into the high school office. Any lost item should be reported to the high school official. If items are not accounted for, they will be brought to a local thrift store or donated. Students should check with the high school office if they believe they are missing something. All items in the locker rooms must be locked and secured to ensure nothing is taken. The amount of time finding and disposing of items can vary depending on time of the school year, amount of accumulated items, or other factors - but typically items remain at school for a minimum of two weeks.

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

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

Messages to Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited. If a student has an emergency that requires them to make a phone call, they should come to the high school office to call from a private space.

Nondiscrimination [*]

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability (or fail to ensure physical and program access for disabled persons), sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the following individual as the district's Title IX Coordinator and the Americans with Disabilities Act (ADA) coordinator.

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Rebecca Mortenson
Title IX/ADA Coordinator
848 Chestnut St.
Dawson, MN 56232
Phone: 320-769-2955
rebeccam@dwby.k12.mn.us

Notice of Violent Behavior by Students [**]

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

Parent and Teacher Conferences

Parent and teacher conferences will be held twice during the school year. For more information, contact the building principal.
Conference Dates for 2026-2027:

Monday, October 12	3:30-7:30	Student-led conferences.
Monday, November 2	3:30-7:30	Open conferences with all teachers.
Tuesday, March 23	3:30-7:30	Open conferences with all teachers.

Pledge of Allegiance [*]

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

[*] *Notice required by statute*
[**] *Notice required by policy*

Schedule

The daily high school schedule is below. Other schedules may be used throughout the year depending on weather events, pepfests, and other events during the school day. These schedules can be found on the school website.

Period 1	8:30-9:12
Period 2	9:15-9:57
Period 3	10:00-10:42
Period 4	10:45-11:27
Sr. High 5	11:30-12:27
Jr. High Lunch	11:27-11:57
Sr. High Lunch	12:27-12:57
Jr. High 5	12:00-12:57
Period 6	1:00-1:42
Period 7	1:45-2:27
Period 8	2:30-3:12

Senior High Music Schedule		Junior High Music Schedule	
Orchestra	10:45 - 11:19	Band	12:00 - 12:29
Band	11:19 - 11:53	Choir	12:29 - 12:57
Choir	11:53 - 12:27	Orchestra	1:00 - 1:42 every other day

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority. Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Dawson-Boyd School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable. Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the athletic director.

School Closing Procedures

Dawson-Boyd Public Schools has implemented a telephone broadcast system (JMC) that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. School closings will continue to be announced on local radio and through the JMC messenger system. All students who are bused should have emergency housing in town if buses are unable to travel. Parents and guardians must update the school when a phone number or other contact information has changed.

School-Sponsored Media Student Publications

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

Distribution of Non School-Sponsored Materials on School Premises [**]

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and

[*] *Notice required by statute*
[**] *Notice required by policy*

place and in a reasonable manner. For detailed information, see the complete policy listed on the district website - "Distribution of Non School-Sponsored Materials on School Premises by Students and Employees" policy.

School-Sponsored Media
School district policy 512 sets forth the rights and responsibilities of student journalists. Student media advisers shall supervise student journalists to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

- is obscene to minors;
- is defamatory;
- is profane, harassing, threatening, or intimidating;
- constitutes an unwarranted invasion of privacy;
- violates federal or state law;
- causes a material and substantial disruption of school activities;
- is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
- advertises or promotes any product or service not permitted for minors by law;
- advocates sexual, racial, or religious harassment or violence or prejudice; or
- is distributed or displayed in violation of time, place, and manner regulations.

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

School Visitors

INDIVIDUALS VISITING THE SCHOOL MUST REPORT TO THE PRINCIPAL'S OFFICE.
Parents and guardians are always welcome to visit and take part in the educational process. Please make prior arrangements to visit by contacting the building principal at least 24 hours in advance.

Student visitors are not allowed during the school year. Exceptions can be made for a student interested in attending Dawson-Boyd High School in the future. Parents of interested students must contact the principal to initiate this request.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

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

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

[*] *Notice required by statute*
[**] *Notice required by policy*

Student Records [*]

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

Student Surveys [*]

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see the complete "Student Surveys" policy listed on the district website. A complete copy of the school district's "Student Surveys" policy may be obtained at the district office.

Vehicles on Campus

Patrols and Inspections

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

Search of the Interior of a Student's Motor Vehicle

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

Student Publications and Materials

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

Distribution of Non School-Sponsored Materials on School Premises [**]

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

School-Sponsored Student Publications

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

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

[*] *Notice required by statute*
[**] *Notice required by policy*

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

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parents or guardian.

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

[NOTE: The school board determines whether to provide transportation for students, spectators, or participants to and from extracurricular activities. If the school district does not provide extracurricular transportation, students who wish to participate or watch are responsible for arranging for or providing their own transportation.]

Video and Audio Recording

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus. The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

PART II — ACADEMICS

Academic Integrity

Students are to do their own work unless they are involved in a teacher-guided cooperative learning group activity.
Students guilty of cheating and plagiarism, as determined by the teacher, will be subject to consequences that may include no credit for work, detention, and/or other consequences deemed appropriate by the teacher and/or building principal.
Academic Integrity will focus on two primary areas:

1. Transparency and Accountability
2. Use of online technology, but maintain original work

AI tools may be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or submitting AI-generated content as one's own is considered plagiarism. AI can be used as a tool for research, to generate ideas, and to assist with learning, provided it is done transparently and with proper attribution. This includes what data it processes and how decisions are made.

Guidelines for AI use:

DO:

- Use AI programs as smart search engines that present information in ways easy to read and understand.
- Ask AI programs for clarification or explanations when you need help.
- Generate ideas, topics, and writing prompts using AI programs.
- Be transparent; attribute AI text and images properly when you use them in your own work.

DON'T:

- Use AI programs to avoid doing your own work.
- Copy text or images from AI programs without proper attribution.
- Use AI text or images without fact-checking and exploring potential plagiarism issues.
- Use AI when your teacher expressly forbids it.

Students shall not rely solely on AI tools to complete assignments. It is important to understand the material and complete assignments on your own, using AI tools as a supplement rather than a replacement for your own work. Students shall not use AI tools to plagiarize. Using AI to generate or modify content to evade plagiarism detection is unethical and violates academic integrity. Students should not assume that AI responses are always correct as AI can generate fake results.

Alternative Educational Opportunities

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others.

Referrals to the Alternative Learning Center may be made for a variety of reasons. Students at risk of graduating on time are highly encouraged to attend the ALC to remain on track academically. Dawson-Boyd students attending the Alternative Learning Center in Montevideo are allowed to participate in the graduation ceremony provided they attend graduation practice. Guidelines for other activities and events will be communicated with these students. ALC students are allowed to be a part of and/or participate in the following:

Senior T-Shirts
Prom
Graduation Ceremony
Baccalaureate
Yearbook
Sports
Class Rings

[*] *Notice required by statute*
[**] *Notice required by policy*

Athletics, Arts, and Eligibility

Physicals

Dawson-Boyd provides a complete and comprehensive athletic program for students. Students who participate in athletics are required to have a current physical (every 3 years) on file. Parents of 7th grade students should be aware that all 7th grade students are required to have an athletic physical before participating. The parents must sign an annual health questionnaire.

Dawson-Boyd High School is a member of the Minnesota State High School League. Athletes are subject to the rules and regulations of the MSHSL. Parents and students are required to read and sign a form, stating they understand the rules. This includes all athletic competitions plus music, speech, knowledge bowl, FCCLA, FFA, Student Council, drama and robotics.

Students who participate in athletics are required to pay fees. Fee amounts are listed on page nine of this handbook. Students who have difficulty in paying the fees should see the athletic director. If you have any questions about athletics, please contact the Athletic Director. All students participating in Minnesota State High School League (MSHSL) sanctioned activities must abide by MSHSL rules and school rules, as follows:

MOOD-ALTERING CHEMICALS (NON MSHSL/MSHSL)

If a student has been stopped by the police for a chemical violation, it is the student's responsibility to notify the athletic director on the next day that school is in session about the violation. If the violation occurs in the summer, the students must notify the school by phone or in person. If a student fails to notify the athletic director, additional disciplinary action may result.

I. PURPOSE

Every Dawson-Boyd student, whether participating in an extra-curricular activity OR not, referred for the first time to the pre-assessment team and who are determined to have been using or in possession of chemicals, will be required to participate in an awareness program set up by the school, or by the county officials where the student resides. The pre-assessment team consists of the building principal, athletic director, school counselor and high school social worker. The program set up by the school will be "INSIGHT", a four to seven hour, one-to-one awareness program. This program will be required after the first and second violations. However, Dawson-Boyd High School will not supersede any intervention programs required by local county officials or court systems. Following a third and subsequent violations, a student who voluntarily chooses to become a participant in a treatment program may become eligible for participation after a minimum period of 6 weeks after entering treatment if certain conditions are met. The Minnesota State High School League rules on alcohol, tobacco, drugs and marijuana (including edibles) will apply to all extra-curricular and to co-curricular activities as applicable. The INSIGHT program must be completed before a student can be reinstated into Dawson-Boyd High School activities. If a student is not involved in an extracurricular activity, the senior in good standing form will not be signed until the counseling is finished. If the student refuses to complete INSIGHT, they will not participate in the graduation ceremony.

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct as it relates to the use of mood-altering chemicals. Such compliance will enhance the school district's ability to maintain a positive educational culture.

The school district will take appropriate disciplinary action when students fail to adhere to the rules established by this policy.

II. GENERAL STATEMENT OF POLICY

All students participating in Minnesota State High School League (MSHSL) sanctioned activities must abide by MSHSL rules and school rules. During the calendar year, regardless of the quantity, a student shall not: (1) use or possess a beverage containing alcohol; (2) use or possess tobacco; or, (3) use or consume, have in possession, buy, sell, or giveaway any other controlled substance (including edibles). The policy applies continuously from the first signing of the student Eligibility Brochure. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

[*] *Notice required by statute*
[**] *Notice required by policy*

III. DEFINITION OF POSSESSION

"Possession" shall be further defined as follows: When a student knows or reasonably should know that they are in the presence of, or in close proximity to, alcohol, tobacco or other mood altering chemicals (including edibles), the student is expected to immediately take reasonable steps to remove him/herself from the situation. If the student fails to remove themselves from the situation, the student shall be deemed to be in "possession" for purposes of MSHSL activities, regardless of whether or not the student used or consumed alcohol, tobacco or other mood altering chemicals.

If a student is able to provide proof from law enforcement that no physical possession or consumption of alcohol, tobacco or other mood altering chemicals took place, no chemical violation will be administered but a suspension of 1 week or one event whichever is greater will be enforced.

This provision does not apply to situations where the student is in the presence of their parent(s)/guardian(s), when the student is present at a scheduled event or gathering in which identifiable parents or adults are present or when the student is present in a public establishment regulated by Minn.Stat. § 340A**.**

IV. PENALTIES

Activities sponsored by the Minnesota State High School League and the DBHS High School are listed in two (2) categories: If students are found guilty of a chemical violation, they must serve a penalty for all categories they are involved with.

A. ACTIVITIES IN CATEGORY I

	Boys	**Girls**
Fall	**Football**	**Volleyball**
	Cross Country	**Cross Country**
		Tennis
		Swimming
Winter	**Basketball**	**Basketball**
	Wrestling	**Wrestling**
		Dance
Spring	**Golf**	**Golf**
	Track	**Track**
	Baseball	**Softball**
	Tennis	

First Violation Penalty – Category I

After confirmation of the first violation, the student will lose eligibility for the next four consecutive interscholastic contests or 3 weeks, 21 calendar days, whichever is greater, of a season in which the student is a participant. AS AN ALTERNATIVE: With the completion of the INSIGHT Program and 10 hours of community service, the student will lose eligibility for the next two consecutive interscholastic contests or 2 weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant. The alternative agreement must be signed by the student, parent/guardian and Activity Director within 10 days of the violation.

Carry over from one activity to another: If a student does not serve their full penalty in one sport it will carry over to the next sport the student participates in.

Athletic fees will not be waived for any student serving a chemical violation.

[*] *Notice required by statute*
[**] *Notice required by policy*

Second Violation Penalty – Category I

After confirmation of the second violation, the student will lose eligibility for the next twelve consecutive interscholastic contests or 4 weeks, 28 calendar days, whichever is greater, of a season in which the student is a participant.

AS AN ALTERNATIVE: With the completion of the INSIGHT Program and 15 hours of community service, the student will lose eligibility for the next six consecutive interscholastic contests or 3 weeks, 21 calendar days, whichever is greater, of a season in which the student is a participant. The alternative agreement must be signed by the student, parent/guardian and Activity Director within 10 days of the violation.

Carry over from one activity to another: If a student does not serve their full penalty in one sport it will carry over to the next sport the student participates in.

Athletic fees will not be waived for any student serving a chemical violation.

Third and Subsequent Violation(s) Penalty – Category I

After confirmation of the third violation, the student shall lose eligibility for 12 months, or 365 days, from the date of the most recent infraction.

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

a. The student is assessed as chemically dependent,

b. The student enters treatment voluntarily,

c. The director of the treatment center certifies the student successfully completed the treatment program.

d. The treatment option cannot be used for the first or second violation.

Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. All costs associated with the assessment are the responsibility of the parent/guardian. Any other violations for which the penalty has not been satisfied must still be served in full.

Carry over from one activity to another: If a student does not serve their full penalty in one sport it will carry over to the next sport the student participates in. Athletic fees will not be waived for any student serving a chemical violation.

B. ACTIVITIES IN CATEGORY II

Speech	One Act Play	Robotics
Band	Choir	Trap Shooting
Knowledge Bowl	Orchestra	National Honor Society

[*] *Notice required by statute*
[**] *Notice required by policy*

MASTER CALENDAR OF EVENTS (If not in Speech/Knowledge Bowl)

Large Group Choir Contest

Large Group Orchestra Contest

Large Group Band Contest

Solos/Ensembles

School concerts are not included in the Master calendar of events for band, choir, and orchestra because the concert is part of the student's grade. The Master Calendar of Events for music is MSHSL sanctioned activities only.

PENALTIES FOR CATEGORY II ACTIVITIES

Penalties for Category II events must be served separately from Category I Activities.

First Violation Penalty – Category II

After confirmation of the first violation, the student shall lose eligibility for the next two (2) Master Calendar scheduled contests or two (2) weeks of a season in which the student is a participant, whichever is greater. Students in violation are not permitted to participate in small group performances such as madrigals/dinner theaters, requests by churches and service clubs, and etc. in the designated two (2) weeks. No exception is permitted for a student who becomes a participant in a treatment program.

Second Violation Penalty – Category II

After confirmation of the second violation, the student shall lose eligibility in the next three (3) Master Calendar scheduled concerts or contests or six (6) weeks of the season in which the student is a participant, whichever is greatest. Students in violation are not permitted to participate in small group performances such as madrigals/dinner theaters, requests by churches and service clubs, and etc. for the designated six (6) weeks. No exception is permitted for a student who becomes a participant in a treatment program. However, the student in violation must become involved in an approved treatment program before he/she can become reinstated in any school-sponsored activities. The director or a counselor of a chemical dependency treatment center must issue certification.

Third Violation Penalty – Category II

After confirmation of the third (3) or subsequent violation, the student shall lose eligibility for the next six (6) Master Calendar scheduled concerts or contests or nine (9) weeks of a season in which the student is a participant, whichever is greater. Students in violation are not to participate in small group performances such as madrigals/dinner theaters, requests by churches and service clubs, and etc. for the designated nine (9) weeks.

If after the third subsequent violation, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in Minnesota State High School League Activities after a minimum period of (6) weeks. The director or counselor of the chemical dependency treatment center must issue such certification.

PUBLIC PERFORMANCE:

These are events that include but are not limited to homecoming court, conventions, or any event where the student is representing Dawson-Boyd Public Schools. A student in violation is ineligible to be on the homecoming court for at least one calendar year from the date of administration. A student in violation will be ineligible from any public performance events, if they have not fulfilled their penalties in both Category I and II. Missing a public performance event will count towards a Category II event.

NOTES:

Unfilled Suspension: Any part of an unfilled suspension will be applied to the next season in which the student participates.

MSHSL Clause: If the penalty does not meet the minimum first violation MSHSL policy, the student will serve the MSHSL penalty for first violations. Tournaments: In-season tournaments shall count as one scheduled event.

[*] *Notice required by statute*
[**] *Notice required by policy*

Denial Disqualification: A student shall be disqualified for nine (9) additional weeks of participation beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

Participation While Serving a Suspension: A student shall be required to practice for a minimum of one sport to fulfill their suspension. If the student athlete is out for more than one sport in a 12-month period, they would be highly encouraged to attend all practices in order to develop their skills for future participation. The coach shall have a meeting with the athlete to determine their level of participation while serving their suspension. The coach has discretion on the following items: 1) if the athlete will be issued a jersey, 2) if the athlete will practice, and 3) if the athletes will be allowed to attend games and sit with the team on the bench.

Accumulative Penalties: Penalties shall accumulate beginning with the student's first participation in a League activity and continuing through the student's high school career.

ACADEMIC ELIGIBILITY

Athletes must maintain academic eligibility to compete in interscholastic competition.

Failing Grades (F's): A student who has one or more F's on his/her report card, is ineligible for interscholastic competition for two weeks or two contests, whichever is greater. The two weeks or two contests begin on the day after the F-lists are printed. In two weeks, if student progress is satisfactory in all classes, eligibility will be restored. If not, students shall be ineligible for two additional weeks or two contests, whichever is greater.

Progress Report: At the end of the third and sixth week of each quarter, grades will be updated and checked for eligibility purposes. Students must be passing all classes at these designated checkpoints. If a student is not passing one or more classes, students will be ineligible for the next contest. Students will also be required to do the following:

*Be ineligible for the next interscholastic competition..

*Attend the next after school study session.

*Lose phone privileges for the following week.

Students must be passing all classes and signed off by teachers in order to become eligible for interscholastic competition after the first contest.

Incompletes: A student who has one or more Incompletes on the report card is ineligible for interscholastic competition until all Incompletes are amended. If an Incomplete becomes an 'F', procedure for eligibility will follow item #2- above. Restoring eligibility is the student's responsibility. When Incompletes are made up, the student must pick up a form in the principal's office and have all teachers sign off to confirm satisfactory progress. When teachers issuing incompletes have signed off, eligibility is restored.

Carry Over: Ineligibilities shall carry over from the previous year (4th quarter marking period).

Class Rank/Academic Standing

Class rank is updated after each quarter. Recognition of senior class valedictorian and salutatorian is determined after third quarter grades of senior year. Honor graduates are also determined at this time. Disclosure of a student's grade point average (GPA), class rank, or transcripts requires written permission of the parent, guardian, or eligible student.

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the building principal.

[*] *Notice required by statute*
[**] *Notice required by policy*

Field Trips

Field trips scheduled during the school year are part of the curriculum. Students must return a permission form signed by the parent/guardian in order to attend. The school will arrange supervision and transportation for the trip. All members of the field trip group are required to travel together, both coming and going, with a faculty representative. Students may be asked to bring money to cover the basic costs of the trip. If a student is not in good standing academically, behaviorally, or with attendance, the principal reserves the right to not allow a student to attend a field trip.

Grades

Grades will be reported each quarter during the year. Report cards will be available for review through JMC. If a parent or guardian requests a paper copy, one will be mailed for those students. Online grade reports may be reviewed at https://sites.google.com/dwby.k12.mn.us/isd378/high-school/jmc-gradebook

GRADING SCALE

A	4.0	100	A-	3.7	97			
	3.9	99		3.6	96			
	3.8	98		3.5	95			
B+	3.4	94	B	3.1	91	B-	2.8	88
	3.3	93		3.0	90		2.7	87
	3.2	92		2.9	89		2.6	86
C+	2.5	85	C	2.2	82	C-	1.9	79
	2.4	84		2.1	81		1.8	78
	2.3	83		2.0	80		1.7	77
D+	1.6	76	D	1.3	73	D-	1.0	70
	1.5	75		1.2	72		0.9	69
	1.4	74		1.1	71		0.8	68
	F	0.0	67 and below					

The honor roll is computed by an average of all subjects. Any D, F, or incomplete causes honor roll ineligibility. Students need to receive grades for six classes (credits) in any one grading period to be eligible for the honor roll. Students taking classes outside of DBHS will not be eligible for the honor roll or class rank until the high school counselor has received grades. Students must have a 2.9 average to qualify. In order for a student to be an honor graduate, they must maintain a 3.2 average, beginning in the 9th grade.

Weighted Grades Policy
Dawson-Boyd High School does not weigh grades. All classes use the same grading scale.

Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Dawson-Boyd High School.. All students must also pass the state-identified proficiency tests, Minnesota comprehensive assessments, alternate assessments, and/or other applicable tests. Students will have the first opportunity to take a test in basic requirements in grade three. Parents may opt out of the statewide assessments for their student(s) by completing the form in *Appendix 12* and returning it to the school district office.

[*] *Notice required by statute*
[**] *Notice required by policy*

HIGH SCHOOL CREDITS FOR GRADUATION

High School Level Courses Required for Graduation		
Subject Area	**Credits**	**Explanation**
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	Must be sufficient to satisfy all of the academic standards in mathematics
Science	3	Must include one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12
Social Studies	4	Must encompass at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies
Arts	1	Must be sufficient to satisfy all of the academic standards in the arts
Physical Education	.33	Must be sufficient to satisfy the state standards in physical education
Health	.33	Must be sufficient to satisfy the state standards in health
Elective Courses	11.33 (minimum)	

Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12.

Minnesota Academic Standards

[*] *Notice required by statute*
[**] *Notice required by policy*

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

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

School District Required and Elective Standards

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

- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the ***[insert counselor, principal, or other position title here]***.

Students will start accumulating credits when they successfully pass classes during their 9th grade year. Students in grades 9-12 will need to meet the following credit and class requirements.

DBHS students will be required to accumulate the following credits:

- 4 credits of English
- 3 credits of Math, which includes Geometry, Algebra 2 and PST.
- 3 credits of Science, which includes Physical Science, Biology and Chemistry.
- 4 credits of Social Studies which includes 1 credit of US history, 1 credit of Geography, 1 credit of World History, .5 credit of Government and Citizenship, and .5 credit of Economics.
- .33 credit of Health and .33 credit of Physical Education
- 1 credit of art
- .5 credit Personal Finance
- All other credits are elective.

To be considered a full time student at DBHS, students must be enrolled and making steady progress toward a minimum of seven classes per day. Students are allowed a maximum of one full study hall per year. Exceptions will be made by the administration on a case by case basis. Students enrolled in fewer than seven classes would not be considered full time students and would not be eligible for academic honors earned by full time students. This would include class rank and honor student status. In addition, any enrollment level less than seven credits would be considered an 'F' for that credit hour. This would be reflected on the student transcript and could result in academic ineligibility due to falling grades.

Full time students are not allowed to take a credit from an alternative learning center unless they have taken the DBHS required course and failed it for the year. For example, a full-time student who refused to take English 11 at DBHS would not be able to take an English 11 ALC course and transfer the credits to DBHS to fulfill this graduation requirement unless they had already failed the course at DBHS. Any student who fails a course may either re-enroll in the course the following year or may take summer school to make up the credit.

Students dropping classes at DBHS prior to the end of the semester will receive a 55% as a final semester grade for the course. This grade will be averaged into the student's grade point average. The student will also be subject to the district's academic eligibility guidelines.

[*] *Notice required by statute*
[**] *Notice required by policy*

STUDENTS HAVE ONE WEEK AT THE END OF EACH QUARTER TO COMPLETE ANY INCOMPLETES, IF THE TEACHER WILL ACCEPT LATE WORK. IF THE WORK IS NOT MADE UP DURING THAT TIME PERIOD, THE GRADE FOR THAT QUARTER IS FINAL. SPECIAL CIRCUMSTANCES MAY RESULT IN A LONGER PERIOD OF TIME TO COMPLETE AN INCOMPLETE - AS DETERMINED BY ADMINISTRATION.

Students Studying Abroad Senior Year
Students who choose to study abroad their senior year will need to meet with the school counselor to ensure they are taking the classes they need to fulfill DBHS graduation requirements. Only credits will be accepted for classes that are taken overseas. Students will still be eligible to be an honor graduate if they have met DBHS requirements.
This is the current transition plan. However, DBHS reserves the right to change the requirements as needed to accommodate state/federal laws or school board action. If there are changes to this current plan, students and parents will be given ample notice to make sure that their son/daughter would have the opportunity to successfully graduate.

Guidance and Counseling Services
The guidance and counseling department is committed to helping students, parents and staff to develop attitudes and skills that will enhance students' self-esteem, contribute to lifelong learning and promote successful relationships.

Transcripts: Transcripts are available upon request from the Guidance Office.

Post High School Planning: Guidance and Counseling Services are available to help students make educational and vocational plans, as well as helping individuals resolve personal problems. Individual counseling is available to students. Post-secondary institution admission requirements, including test results, high school G.P.A. and application deadlines will vary. Juniors and seniors will be allowed a maximum of two college visit days per year. You must produce documentation verifying your visit. You can arrange an appointment at any school by contacting their admissions office. Contact the guidance office for help.

Honor Award

The purpose of the honor point system is to recognize students, grades 7-11, who take part in many activities and excel in academics. 135 points are required for a student to earn an honor letter (8th grade will be at the 125 point total due to one less class than 7th grade). Letters are awarded in the spring at Class Night. Grade 12 students will be recognized at Senior Class Night in May.
Points in all activities are awarded at the discretion of the teacher, supervisor, or coach.
1. Academics: No Maximum
A> 4 pts, B> 3 pts, C>2 pts, D>1 pt, F>minus1 pt.
The first 3 quarters are figured on actual grades. 4th quarter grades are an average of the first 3 quarters. Band, Choir, and Orchestra grades are excluded.
2. Attendance: Maximum of 20 points.
Perfect attendance each quarter = 5 pts. One or less unexcused absence for quarter = 3 pts.
3. Athletics: Maximum of 30 points.

7th & 8th grade	5 points	B-Squad	10 points
Varsity	15 points	Varsity Captain	5 points

4. Music: Maximum of 35 points.

7th & 8th grade Choir, Band, Orchestra	5 points each	9-12 Band	10 points
9-12 Choir, Band, Orchestra	10 points	Orchestra	10 points

Check with your teacher for additional points.
5. Clubs & Activities: Maximum of 10 pts per club.
Points will be awarded according to participation. Clubs included are: FFA, FLA, Knowledge Bowl, Speech, Student Council, One-Act Play, Robotics, Trap Shooting, National Honor Society and Musical (if applicable).

Homework/Missing Work

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

Dawson-Boyd Schools will communicate missing work for all students in the following manner. The goal of this communication is to decrease the amount of missing work and to be consistent in our communication to parents and students. Details include:

[*] *Notice required by statute*
[**] *Notice required by policy*

Missing work will be entered into JMC by 8:30 AM on Monday mornings - labeled as 'M' or 'MI'
Missing work will be emailed to parents and students **every Tuesday.**
Missing work lists will be shared with study hall teachers twice a week: **Typically Tuesdays and Fridays.**
If the student has a late assignment, the highest score attainable will be determined by the classroom teacher.
Significant missing work may result in further actions including but not limited to: Study hall time in the office, lunch detentions, after school detentions.

Students should check JMC grades and email on a regular basis, as well as communicating with teachers about missing work.

Lyceums/Program Attendance

Students can be excused from any lyceum or program. Parents must send a written and signed note, or communicate with the office via phone/email requesting a student to be excused. The high school office will let the student know where to go during the program.

Parent Right to Know [*]

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

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived.
3. whether the teacher is teaching in the field of discipline of the certification of the teacher.
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.
5. In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Physical Education

Physical education classes will be conducted for the students in grades 7-9. Students should have a good pair of tennis shoes to wear to class. Students should also wear suitable clothing. Parents will be notified in advance of units requiring special dress (swimming, etc.). Reminding students to bring proper clothing will be most helpful.
A student will be excused from participation in physical activities only if a written note from the parent is received. The note should include a written explanation of why the student should be excused, the date, and the signature of the parent. The high school office may require medical documentation to excuse students from participation.

Promotion and Retention

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

Postsecondary Enrollment Options

Ninth, tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. General Up-to-date information about the PSEO program will be published on the district's website and in materials that are distributed to parents and students provided to all eighth, ninth, tenth, and eleventh grade students by the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year.

Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the ***school counselor at Dawson-Boyd High School*** by October 30 or May 30 to indicate the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or

[*] *Notice required by statute*
[**] *Notice required by policy*

not notifying the district by October 30 or May 30. for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact the school ***counselor at Dawson-Boyd High School***.

Online courses: Students wishing to take a PSEO or online course must complete the following steps:

*Contact the counselor and principal before enrolling in courses at least 30 days before enrolling.

*If the course is offered at DBHS, a meeting is strongly encouraged to be held with student, parent, teacher, and counselor or principal.

*If students are under the age of 18, students must have written consent of a parent or guardian to apply for a PSEO or online learning course.

*PSEO or online students who FAIL a course will receive a 0% for that class on their high school report card and transcript.

*PSEO or online students who WITHDRAW from a course will receive a 0% for that class on their high school report card and transcript.

*Online classes - if quarter grades are available, they will be entered into the report card. Students who fail a PSEO or online class will be subject to the academic eligibility policy of Dawson-Boyd High School.

If you are interested in an online course, please see the school counselor. A copy of the "Online Learning Options" policy is on file in the counselor's office.

Sophomores may enroll in a career or technical education course at a MnSCU college or university if they have attained a passing score or met the 8th grade standard on the 8th grade MCA in reading and meet other course prerequisites or course enrollment standards established by the college. These standards include but are not limited to assessment test scores, program admission or other requirements.

Any eligible 11th or 12th grade student may choose to enroll in PSEO. According to state statute, a student should notify the district of their intent to pursue this option by March 1st the school year before they are planning to attend a PSEO program. Prior to enrolling in a course, the student and the student's parents must sign a form that states they have been informed about the responsibilities of enrolling in this program. The student and the parent are required to visit with the counselor about the risks and possible consequences of enrolling in postsecondary courses. Students can appeal this policy with the H.S. Principal.

Any student taking a PSEO course will be required to provide academic progress documentation every two weeks to the school counselor or principal. Any student taking PSEO courses must return the books to the college or they will be required to pay the cost of replacement for the books.

Schedule Changes

Students will have until the end of the first week of each semester to change their schedule. Schedule change forms must be signed by a parent, the counselor and the teacher that the change will affect. Forms are located in the counseling office.

Student Supports

If a classroom teacher finds a student is having a problem academically, medically, behaviorally, socially, or emotionally, he/she will first refer the child to the Teacher Assistance Team. The team will assist in planning interventions to address the problems. If further evaluations are needed after failed interventions, the child is referred to the Child Study Team. The team reviews the problem/s and decides the types of evaluations that need to be done. After all the evaluations are completed, the parents and all staff members who have contact with the child will meet to discuss the problems and seek appropriate solutions. All members at the staffing cooperatively reach decisions as a team on the most appropriate programming for the child.

Special Services/Programs: Programs are available in the school to assist in meeting individual student needs. They are listed here:
School Social Worker: The district employs two school social workers, one in each building. Parents having questions about what a school social worker can offer please contact the elementary office.
Speech services—are provided in an individualized or small group setting. The program focuses on the needs of the individual child, primarily in the areas of articulation and total language development.
Adaptive Phy Ed—the regular physical education program is supplemented with adaptive skills for students with special needs.
Special Education—special education is provided for students who need those services. In special education, a child's program is planned cooperatively with the classroom teacher, special education staff, and the child's parents. Social and emotional skills, as well as academics, are an important part of these programs. Staffings are held with staff and parents to evaluate progress and to plan the program components.
After School Help - typically on Tuesdays and Thursdays after school. Other days/times can be arranged in advance.

[*] *Notice required by statute*
[**] *Notice required by policy*

Teachers Assistance Team (TAT)

The student assistance team meets on a regular basis to monitor students' progress and success. Students may be referred to this team for academic or behavioral reasons. Interventions may be implemented and studied to determine their effectiveness before the team decides on next steps for the student. The TAT team is composed of the building principal, social worker, school psychologist, and two classroom teachers.

Special Needs Services

Special services such as speech therapy, special education for students with learning and/or emotional problems, adaptive physical education, and chemical dependency counseling and referrals are available. Information on Section 504 may be found on the school's website or by contacting the high school office. The 504 coordinator is:

Ryan Stotesbery
High School Principal
848 Chestnut Street
Dawson, MN 56232
rstotesbery@dwby.k12.mn.us
320-769--2955

Section 504 is enforced by the U.S. Department of Education, Office for Civil Rights (OCR). If you need information about Section 504, the contact information is as follows:

Office for Civil Rights, Chicago Office (Region V)
U.S. Department of Education
500 W. Madison Street Suite 1475
Chicago, Illinois 60661
(312) 730-1560
FAX: (312) 730-1576
TDD: (312) 730-1609
Email: OCR.Chicago@ed.gov
A copy of Dawson-Boyd School District #0378 Restrictive Procedures Plan is available upon request from the building principal.

State Testing

The following tests are currently required by the Minnesota Department of Education.

MCA Tests

7th Grade	Reading and Math
8th Grade	Reading, Math and Science
10th Grade	Reading and Science
11th Grade	Math

MTAS Tests

Minnesota's alternate assessment, the Minnesota Test of Academic Skills (MTAS), designed for, and limited to, students with the most significant cognitive disabilities.

ACCESS Tests

7th-12th Grade Students who qualify as an English Language Learner student.

The Parent/Guardian Guide to Statewide Testing is included in the Appendix of the Student Handbook. This document is also located on the school and Minnesota Department of Education website and may be used by parents/guardians.

Summer School

The school district may provide summer school learning opportunities. For more information, contact the building principal.

Withdrawals

When students withdraw from school, all fees must be paid and chromebook returned before records will be forwarded.
A form needs to be signed by the parent and student when withdrawing.

Parent Right to Know [*]

[*] *Notice required by statute*
[**] *Notice required by policy*

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:
*Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
*Whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
*The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
*Whether the student is provided services by paraprofessionals and, if so, their qualifications.
In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

PART III — RULES AND DISCIPLINE

Attendance [**]

Dawson-Boyd High School believes that **regular school attendance** is essential for academic achievement, social development, effective communication between students and teachers, and building dependable habits for the future. This policy is designed to **encourage consistent attendance in a positive, supportive way,** not as punishment.

Shared Responsibility

Attendance is a **joint responsibility** of:

- **Students** - expected to be in school and attend all classes regularly and follow the correct procedures when absent from school.
- **Parents/Guardians -** responsible for ensuring their child attends school (unless there is a valid excuse) and inform the school of any absences.
- **Teachers and Administration -** provide instruction, track attendance, notify parents of absences, and enforce state attendance laws.

Minnesota Truancy Law

In Minnesota:

A student (ages 12 and older) is considered a **continuing truant** if they have:
Unexcused absences in 3 or more class periods on 3 separate days in middle or high school.

A student is considered **habitual truant** if they have:
Unexcused absences in 7 or more class periods on 7 separate days in middle or high school.

This policy supports students by outlining responsibilities and helping them succeed through consistent school participation.

Religious Observance Accommodation
Reasonable efforts must be made by a school district to accommodate any pupil who wishes to be excused from a curricular activity for a religious observance. A school board must provide annual notice to parents of the school district's policy relating to a pupil's absence from school for religious observance.

Parents
Parents of absent students will call or email the school when their child will be absent. The school will call the parent during the day if a student is not in school. These contacts will be made at the parent's residence or place of work. If the school is unable to reach the parent the day the student is gone, the procedure will be repeated the following day. If no contact is made, the absence will be recorded as unexcused, detentions/suspension will be assigned, and a note sent home. Parents who are unable to follow the above procedure need to contact the high school office.

[*] *Notice required by statute*
[**] *Notice required by policy*

When a student must leave the school during the school day:
If a student becomes ill during the day they must see the nurse, high school principal or counselor/social worker before leaving school. If the student goes home during the school day due to illness, they are not eligible to participate in activities or games the remainder of the day. This will be an excused absence.
If a student needs to leave school during the day for a reason other than illness, they must have a parent call, email or bring a note to the office. The office must issue them an "Out of Building Pass" if you leave the building. Students will need to show the pass to the teacher of the class that they are leaving. Remember that students must sign in and out when leaving/returning to the building before the end of the day. Failure to sign in or out (except over noon) will result in a warning and future instances of detention.
If students do not follow these policies, they will receive an unexcused absence and possibly other disciplinary actions. This decision will be at the discretion of the high school principal.

When a student plans to be gone from school:
The student must bring a note from a parent or a phone call/email must be made stating when the student will be gone from school and the reason they will be absent. Teachers will make an effort to provide advanced homework but it may be difficult for teachers to accurately determine what will be required a week or two in advance. Some work may need to be done upon the student's return to school.

Excused Absences

A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to any member of the board, a truant officer, a principal, or the superintendent. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.

To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.

The board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.

Legitimate Exceptions

The child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:

Child illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth;

Family emergencies;

The death or serious illness or funeral of an immediate family member;

Active duty in any military branch of the United States;

The child has a condition that requires ongoing treatment for a mental health diagnosis; or

Other exemptions included in this attendance policy.

That the child has already completed state and district standards required for graduation from high school; or

That it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part,

be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

[Note: State law provides that a school board may include other exemptions in the school district's attendance policy. See Minnesota Statutes, section 120A.22, subdivision 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]

c. Excused Absences

Students with excused absences are responsible for making up all missed assignments or completing alternative work as deemed appropriate by the classroom teacher.

All make-up work must be completed within two (2) school days of the student's return. Failure to complete assignments within this timeframe may result in no credit for the missed work. However, the classroom teacher or building principal may grant additional time for completion in cases of extended illness or other extenuating circumstances.

Students who accumulate more than ten (10) excused absences in a semester will be required to provide documentation from an approved medication or mental health provider for any subsequent absences to be considered excused.

PREVIOUS - *Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.*

Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

We complete well-child checks if we have not heard from families and have been unsuccessful in reaching household members.

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

Truancy. An absence by a student which was not approved by the parent and/or the school district.

Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

Work at a business, except under a school-sponsored work release program.

Absences resulting from accumulated unexcused tardies (3 tardies equal one unexcused absence).

Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56.

Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.

In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

[*] *Notice required by statute*
[**] *Notice required by policy*

Students with unexcused absences shall be subject to discipline in the following manner:

After the third cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by mail that his or her child is nearing a total of seven unexcused absences and that, after the seventh unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.

After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.

After seven cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by 7% for each unexcused absence thereafter (i.e. A to A-).

If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.

Truancy/Skipping

Continuing Truant: A student who is absent from class or study hall for three or more class periods on three days without a valid excuse. The school will notify the parent by phone and/or first class mail when a student reaches three or more class periods on three or more days. The parent or guardian will have the right to set up a meeting with school administration to discuss options and consequences for the student. If truancy continues, a CHIPS (Child in Need of Protection) petition will be filed with Lac qui Parle Family Services. The student and his/her parents will need to appear before a judge regarding the truancy petition.

Skipping: A student who is not in the class they are assigned to for that particular class period. Examples could include, but are not limited to the following: a student who leaves a classroom without permission, a student who is in the building, but not where they are supposed to be, etc.

Consequences for skipping/truants:
1st offense: Detention (length of time skipping)
2nd offense: Up to one day of in school suspension.
3rd offense: Up to two days of in school suspension.
4th offense: Consequences determined by administration.

Tardy Procedure

Students are expected to be in their scheduled classroom at the beginning of each school day and at the beginning of each class period. Students who are detained by an instructor are to obtain a pass from that instructor before attending the next class. Students who are late because of bus problems will not be counted tardy. Students who are tardy need to stop in the office and get a tardy pass to get into their class. Passes may be administered by teachers and administration only. Two tardies will equal an unexcused absence in that class - if a student wishes to remove 2 tardies from their attendance totals, an after school detention will need to be completed by the student.

If a student needs to see another teacher, the student needs to get a pass to go to another part of the building. Students needing to leave the building during school hours (except for lunch or an excused school activity) need to sign out in the office and have parental permission before they leave the building.

ISS (In School Suspension) and OSS (Out of School Suspension)

When a student serves a school suspension, it will not count towards their maximum of six absences. Students will have one full day after they return from an ISS or OSS to get their make up work completed. If it is not made up at that time, the teacher's late work procedure for their classroom will be enforced.

Students will be required to work and/or read during In School Suspension with the following conditions: Phones will not be allowed, Computers/chromebooks will only be used for classwork, and no music/headphones will not be allowed.

[*] *Notice required by statute*
[**] *Notice required by policy*

Behavior at School Events

The same rules for behavior in school are enforced at all school events home or away. Students asked to leave a school event may meet, along with their parents, with the high school principal to determine consequences for the students' actions.

Bullying Prohibition [*]

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's "Bullying Prohibition" policy (*Appendix 7*).

Buses – Conduct on School Buses and Consequences for Misbehavior [**]

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

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

While riding a school bus, all riders must comply with the following rules:

Follow the driver's directions at all times.
Remain seated facing forward while the bus is in motion.
Talk quietly and use appropriate language.
Keep all parts of your body inside the bus.
Keep arms, legs, and belongings to yourself and out of the aisle.
No fighting, harassment, intimidation, or horseplay.
Do not throw any object.
No eating, drinking, or use of alcohol, tobacco, or drugs.
Do not bring any weapons or dangerous objects on the school bus.
Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

Misconduct and Consequences
1st Offense-Warning.-Student may be assigned seat by driver.
2nd Offense-Report filed with Transportation Safety Director and Principal; consequences,
such as detention, may be given (parent notified).
3rd Offense-Five day loss of riding privileges.
4th Offense-Twenty day loss of riding privileges. Parental conference required before

[*] *Notice required by statute*
[**] *Notice required by policy*

privileges are reinstated.
5th Offense-Loss of riding privileges through the end of the year.

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

Records
Records of bus misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety.

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

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

Parent and Guardian Involvement
Become familiar with District rules and policies.
Assist students in understanding safety rules and encourage them to abide by them.
Recognize their responsibilities for the actions of the students.
Support safe riding practices and reasonable discipline efforts.
When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
Support procedures for emergency evacuation and procedures in emergencies as set up by the School District.
Respect the rights and privileges of others.
Communicate safety concerns to school administrators.
Monitor bus stops, if possible.
Support all efforts to improve school bus safety.

Parent and Guardian Notification
A copy of the school district bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

Cell Phones and Other Personal Electronic Communication Devices

Students will be able to use cell phones (texting only) during lunch. Cell phones will remain in lockers during class time. All students are strongly encouraged to lock both their student locker and locker room locker at all times. Students will need permission from the high school office to talk on their phone during the school day. If students need to talk on their phone, they should do so in the office or outside of the building. Only students approved by the principal can have their cell phone with them during the school day - examples could be related to a medical condition or 504 plan on file in the office. These students will be communicated to staff.

Dawson-Boyd Schools prohibits students from recording video or taking pictures of other students using cell phones or other recording devices on school property, in school vehicles, and at school related functions. This includes school activities and events at other facilities. Examples include the school bus, locker rooms, and field trips. Cell phone use of any kind is prohibited in the locker rooms. Possible student consequences include detention, loss of bus riding privileges, or other consequences deemed necessary by the high school principal. Students who are recording for school events would be exempt with proper permission.

Consequences for violating policy are as follows:
1) Warning: phone will stay in the office for the remainder of the day
2) 3 days check phone into office or 30 minute detention
3) 6 days check phone into office or 60 Minute Detention, and a parent must pick up the phone from the high school office.
4) Consequences determined by the Principal.

[*] *Notice required by statute*
[**] *Notice required by policy*

Other devices (personal computers, ipads, etc.) must receive prior approval from the principal to be used during the school day. Allowances may be approved for a college course needing specific software, due to a documented disability or health matter, or other reason deemed necessary. Consequences will be determined by the building principal, and repeated violations may result in the end of the outside device approval. The following are expectations students are to follow if approved for an outside device.

Devices should only be used by the student it is approved for.

Devices should only be used by the student for the class or the purpose it is needed. It should not be used for recreational purposes during the day.

If for a specific class, the device should be used during that class period or during study hall in their schedule.

Discipline [*]

It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's education. 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, administration, and teachers to safeguard the health and safety of each student. The school board and district administrators 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.

The discipline procedures used at DBHS are designed to meet two goals:
1) Provide an orderly environment where students may pursue an education without interference.
2) To provide corrective help and guidance toward self-discipline for each student who violates school policies or the rights of others.

Parent/Guardian Involvement

The ultimate responsibility for the behavior of a student rests with the student and their parents/guardians. The goal of the staff will be to correct the problem with a minimum of disruption to the life of the student. Persistent serious problems can result in conferences with the parents/guardians in an effort to find and implement a solution to the problem.

A school district may discipline a student for off-campus misconduct in either of the following situations:
1) misconduct is a continuation of or has a nexus with improper conduct that occurred on school grounds.
2) the student's actions have a direct and immediate effect either on school discipline or on the general safety and welfare of the students and faculty.

Detention

The principal and teachers can assign detentions for the violation of classroom and school rules. The detentions will be sat with the principal after school in increments of 30 minutes or an hour. Students must serve their detention within three days of when it was assigned unless a different date is agreed upon. Detentions will not be allowed to accumulate. If students do not serve the detention in a timely manner, it will be doubled and must be served immediately. If a student does not serve their detention, they will serve an in-school suspension of up to one day. Students who ride the bus, participate in extracurricular activities, or hold after school jobs are held to the same disciplinary measures as students who are not involved in these activities.

Out-of-School Suspension, Exclusion, and Expulsion

The Pupil Fair Dismissal Act covers suspension and expulsion. These actions are used in response to serious disruptions or chronic, inappropriate behavior by the student and are measures of last resort. The Pupil Fair Dismissal Act shows your rights and responsibilities as a parent. A copy is available in the H.S. office.

Classroom/Study Hall Expectations

Students are expected to behave. Students should:
1. Do your best.
2. Respect and work with others.
3. Stay on task.
4. Have regular attendance.

In addition, each teacher has their own rules and expectations for students. Failure to follow rules will result in consequences.

All study halls will have the following guidelines:

[*] *Notice required by statute*
[**] *Notice required by policy*

1. Students will either be working on homework or making progress towards AR requirements.
2. No phones will be allowed in study halls.
3. Chromebooks, laptops and other types of computers will be used for educational purposes.
4. Noise level kept to a minimum to allow all students the best atmosphere to study and work.
5. No food or drink is allowed in study halls.

Code of Student Conduct

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials.
3. Gambling, including, but not limited to, playing a game of chance for stakes.
4. Hazing;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Opposition to authority using physical force or violence;
7. Using, possessing, or distributing tobacco or tobacco paraphernalia;
8. Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;
9. Using, possessing, distributing, or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
10. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
12. Violation of the school district Weapons Policy;
13. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
14. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
15. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
16. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
17. Violation of any local, state or federal law as appropriate;
18. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
19. Possession of nuisance devices or objects which cause distractions including, but not limited to, pagers, radios, and phones;
20. Violation of school bus or transportation rules or the school bus safety policy;
21. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
22. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
23. Possession or distribution of slanderous, libelous or pornographic materials;
24. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
25. Criminal activity;
26. Falsification of any records, documents, notes or signatures;
27. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
28. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion;

[*] *Notice required by statute*
[**] *Notice required by policy*

29. Impertinent or disrespectful language toward teachers or other school district personnel;
30. Sexual and/or racial abuse and/or harassment;
31. Actions, including fighting or any other assaulting behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
32. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
33. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
34. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
35. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
36. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
37. Violation of school rules, regulations, policies, or procedures;
38. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

Disciplinary Action Options
It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:
A. Student conference with teacher, principal, other staff, and verbal warning;
B. Parent contact;
C. Parent conference;
D. Removal from class;
E. In-school suspension;
F. Suspension from extracurricular activities;
G. Detention or restriction of privileges;
H. Loss of school privileges;
I. In-school monitoring or revised class schedule;
J. Referral to in-school support services;
K. Referral to community resources or outside agency services;
L. Financial restitution;
M. Referral to police, other law enforcement agencies, or other appropriate authorities;
N. A request for a petition to be filed in district court for juvenile delinquency adjudication;
O. Out-of-school suspension under the Pupil Fair Dismissal Act;
P. Preparation of an admission or readmission plan;
Q. Expulsion under the Pupil Fair Dismissal Act;
R. Exclusion under the Pupil Fair Dismissal Act; and/or
S. Other disciplinary action as deemed appropriate by the school district.

Removal of Student From Class
If a student is removed from class, the teacher will instruct the student to go directly to the office. The student must make contact with one of the office administrative assistants. If a student fails to do this they will be subject to detention or suspension unless otherwise noted in an IEP plan. The student should also have a discipline referral form that was filled out by the teacher. Appropriate consequences will be administered if deemed necessary by the administration. A student will return to the class with a pass from the office. Students must have a pass to be admitted back to class. If a student is removed from class for disciplinary reasons, the student's parents will be notified in writing and/or by phone.
A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the

authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity for a period of time not to exceed five (5) days, pursuant to this discipline policy.
Grounds for removal from class shall include any of the following:

*Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
*Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
*Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
*Other conduct, which at the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
Specific Conduct Violations

Students will not be insubordinate to employees.
Students will not assault students, teachers, or other district employees.
Students will not steal or damage property of the school or others.
Students will not possess or use any articles, or commit any acts that are illegal or cause harm.

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy (*Appendix 5*).

Dress and Appearance

Dawson-Boyd dress code expectations are intended to promote excellence and a safe learning environment for every single student. We believe that part of identity development is also expressing oneself through clothing and style choices. However, there also must be parameters around the way we interact with one another and present ourselves within our learning environment. As such, our dress code is intended to be inclusive and responsive in reference to race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income and body type/size. The Dawson-Boyd dress code will be enforced during regular school hours. Coaches/club advisors may make appropriate adjustments for practice and performance attire.

Standard of Excellence: Certain body parts must be covered for all students at all times.
The following body parts must be fully covered with opaque fabric: genitals, buttocks, chest, and undergarments (visible straps are allowed). All items listed in the "must wear" and "may wear" categories below must meet this basic standard of excellence.

Students Must Wear, while following the basic standard of excellence above:
*A shirt (with fabric in the front, back, and on the sides under the arms), AND
*Pants/jeans or equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts), AND
*Shoes

Students May Wear, as long as these items do not violate the standard of excellence as stated above:
*Religious, cultural headwear, head wraps/scarfs/do-rags.

Students Cannot Wear:
*Hats and hoodie sweatshirts (hoods on head) (staff discretion in classrooms rules).
*Clothing that depicts violent images or language.
*Clothing that has images or language depicting drugs or alcohol (or any illegal item or activity)
*Creates a hostile or intimidating environment for any protected class or marginalized group.
*Could be considered dangerous or could be used as a weapon.
*Bandanas (except for medical reason)
*Swimsuits (except for athletic practice).
*Blankets, towels, or large coverings or draping.

[*] *Notice required by statute*
[**] *Notice required by policy*

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

Driving and Parking

Parking

*High School students will be allowed to park in the following locations:

Gym parking lot.
Side Streets in accordance with city ordinances.

*NO parking in Grace Church Parking Lot, West Parking Lot, and parking associated with Stevens Elementary.

*If a vehicle is parked illegally or needs to be moved for any reason, the student will be told to move the vehicle. If the student cannot be found, the vehicle may be towed at the owner's expense.

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense. The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy (*Appendix 5*).

Driving

Driving and riding in cars during school hours is PROHIBITED unless a student has permission from the building principal and a parent/guardian. Students may request permission to drive during the school day to work, for appointments, or to go home for lunch. Parents must provide a note, email or phone confirmation before permission is granted.

Students are allowed to drive during lunch time - driving privileges may be suspended for the following reasons:

Consistent tardiness to 6th period class.
Reckless or dangerous driving on or near school grounds.
Passengers riding in students' vehicles.
Other reasons determined by administration.

Students driving any other time during the day will need parent approval to the high school office or Mr. Stotesbery.
Students are not allowed passengers while driving -exceptions are allowed for immediate family members (siblings).
Students are not allowed to sit and/or eat lunch in their parked vehicles.

Consequences for violations:
Students driving or riding without permission will be warned after the first violation.
The second violation will result in two weeks without open lunch privileges.
Further violations will result in consequences at the discretion of the building principal.

A signed waiver will be required for any student driver.
All students and parents are expected to understand the rules and consequences for violations.

Driving to School Events
In regard to any school-related activity where transportation to and from the event is provided by the school, all students must ride on school-provided transportation. Exceptions to this policy are:
1) the parent contacts the coach or person responsible for the students at the activity and requests that the student rides home with PARENTS OR GRANDPARENT.
2) A parent requests in advance, in writing, to the principal, that the student ride to and from the event with the PARENTS OR GRANDPARENT. The student will notify the event supervisor.

[*] *Notice required by statute*
[**] *Notice required by policy*

Drug-Free School and Workplace

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

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment into a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Harassment and Violence Prohibition [*]

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included in this handbook (*Appendix 8*).

Hazing Prohibition [*]

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy (*Appendix 9*).

Internet Acceptable Use

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

A copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy is available at www.dawsonboydschools.org.

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

- identify each curriculum, testing, or assessment technology provider with access to educational data;
- identify the educational data affected by the curriculum, testing, or assessment technology provider contract;
- include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

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

[*] *Notice required by statute*
[**] *Notice required by policy*

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction [**]

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see Appendix 10. Contact the building principal if you have questions or wish to report violations.

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

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

PART IV — HEALTH AND SAFETY

Accidents

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

Asbestos Management Plan [*]

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

Crisis Management

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

[*] *Notice required by statute*
[**] *Notice required by policy*

Emergency Contact Information

It is the responsibility of the student's parent(s) to update emergency contact information so it is kept current. This can be updated in JMC via the Parent Portal or by contacting the school office.

Health Information

First Aid

The nurse's office is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) in the following locations:
Infant/Toddler Daycare Room
Commons (near food services)
High School Blackjack Commons
Weight Room/Fitness Center

Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The Dawson-Boyd School District uses recommendations from the Minnesota Department of Health (MDH), Center for Disease Control (CDC) and uses the Hennepin County Child Care/School Manual as a reference for exclusion and handling of infectious disease.

Often an early morning decision that parents have to make is whether their child is well enough to go to school. Not only may the child feel too sick to learn very much on those days, but they are also infecting other students and staff. Below are some guidelines, which will help you decide whether to send them or keep them home.

Fever: If a student has a temperature of 100 degrees or more, parents should keep their children home. If they have 100 degrees or more fever at school, parents will be called to come to pick up their child. They need to be fever-free for 24 hours before returning to school. Tylenol, Ibuprofen, and other similar medications will bring a fever down, but it does not mean that the child is still not sick. They need to be fever free without taking medication for 24 hours.

Often the temperature rises during the day. A slight fever in the morning will get much higher by noon. Often with a borderline temperature (99-100), kids might feel quite ill. Use your judgment about sending them when their fever is less than 100.

Vomiting and Diarrhea: Keep them home! Vomiting and diarrhea are not considered "normal". Often children will feel better after vomiting, but will quickly become ill again. Keep them home until they are free of symptoms for at least 24 hours after the last episode of vomiting and/or diarrhea.

Influenza/COVID-19/RSV: If your child comes down with symptoms of upper respiratory illness, they should be seen by a health care provider and remain out of school for the duration of time recommended by the physician. Symptoms include: fever, **cough, body aches, headache, extreme fatigue, and sore throat.**

Antibiotic treatment: If your child is on antibiotics for a communicable disease, such as strep throat, pink eye, etc, keep them home until they have been on the antibiotics for 24 hours. The exception would be for pertussis (whooping cough). They need to stay home for 5 full days of antibiotic treatment before returning to school. If they are going to continue on antibiotic treatment at school, be sure to follow the school's medication policy.

Chicken pox: Students with chickenpox need to stay home until all of the pox marks have scabbed over-generally for 7 days. If the student gets chicken pox from the vaccine, it is usually a mild case. But they need to stay home until the pox marks are all scabbed over. If you suspect your child has chicken pox, a physician's note will be needed before they can return to school.

Pink Eye: Your child may have redness, itching, pain, & drainage from the eyes. Your child may have a fever. Keep your child home from school if fever is present or your child is not healthy enough to participate in routine activities. Keep your child home if they cannot keep their hands off of their eyes, if there is a lot of discharge or if your child is complaining of pain. Antibiotics or a note from a health care provider is not required to return to school.

Head lice: The Dawson-Boyd School District follows the recommendations of the Minnesota Department of Health (MDH), Hennepin County Epidemiologists, the American Academy of Pediatrics (AAP), the Centers for Disease Control (CDC), and the National Association for School Nurses (NASN) regarding how to handle head lice in school.

[*] *Notice required by statute*
[**] *Notice required by policy*

Based on current evidence, the experts recommend that students identified as having eggs and/or head lice remain in school and not be excluded (sent home).

If suspected lice or confirmed lice: If a teacher or another staff member suspects a student may have head lice, they will send them to the health office to be checked. If active lice or nits (eggs) are found, the parent will be confidentially notified. The student can remain in school. The health office staff can help provide information to the parent/guardian about proper treatment.

Head lice are very treatable. Everyone in the family and close contacts should be checked for head lice and treated if found. Many different treatment methods are available. Pamphlets on treatment are available in the school health office.

Head lice are a bother, but in the scheme of things, temporary. Anyone can get head lice, although head lice do not jump from one person to another. Encourage your children not to share combs, brushes, hats, headbands, or other hair clips. The best way to catch lice before it becomes an outbreak is to build regular head checks at home.

Keeping healthy: During the season of flu and colds, it is important to try to remain as healthy as possible. Adequate sleep and nutrition will help. Keeping sick children home when they are ill, will prevent others from becoming ill. Vital is encouraging good, frequent hand washing.

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

Health Service

The model of nursing services in Stevens Elementary and Dawson-Boyd High School uses a full time registered nurse who serves in the health office performing health office clerical functions, first aid and episodic care (caring for ill and injured students), medication administration as well as the below functions. The school nurse works with families, students and staff to promote a healthy and safe environment.

Functions of the School Nurse:

- Coordinate, organize and manage all health services provided in the school district.
- Develop a system of first aid, illness, management, medication administration, emergency care and health related procedures.
- Assess and plan for students with health issues including training to teaching staff.
- Provide nursing care and care coordination for students with complex or chronic health needs.
- Provide care for students with mental health issues or severe mental illness that requires medical management and ongoing communication with school staff, health care providers and families.
- Participate as part of a special education team, providing nursing services as needed.
- Plan and provide a screen for health problems that impact a student's ability to learn (asthma, ADHD, vision, hearing, scoliosis) do follow-up with referral.
- Serve as a resource to staff, students, families regarding health concerns and health education and connect with resources in the community as needed.
- Coordinate prevention and control of communicable diseases.
- Provide immediate first aid and comfort to injured students.
- Provide care to students who become ill or have health concerns during the school day.
- Maintain documentation of immunizations and other health records.
- Administer medications and provide routine nursing care for students according to physician's orders and parent/guardian requests.

Health Screenings:

In Minnesota, no laws require periodic screening of students in the schools. We have determined that the health screenings offered to students will be hearing and vision, height, weight, color deficiency in boys, and scoliosis. These screenings will follow the guidelines recommended by the Minnesota Department of Health. The primary goal is to identify any difficulties that may impact a child's ability to learn with early detection and intervention. The purpose of periodic health screenings are to:

- Identify children who are not growing and developing normally
- Refer students with visual or hearing abnormalities that might interfere with their education or growth to health care professionals.
- Encourage parents to take responsibility for their child's growth, development, and follow up with referrals to health care professionals.

Screening Schedule:

- Hearing, Vision, Heights and Weights for Students in grades K, 1, 2, 3, 5, 7, 8, 10 and 11 completed in the fall

[*] *Notice required by statute*
[**] *Notice required by policy*

- Boys in Kindergarten grade will be tested for color deficiency (color blindness) in the fall
- Scoliosis screening of girls in 5th grade and 6th grade will be completed in the spring
- All new transfer students K-6th grade will be screened shortly after entering school as needed
- Any screening can be completed at any time if there are concerns by parent, teacher or the student themselves

REQUIRED PAPERWORK
Every year the following paperwork is required to start the school year. The forms can be found on the district website - teachers/staff - school nurse - website - forms:

- Annual School Health Information Form
- Seizure Action Plan - If you child has been diagnosed with seizures
- Asthma Action Plan - If your child has asthma
- Allergy Action Plan - If your child has a diagnosed allergy
- Diabetes Medical Management Plan - If you child has been diagnosed with diabetes
- Lactose Intolerance Form
- Authorization for Medication Administration - If your child need to take medication during the school day

Students who become sick at school should report to their teacher and see the school nurse. The school nurse and/or administrative assistant will arrange for students who get sick at school to go home early. Students should not contact their parents on their own.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. For more information call the school office or refer to the attendance section of the handbook.

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

Medications at School During the School Day
The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (section504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

Medication Administration Guidelines for Students Attending Dawson-Boyd High School and Stevens Elementary
It is not the responsibility of the school or its employees to prescribe drugs, medications or home remedies. Medications should be administered at home under the supervision of the parent/guardian when possible. However, some students require administration of medications during the regular school day. In those situations, the following procedure will be followed.

Parent/Guardian Needs to Bring the Medication to School
If the parent/guardian is unable to bring the medication to school, they should make contact with the school nurse prior to sending the medication and also note the quantity of the medication being sent.

Physician Order for Medication and Parent/Guardian Authorization
Before medication (including over-the-counter, herbal or food supplements) will be dispensed by the school nurse, the school health office must receive authorization from the student's physician and from the parent/guardian. These forms are available online and from the school health office. For those students that have specified health concerns (allergy, asthma, etc) an Emergency Care Plan

[*] *Notice required by statute*
[**] *Notice required by policy*

must accompany the authorization form. Medication Authorization forms are required at the start of each school year and automatically expire at the end of that school year. Students are allowed to carry their inhalers and Epipens with physician and parent/guardian authorization.

Prescription Medications
Prescription medications must be supplied in the original prescription bottle and completely labeled with: date, student's name, name and dose of the medication, name of prescribing physician, route of administration, when to take, duration and expiration date of medication. Prescription medications brought to school in any other container will not be administered. Questions regarding dosage and administration of the medications will be directed to the prescribing physician or the parent/guardian, at the discretion of the school nurse. Medications will be administered after questions have been resolved.

Over-the-Counter Medications
The school supplies a limited selection of over-the-counter medications such as acetaminophen, ibuprofen, Tums, cough syrup, anti-itch cream, cough drops and a few others. These items will only be administered to a student with parent/guardian permission found on the annual emergency contact form. All other over-the-counter preparations must be provided in the original labeled container. They will only be administered to the student according to physicians' orders and parent/guardian consent. Please forward any questions regarding specific over-the-counter medications and its use to the health office.

Sharing of Medications Prohibited
Students may not share prescription or over-the-counter medications with other students. Appropriate disciplinary action may be taken if necessary, upon the determination by the principal or his/her designee, after investigation that a violation of this procedure has taken place.

Unused Medications
When use of a medication has ceased or is no longer needed by the student, it is the parent/guardian's responsibility to retrieve unused medications from the school. Parents/guardians will receive a reminder that their student has medication left in the health office. If the parent/guardian does not come to pick up the medication, or call the health office to make other arrangements for the medication to be sent home, unused medications will be disposed of by the school. Medication will not be kept in the health office over the summer for the intent to be used the next school year.

Dispensing of Medication by the School Nurse
The Dawson-Boyd School District employs one full time RN. This RN is responsible for management of all medications and the administration. There will be a substitute if the employed RN is unavailable to work. The substitute will be trained by the school nurse in proper ways to administer medication. To give any medication in school, the parent/guardian must provide the school with a written order from a physician. The prescribing physician should have a copy of a form needed to send to the school. The parent/guardian must also sign a parent authorization form. Authorization must include:

Student's Name, Name of the medication, Dosage, Time of day it is to be taken, Physician's signature,Parent signature

If there is a medication of any kind found in a student's possession, the teacher will contact the school health office. The parent/guardian will be asked to come and pick it up. The school's guidelines (listed above) will then be explained.

Medication Changes or Termination
It is the responsibility of the parent to notify the school when the medication changes or if the medication is terminated, and/or to obtain new orders.

Field Trips
The school nurse does not routinely accompany students on field trips. Prior to leaving the building, the nurse, teachers, parents/guardians, and students share in the responsibility for communicating health issues that may need to be addressed while on the field trip. If medication is needed during the time of the field trip, another district employee will be designated to assume this responsibility after receiving appropriate medication administration instruction. The student's parent/guardian may also choose to chaperone the field trip and dispense their child's medication.

Seizure Action Plan
When a parent or guardian notifies the school district that a student has a diagnosed seizure disorder and has seizure rescue medication or medication prescribed by the student's licensed health care provider to treat seizure disorder symptoms, the school district will create an individualized seizure action plan.

[*] *Notice required by statute*
[**] *Notice required by policy*

Suicide Prevention Information

School district issued identification cards to students in middle school or high school must provide contact information for the 988 Suicide and Crisis Lifeline (988 Lifeline), the Crisis Text line, and the county mobile crisis services. The contact information must also be included in the school's student handbook.

The 988 Suicide & Crisis Lifeline is a national network of local crisis centers the provide free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week in the United States. When a call is made to 988 you will hear an automated message featuring additional options while your call is routed to your local Lifeline network crisis center. A trained crisis worker at your local center will answer the phone. This person will listen to you, understand how your problem is affecting you, provide support, and get you the help you need.

National Suicide & Crisis Lifeline – 988 (call or text)
Woodland Centers Mobile Crisis Response – 1-800-432-8781

Leaving School Grounds

Once here, a student is expected to remain at school until dismissed. Students are not allowed to return home for any reason once they have arrived at school except with parent permission. Students may not return home to get homework, swimsuits, etc. without the consent of an authorizing adult. A note and/or a telephone call to release the child from school are necessary. When the parent comes to pick up the child, it is necessary to sign the child out in the elementary office. This form must be completed in order for the child to be released. When picking up your child, please use the main entrance to the elementary building. WE NEED TO KNOW WHERE CHILDREN ARE AT ALL TIMES.

Pesticide Application Notice [*]

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting ***Chuck Stark, Director of Building and Grounds.***

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

Visitors

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the elementary office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the front desk and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

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[*] *Notice required by statute*
[**] *Notice required by policy*

APPENDIX

- 2026-2027 Dawson-Boyd School Calendar
- Strategies Reducing Removal of Students from Classrooms
- Stevens Elementary E-Learning Plan
- Dawson-Boyd High School E-Learning Expectations
- Parent/Guardian Guide and Refusal Form for Student Participation in Statewide Assessments
- Pupil Fair Dismissal Act
- District Policies (Policies noted in the handbook are in bold with direct links to the policy)
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[*] *Notice required by statute*
[**] *Notice required by policy*

STEVENS ELEMENTARY

Dawson-Boyd Public Schools

Small School. Big Opportunities.

2026-2027
Parent/Student Handbook

"Level Up, Blackjacks!"



SCHOOL SONG:

Come on you Blackjacks, FIGHT,
we're all for you;
To school and team and colors always true,
We'll show Blackjack loyalty through and through
and let them know that we will
FIGHT! FIGHT! FIGHT!
For black and gold we'll send a cheer on high,
And let the wide world know a victory's nigh.
So let's all give that Blackjack battle cry!
GO! FIGHT! WIN!

SCHOOL COLORS

BLACK AND GOLD

SCHOOL MASCOT

BLACKJACK RABBIT

[*] *Notice required by statute*
[**] *Notice required by policy*

Dawson-Boyd Public Schools
District Contact Information

Stevens Elementary
848 Chestnut Street
Dawson, MN 56232
320-769-4590
Fax Number: 320-769-4502
www.dawsonboydschools.org

Name	Position	Phone	Email
Amy Hiedeman	Elementary Principal	320-312-2309	ahiedeman@dwby.k12.mn.us
Laurel Stratmoen	Elementary Administrative Asst	320-312-2308	lstratmoen@dwby.k12.mn.us
Leah Prestholdt	School Nurse	320-312-2312	lprestholdt@dwby.k12.mn.us
Darla Swedzinski	School Social Worker	320-312-2375	dswedz@dwby.k12.mn.us
Camey Maland	Food Service Director	320-312-2314	cmaland@dwby.k12.mn.us
Rebecca Mortenson	Human Rights Officer	320-312-2316	rebeccam@dwby.k12.mn.us
Ryan Stotesbery	Secondary Principal	320-312-2306	rstotesbery@dwby.k12.mn.us
Chelsie Bothun	Secondary Administrative Asst	320-312-2303	cbothun@dwby.k12.mn.us
Andrea Knutson	Student Support Coordinator/MTSS Coordinator	320-312-2375	aknutson@dwby.k12.mn.us
Holly Ward	Superintendent/ Community Education	320-312-2301	hward@dwby.k12.mn.us
Stacy Stratmoen	Director of Finance	320-312-2302	stacys@dwby.k12.mn.us
Bryar Kalhoff	Human Resources	320-312-2304	bkallhoff@dwby.k12.mn.us
Carrie Kleven	Director of Activities, Transportation, and Community Ed Coordinator	320-312-2318	ckleven@dwby.k12.mn.us

[*] *Notice required by statute*
[**] *Notice required by policy*

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- 2026-2027 Dawson-Boyd School Calendar - Spanish
- Stevens Elementary E-Learning Plan
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- Pupil Fair Dismissal Act
- District Policies (Policies noted in the handbook are in bold)

[*] *Notice required by statute*
[**] *Notice required by policy*

Dawson-Boyd Public Schools
Independent School District #378
848 Chestnut St.
Dawson MN 56232

Small School. Big Opportunities.

Dear Parents and Students,

Welcome to Stevens Elementary! We are excited for another great year and thank you for entrusting your child/children with us!

This handbook has been designed to familiarize you with Stevens Elementary School. Feel free to communicate your concerns or questions at any time.

Thank you for the part you play in making Dawson-Boyd Public Schools an exceptional learning community.

Please take time to read through the handbook with your children. The time you spend will help to set the tone for the school year. As you look at our handbook I want to note the handbook is laid out in four parts:

1. Information
2. Academics
3. Rules & Discipline
4. Health & Safety

- Please remember to call or email the elementary office by 8:30 if your child will be tardy or absent [320-769-4590 (press 4 for attendance)/lstratmoen@dwby.k12.mn.us]. Review the section of the handbook that refers to attendance. It will guide you as to attendance expectations. Attendance is key to your child's success. **Please try to schedule appointments and such outside of the school day.**
- Remember electronic devices are the responsibility of the student when in the school setting. School will not be responsible for lost or damaged items. Please visit with your child before you send any items of value to school. Devices may not be used during the school day unless under the supervision of the classroom teacher - this includes WATCHES used to text and communicate.

I look forward to partnering with you for a successful year of growth for the students and staff of Stevens Elementary.

Sincerely,

Amy Hiedeman
Stevens Elementary Principal | Dawson-Boyd School District
ahiedeman@dwby.k12.mn.us

"Darkness cannot drive out darkness; only light can do that. Hate cannot drive out hate; only love can do that." -MLK, Jr

[*] *Notice required by statute*
[**] *Notice required by policy*

STEVENS ELEMENTARY WILL HONOR AND UPHOLD ALL POLICIES AS SET FORTH BY THE DAWSON-BOYD PUBLIC SCHOOL BOARD OF EDUCATION. ALL POLICIES ARE ON FILE IN THE DISTRICT OFFICE AT 848 CHESTNUT STREET IN DAWSON AND AVAILABLE UPON YOUR REQUEST.

Additionally, policies can be found on the school district's webpage at Dawson-Boyd Policies.

THANK YOU FOR BEING A PARTNER IN THE EDUCATION OF THE YOUTH OF THE DISTRICT.

[*] *Notice required by statute*
[**] *Notice required by policy*

PART I - INFORMATION

District 378 Elementary Employee/Personnel List
2026-2027

Board of Education

Tonya Kelly ….Chairperson

Clint Schindler	Lynn Marotzke
Cameron Jurgenson	Megan Lynch
Shawn Zollner	Elsie Nelson

Administration

Holly Ward	Superintendent
Ryan Stotesbery	Secondary Principal
Amy Hiedeman	Elementary Principal
Carrie Kleven	Activities Director
	Transportation Director
	Community Ed Coordinator

Elementary Staff

Jennifer Mork	Kindergarten
Christina Wolner	Kindergarten
Hailey Gritmacker	Kinder/First Multi
Cali Anderson	First Grade
Tylee Groenhoff	First Grade
Alicia Croatt	Second Grade
Bethany Wager	Second Grade
Karla Erickson	Third Grade
Landrey Schmidt	Third Grade
Patti Mork	Fourth Grade
Thomas Tiernan	Fourth Grade

[*] *Notice required by statute*
[**] *Notice required by policy*

Amber Omland	Fifth Grade
Jami Sather	Fifth Grade
Tobi Kemen	Sixth Grade
Reis Mitchell	Sixth Grade
Chris Lehne	Music/Band
Brandon Hurley	Music/Vocal
Allysa Hurley	Music/Orchestra
Hank Ireland	Physical Education/DAPE
Preston Schwegel	Physical Education
McKenna Streich	Speech/Language
Kali Connor	Speech/Language
Nichole Andrews	Special Education
Kallie Blascyk	Special Education
Emma Neet	Special Education
Shelby Moen	ECSE/ELL
Darla Swedzinski	Social Worker
Kassi Albertson	DB Preschool/ECFE
Stephanie Kelly	DB Preschool/ECFE
Chelsea Ludvigson	DB Preschool
Leah Prestholdt	School Nurse
Laurel Stratmoen	Administrative Assistant

Title I Support Staff

Amy Hiedeman, Title I Coordinator
Andrea Enger
Amy Schlemmer
Eva Hernandez

Custodians

Chuck Stark
Todd Henneberg
Griseldo Bello Miranda

Library

Theresa Vogel

Food Service Director

Camey Maland

*For additional directory information, please visit www.dawsonboydschools.org.

[*] *Notice required by statute*
[**] *Notice required by policy*

Arrival and Dismissal Hours

Supervision begins at **8:05** (bus arrival is between 8:05-8:10; students dropped off should NOT arrive prior to 8:05)
Playground or Gym (inclement weather)
Lunch room for Grades 1-6

First Bell (dismissal to classrooms):	8:20
Second Bell:	8:25
School day begins:	8:28
Dismissal	
Grades PreK-3	3:00
Grades 4-6	3:05

***Students are NOT to be on school property without supervision. Only those students having activities, music lessons, or those staying to do school work as requested by the teacher should remain after the regular dismissal times.

Junior Jacks is available for all students in grades pre-K through 6 that must arrive outside of the regular school hours. The hours of operation for Junior Jacks are 7:00 AM to 8:20 AM for the morning program and 3:00 PM to 5:30 PM for the after school program. Junior Jacks is available to preschool students on the days they are not in school. Enrollment information is available from the Community Education office/online.

Families will be notified by school administration in regard to student drop off/pick up before and after school. Specific instructions will be shared district wide designating bus loading/unloading areas, limitations on where parents/guardians may drop off or pick up students before and after school, etc.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found in the appendix of this handbook or on the school district's website at *www.dawsonboydschools.org*.

Class Assignments

Classroom assignments are within the school district's discretion. All registered students will be given their classroom placements mid-August. Classroom teachers make suggestions for class lists for the following year based on the academic needs, behaviors, and social skills of the students in that grade level. This is done in May. Parent requests or concerns should be discussed with the elementary principal by the end of the second week of May to allow teachers sufficient time to make recommendations for class assignments. A notification will be issued to each family to allow for parental/guardian considerations via survey (this comes late April/early May each year).

Complaints/Concerns

If a parent or guardian has a concern or question in regard to a school policy, please contact the Principal's office. If the question concerns class work, please contact the teacher. If the parent feels the problem is still unresolved, he/she should then contact the Principal.

[*] *Notice required by statute*
[**] *Notice required by policy*

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

E-Learning Day Plan

Dawson-Boyd School District is fortunate to be able to address a school closing due to inclement weather through an E-Learning day. Our E-Learning Day Plan is included in the appendix of this handbook - outlining what these days entail. (This is not the same as distance learning due to COVID. This is a one day change of delivery due to uncontrolled circumstances - i.e. weather, water main break, no heat, etc.)

It is important to note that when the school is closed - but it is an E-Learning day, it WILL continue to be considered a school day that counts toward student attendance. Students and teachers will be expected to participate in E-Learning days and attendance will be taken. eLearning Day Expectations Grid

Employment Background Checks [*]

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities

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

Fees [*]

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate

in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the Stevens Elementary office and/or building principal.

Food in the Classrooms

Dawson-Boyd Schools encourages students to live a healthy lifestyle which supports good school performance. This includes staying well-nourished and hydrated while at school. We encourage the use of water bottles during the school day. Water bottles are permitted during class time. Students will have an opportunity for a snack time, led by their teacher.

Snacks offered during the school day and treats used as classroom rewards should make a positive contribution to children's diets and health, with an emphasis on fresh fruits and vegetables, water, low-fat milk, and other foods/beverages that are low in fat, sugar, salt and caffeine. For more information, please consult the district's Wellness Policy.

Fundraising

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

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Holiday Celebrations and Parties

Dawson-Boyd Schools recognize that communities acknowledge and celebrate for varying reasons, which may include cultural holidays and celebrations, dances, and birthdays. Our

[*] *Notice required by statute*
[**] *Notice required by policy*

district strives to be an inclusive and welcoming institution. However, we also recognize the constraints of time. Instructional time is important, so celebrations will be limited. Three seasonal parties are planned on a cooperative basis by pupils and teachers. Parents may opt out from any school celebration by contacting their teacher and/or building principal.

Birthday parties must be organized outside the school hours to eliminate hard feelings for youngsters not invited. Party invitations must be distributed outside of school. Children are permitted to bring their classmates a treat on their birthday. Treats must be purchased rather than homemade and meet USDA Smart Snack school nutrition guidelines. More information is available in the district's wellness policy. Please contact the school if you have questions.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

Library and Media Center

The library/media center is open 8:30 am - 3:00 pm . Students may use the library/media center during the school day only when a supervisor is present.

Meals

Meals are to be eaten in designated areas only. Meal times vary by classroom. Students will be notified of their assigned lunch meal time on the first day of school.

Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home.

Breakfast and lunch are free for all students. Students who choose to have additional helpings/extra milk will need to purchase these items. Parents/guardians must fill out a form to approve these purchases and money should be deposited in the student's lunch account.

Milk $0.50 a carton Adult meals - Breakfast $3.00 & Lunch $5.50

Students may also purchase milk tickets for snack breaks. These can be purchased at the office for $5.00 for 10 tickets.

Ala Carte: A La Carte selections are available for students in grades 5 and 6 at the lunch hour. If students are using ala carte to charge, parents must fill out a form to approve a la carte purchases. This form is available in both the high school and elementary offices.

Every family will receive an Educational Benefits form. Every family is encouraged to fill out the form regardless of income. This is a confidential form and only viewed by the school officials in charge of this part of the lunch program and those whom parents/guardians give permission to through a release. Parts of school funding and fees for programs are connected to the educational benefits qualification. Qualifying families may choose to accept/deny any financial assistance. We would appreciate every family completing this paperwork. This paperwork is used for reduced activity fees, preschool tuition and fees, summer food programs, etc.

[*] *Notice required by statute*
[**] *Notice required by policy*

Local Newspaper and School Publicity

Stevens Elementary is proud to inform the community of school events through the use of newspapers, radio, online tools, and letters. Public information shall include names and photos of students participating in or attending extra-curricular activities, school events, and engaging in classroom instruction except on social media platforms. Please contact the elementary office if you have concerns about the use of names and photos used to promote our school to the community. Consent is given on the Media Release Form returned annually.

Lost and Found

Parents are encouraged to label items that come to school. Writing a name on a coat, baseball glove, sweatshirt, eyeglasses, etc. will help all lost items to be returned to the owner. All articles found by students and school staff will either be in the **Lost and Found** near the elementary office. Please do your best to monitor your things. We have several items that go unclaimed. They are donated locally each quarter.

Messages to Students

Office and classroom phones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Messages will be delivered to classroom teachers to pass on to students. Personal cell phone use - including watches and gizmos, etc - during the instructional day is prohibited.

Nondiscrimination [*]

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability (or fail to ensure physical and program access for disabled persons), sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated

CONTACT: Rebecca Mortenson
Human Rights Officer, 848 Chestnut St., Dawson, MN 56232
Phone: 320-769-2955 rebeccam@dwby.k12.mn.us

as the district's Title IX Coordinator and Americans with Disabilities Act (ADA) coordinator.

Notice of Violent Behavior by Students [**]

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

Parent Teacher Conferences

Parent and teacher conferences will be held twice during the school year -

- Monday, October 12 and Tuesday, October 13
  - these are typically 20 minute scheduled conferences
  - EACH student PreK-6 will have a conference time
  - Scheduling is done in collaboration with families
  - Be watching for information on conferences in mid-September

[*] *Notice required by statute*
[**] *Notice required by policy*

- Tuesday, March 23
    - these are scheduled only at teacher request
    - not all students will have a conference

For more information, contact the building principal.

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school building or classroom, parents/guardians should contact the building principal. Parents/guardians who visit the school should sign in at the Stevens Elementary Office before entering a classroom. Volunteers will be given a visitors pass and should check out upon departure. All volunteering should be prearranged with the classroom teacher prior to the date of volunteering. For more information, please contact the building principal.

Pledge of Allegiance

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

Schedule

A schedule is needed to ensure smooth operation of the school. The daily school schedule is often building specific and within the building principal's authority to determine. Information on daily class schedules specific to the various grade levels can be found on teacher websites at www.dawsonboydschools.org.

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

Students are reminded that they too are spectators at sporting events. No rough play or throwing of objects is allowed. Students should pick up their mess before they leave the event. This will assist the custodians and show respect for our school. Be considerate of everyone around you. We want the event to be enjoyable for everyone in attendance. Students are to respect the requests of supervisors.

[*] *Notice required by statute*
[**] *Notice required by policy*

No rough and tumble games will be allowed at High School football games. Students' footballs and other equipment will be confiscated. Students can pick up their property at the end of the 3rd quarter of the game.

Admission prices for athletic events:

Athletic Passes	
Season Pass (Adult)	$85.00
Senior Season Pass (62+)	$55.00
Student Season Pass	$40.00
Family Season Pass	$175.00
Single Event (Adult)	$8.00
Single Event (62+ and non-DB Student)	$5.00

The Dawson-Boyd School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact *the activities/athletic director.*

School Closing Procedures

School may be canceled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over KLQP. The JMC Messenger system makes notification via phone/text/email if contact information is submitted and current.

Do not send your child to school if you think that weather conditions are a threat to the safety of your child. Early dismissal announcements due to rapidly changing weather conditions may occur at any time. Please listen to the radio stations and keep aware of phone messages/email if conditions look questionable.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

[*] *Notice required by statute*
[**] *Notice required by policy*

- Lockers and Personal Possessions Within a Locker [*]

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

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

Elementary school lockers do not lock nor are students to use padlocks on lockers. Parents and students should take note of this policy when personal possessions are involved. Do not leave money or other valuables in your locker or desk. It is best to leave items of value at home. The school is not responsible for replacement of personal items lost or stolen from lockers or desks.

- Desks

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

- Personal Possessions and Student's Person

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

Student Publications and Materials

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

- Distribution of Non School-Sponsored Materials on School Premises [**]

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

- School-Sponsored Media

School district policy 512 sets forth the rights and responsibilities of student journalists. Student media advisers shall supervise student writers journalists to ensure compliance with the law and school district policies. Students producing school-sponsored media and

[*] *Notice required by statute*
[**] *Notice required by policy*

participating in school activities will be under the supervision of a student media adviser and the school principal.. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is defamatory;
3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law;
6. causes a material and substantial disruption of school activities;
7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
8. advertises or promotes any product or service not permitted for minors by law;
9. advocates sexual, racial, or religious harassment or violence or prejudice; or
10. is distributed or displayed in violation of time, place, and manner regulations.

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

Student Records [*]

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

Student Surveys [*]

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see the complete "Student Surveys" policy listed on the district website. A complete copy of the school district's "Student Surveys" policy may be obtained at the district office.

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

- Extracurricular Transportation

[*] *Notice required by statute*
[**] *Notice required by policy*

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

[NOTE: The school board determines whether to provide transportation for students, spectators, or participants to and from extracurricular activities. If the school district does not provide extracurricular transportation, students who wish to participate or watch are responsible for arranging for or providing their own transportation.]

Video and Audio Recording

- School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

- Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

[*] *Notice required by statute*
[**] *Notice required by policy*

PART II - ACADEMICS

Academic Integrity

Students are to do their own work unless they are involved in a teacher-guided cooperative learning group activity.
Students guilty of cheating and plagiarism, as determined by the teacher, will be subject to consequences that may include
no credit for work, detention, and/or other consequences deemed appropriate by the teacher and/or building principal.
Academic Integrity will focus on two primary areas:

1. Transparency and Accountability
2. Use of online technology, but maintain original work

AI tools may be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or submitting AI-generated content as one's own is considered plagiarism. AI can be used as a tool for research, to generate ideas, and to assist with learning, provided it is done transparently and with proper attribution. This includes what data it processes and how decisions are made.

Guidelines for AI use:

DO:

- Use AI programs as smart search engines that present information in ways easy to read and understand.
- Ask AI programs for clarification or explanations when you need help.
- Generate ideas, topics, and writing prompts using AI programs.
- Be transparent; attribute AI text and images properly when you use them in your own work.

DON'T:

- Use AI programs to avoid doing your own work.
- Copy text or images from AI programs without proper attribution.
- Use AI text or images without fact-checking and exploring potential plagiarism issues.
- Use AI when your teacher expressly forbids it.

Students shall not rely solely on AI tools to complete assignments. It is important to understand the material and complete assignments on your own, using AI tools as a supplement rather than a replacement for your own work. Students shall not use AI tools to plagiarize. Using AI to generate or modify content to evade plagiarism detection is unethical and violates academic integrity. Students should not assume that AI responses are always correct as AI can generate fake results.

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities

[*] *Notice required by statute*
[**] *Notice required by policy*

for students with an IEP, contact the building principal and/or your child's special education case manager.

Field Trips

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

All class trips must be cleared and planned through the principal. You will be notified when your child's class is planning a trip outside of Dawson's city limits. You will be asked to give your permission for him/her to go with the group. If financial assistance is needed for field trip costs, please contact the building principal.

Please make sure your child is on time for the field trip. Schedules for trip days are very tight and cannot be delayed by a tardy student. Also, please make sure your child knows what to do when the bus arrives back in town if the trip extends beyond the school day. If they will not be picked up at school please send a note notifying the teacher of alternative plans.

Grades

Students' grades will be reported quarterly - four times during the year. Report cards will be sent home with students the week after the end of the quarter for review. The final report card will be mailed following the end of the school year. We use a common grading scale throughout the district - Dawson-Boyd Stevens Elementary Grading Scale.

Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. Parents/guardians are encouraged to consult the teacher with any questions or concerns.

Lyceums/Program Attendance

Students can be excused from any lyceum or program. Parents must send a written and signed note requesting a student to be excused. Students must report to the elementary office during the excused period.

Music Lessons

Students may begin playing an orchestra instrument as early as 3rd grade. Parents wanting information about the possibility of their child taking lessons on a stringed instrument should contact the elementary office. The orchestra director will then contact you.

If your child wishes to start lessons on other band instruments, you should contact the band instructor through the high school office. Students are expected to pay for their musical supplies and a music fee for program participation. Lessons begin the summer before the 5th grade year.

The participation fee for participation in band and/or orchestra is $10 per student. All students must purchase their own practice books.

[*] *Notice required by statute*
[**] *Notice required by policy*

Physical Education

Physical education classes will be conducted for the students in grades K-6. Students should have a good pair of tennis shoes to wear to class. Students should also wear suitable clothing. Parents will be notified in advance of units requiring special dress (swimming, etc.). Reminding students to bring proper clothing will be most helpful.

A student will be excused from participation in physical activities only if a written note from the parent is received. The note should include a written explanation of why the student should be excused, the date, and the signature of the parent. The elementary office may require medical documentation to excuse students from participation.

Promotion and Retention

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

State Testing

The following tests are currently required by the Minnesota Department of Education:

3rd & 4th Grade	Reading and Math
5th Grade	Reading, Math and Science
6th Grade	Reading and Math
K-6th Grade	ACCESS testing for students who qualify as an English Language Learner student.

The Parent/Guardian Guide to Statewide Testing is included in the Appendix of the Student Handbook. This document is also located on the school and Minnesota Department of Education website and may be used by parents/guardians.

Student Supports

If a classroom teacher finds a student is having a problem academically, medically, behaviorally, socially, or emotionally, he/she will first refer the child to the Teacher Assistance Team. The team will assist in planning interventions to address the problems. If further evaluations are needed after failed interventions, the child is referred to the Child Study Team. The team reviews the problem/s and decides the types of evaluations that need to be done. After all the evaluations are completed, the parents and all staff members who have contact with the child will meet to discuss the problems and seek appropriate solutions. All members at the staffing cooperatively reach decisions as a team on the most appropriate programming for the child.

Special Services/Programs: Programs are available in the school to assist in meeting individual student needs. They are listed here:

- **School Social Worker:** The district employs two school social workers, one in the Elementary and one in the Secondary, that are available to you and your child. Parents having questions about what a school social worker can offer please contact the elementary office.

[*] *Notice required by statute*
[**] *Notice required by policy*

- **Title I**—the Title I Program is available for students in K-5 who qualify in the area of reading and math. It offers supportive instruction to those students needing an extra boost in these areas.
- **Education Express:** This is an after school and summer program for qualifying students for the purpose of reinforcement of reading, math, and writing skills.
- **Speech services**—are provided in an individualized or small group setting. The program focuses on the needs of the individual child, primarily in the areas of articulation and total language development.
- **Adaptive Phy Ed**—the regular physical education program is supplemented with adaptive skills for students with special needs in this area.
- **Special Education**—special education is provided for students who need those services. In special education, a child's program is planned cooperatively with the classroom teacher, special education staff, and the child's parents. Social and emotional skills, as well as academics, are an important part of these programs. Staffings are held with staff and parents to evaluate progress and to plan the program components.
- **Early Childhood Special Education**—a preschool program is provided for children, ages birth to kindergarten, who have special needs. This is an inter-agency program for all qualifying children in the county. Services are typically provided in the mainstream setting.
- **Dawson-Boyd Preschool**—Dawson-Boyd Community Education offers a couple options for preschool – 4 year old 4 day, and 3 year old 2 day. Information for preschool can be obtained from Dawson-Boyd Community Education.
- **Early Childhood Family Education (ECFE)**—this is another early childhood option funded through community education.

Summer Education Express/Extended School Day

The school district may provide summer school and extended school day learning opportunities. We run this program through Targeted Services and call it Education Express. The purpose of Education Express is to enrich reading and math skills through innovative and creative teaching strategies for students who are at risk and need additional support. This program runs through the school year as an extended school day on Tuesdays and Thursdays (Late October through the end of March).

Classroom teachers make referrals of students they believe would benefit from this additional learning support. Students have to have a teacher referral to enroll. For more information, contact the building principal.

Parent Right to Know [*]

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

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;

3. whether the teacher is teaching in the field of discipline of the certification of the teacher;

4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

[*] *Notice required by statute*
[**] *Notice required by policy*

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.is not highly qualified.

[*] *Notice required by statute*
[**] *Notice required by policy*

PART III — RULES AND DISCIPLINE

Attendance [**]

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.

Attendance is a responsibility shared by the students, parents or guardians, teachers and administration. The goal is to ensure absences are **infrequent**. It is the responsibility of the school to enforce the compulsory attendance laws and the students' responsibility to be in school. The following procedures will assist in developing good communication between the home and school in matters of school attendance.

1) **Please call/email the Stevens Elementary office by 8:30 am** if your child is absent or tardy for any reason. The elementary number is (320)769-4590. We have a voice mail system that is active 24 hours a day. We will attempt to call those families from whom we do not receive calls. **We complete well-child checks if we have not heard from families and have been unsuccessful in reaching household members.**
2) If an absence/tardy is anticipated, please inform the **elementary office** in advance to help your child's teacher plan for the absence. If you are sending a note, please address it to the **office**. If you're notifying the classroom teacher via email, please include our office administrative assistant.
3) On occasion, you may need to take your child out of class for a short period of time before the end of the school day. **Please come to the office and sign them out.** No child will be allowed to leave his/her classroom early without clearance from the school office.
4) Regular attendance is essential for success in school: therefore, **absences shall be excused only for necessary and important reasons** including illness, bereavement, other family emergencies, doctor/dentist **appointments that cannot reasonably be scheduled during non-school time**. If you are missing school and attending an appointment, please turn in documentation of your appointment. Recurring and ongoing illness may require doctor verification. You will be contacted by the building principal with a request for this documentation when necessary.

   Reasons for absences/tardies that will be recorded as **unexcused** include, but are not limited to: Oversleeping, missing the bus, bus suspension, shopping, visiting friends, haircuts, staying home to care for a sibling or take care of housekeeping, family vacations (unless they are arranged ahead of time - one day will be unexcused the others excused), and reoccurring or on-going illness without the requested medical documentation after request from the Stevens Elementary office.

5) If your child is strongly resisting coming to school, we encourage you to contact your child's teacher for suggestions. If the problem persists please call the building principal to talk about support and assistance available to you to help improve attendance.

PLEASE CALL/EMAIL THE ELEMENTARY SCHOOL OFFICE BEFORE 8:30 a.m. IF YOUR CHILD IS ABSENT OR TARDY FOR ANY REASON.

[*] *Notice required by statute*
[**] *Notice required by policy*

Three unexcused absences will result in classifying the student as "continuing truant." Families will be notified by the school office when this happens. Seven or more unexcused absences will result in classifying the student as "habitual truant" and may result in filing truancy with the county attorney. Families will be notified via mail of reports made to the county attorney.
Excessive **excused** absences may also result in necessary action from the elementary office. Chronic Absenteeism is based on the total days of school missed, including both excused and unexcused absences. This is critical; the number of days missed matters, not why they miss them – the detrimental impacts of missing school occur if a student misses - period. We define chronic absenteeism as missing 10 percent or more of school days per session. This roughly translates to four or more days a quarter or 17 days a year. Students who have been absent 10 percent or more school days should expect to provide documentation of reasons for absences. Families who have students with issues regarding chronic absenteeism will be contacted by the building principal via phone and in writing. If the problem persists, all stakeholders will be asked to meet to try to resolve the issue. Ultimately, attendance is the parents' responsibility at the elementary level. If no resolution is found after the meeting, the building principal will contact family services and the county attorney.
Students are required to be in the classroom at the beginning of each class session. All tardy students will report to the office for a pass documenting the reason for their lateness. If the tardiness persists, students may be classified as "habitually tardy". This may result in further action from the elementary office.

Reasonable efforts must be made by a school district to accommodate any pupil who wishes to be excused from a curricular activity for a religious observance. A school board must provide annual notice to parents of the school district's policy relating to a pupil's absence from school for religious observance.

For further information regarding attendance, see the "Student Attendance" policy.

- Make-Up Work

If a student cannot be at school, we appreciate having parents or other relatives stop by to get make-up work. Any work that is of such a nature that it can be done independently at home will assist the child in keeping up. If possible, please call before stopping in so we may have the make-up work ready for you. Children must expect to do make-up work when they have been absent. Usually this work is done during the regular day, at noon, or before or after school. Each teacher will develop his/her own policy in the length of time given to complete the make-up work - typically two days for every day absent.

Teachers are not expected to prepare work prior to a vacation or planned absence. Plans change and vary, therefore making it difficult to pre-assign work. Students will be responsible to make up work upon return to school.

Bullying Prohibition [*]

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's "Bullying Prohibition" policy.

[*] *Notice required by statute*
[**] *Notice required by policy*

Buses – Conduct on School Buses and Consequences for Misbehavior [**]

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

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

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

- Misconduct and Consequences

1st Offense-Warning.-Student may be assigned seat by driver.
2nd Offense-Report filed with Transportation Safety Director and Principal; consequences, such as detention, may be given (parent notified).
3rd Offense-Five day loss of riding privileges.

[*] *Notice required by statute*
[**] *Notice required by policy*

4th Offense-Twenty day loss of riding privileges. Parental conference required before privileges are reinstated.
5th Offense-Loss of riding privileges through the end of the year.

- Other Discipline

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

- Records

Records of bus misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety.

- Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks, may result in the loss of bus privileges until damages are paid.

- Notice

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

Parent and Guardian Involvement

1. Become familiar with District rules and policies.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of the students.
4. Support safe riding practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedures for emergency evacuation and procedures in emergencies as set up by the School District.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.

- Parent and Guardian Notification

A copy of the school district bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

Cell Phones and Other Electronic Communication Devices

Personal electronic devices are not allowed during the school day. Examples could include, but are not limited to the following: tablets, MP3 players, DS, video games, cell phones, Gizmos, Apple Watches (or the like) etc. These items will not be allowed for use during the hours of 8:05 AM to 3:05 PM. Students are allowed to have these items in their lockers during the day; however, misplaced/stolen valuables are not the responsibility of the school.

[*] *Notice required by statute*
[**] *Notice required by policy*

If a student needs to use their cell phone for an emergency, please go to the office to get permission to use it.

Dawson-Boyd Schools does not allow elementary students to record other students using cell phones/other personal recording devices on school property, in school vehicles, and at school related functions. Special permissions may be granted on field trips or on other special occasions through the building principal. Students who are recording for school events would be exempt with proper permission.

Discipline [*]

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

- Student Conduct

We believe a sound educational program cannot be achieved without appropriate student conduct and behavior. The main objective is to encourage the students to pursue continual growth in self-discipline and self-regulation. The emphasis will be on building upon the positive behavior of the students through effective role modeling by parents and staff members. We expect this good conduct will take place not only in the classroom, but also the lunchroom, playground, and hallways of our school.

We respect each student's rights and expect the students will, in turn, respect each classmate and staff members as well. This includes cooks, custodians, teachers, assistants, Title I personnel, noon hour supervisors, or anyone else employed here.

We also expect students to practice good manners in school. We expect the following to become an important part of every child's vocabulary: PLEASE, THANK YOU, I'M SORRY, and YOU'RE WELCOME. It helps a great deal if these words are stressed at home as well.

All of the above can only be accomplished if there's good cooperation between the home and the school. We NEED to work as a team.

The theme for Stevens Elementary this year will be "Right Now!" As in past years we plan to focus on growth in learning - taking risks, trying new things, embracing challenges, and encouraging others; however, we also want to push students to take risks and grow to find excitement in new learning. We want to create an environment for healthy growth for ALL students – academically, physically, mentally, and socially – in partnership with classmates, our school, our community, and ourselves. There will be roadblocks, but how we learn to get up and move on will define who we are as learners. We must work together to help our students develop their passion for learning and LOVE themselves and their experience at Stevens Elementary!

- Statement of Policy

"It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's education. 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, administration, and teachers to safeguard the health and safety of each student. The school board and district administrators 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

[*] *Notice required by statute*
[**] *Notice required by policy*

policy." - Dawson-Boyd School Board.

The discipline procedures used at Dawson-Boyd Public Schools are designed to meet two goals:

1. Provide an orderly environment where students may pursue an education without interference.
2. To provide corrective help and guidance toward self-discipline for each student who violates school policies or the rights of others.

● Parent/Guardian Involvement

The ultimate responsibility for the behavior of a student rests with the student and their parents/guardians. The goal of the staff will be to correct the problem with a minimum of disruption to the life of the student. Persistent serious problems can result in conferences with the parents/guardians in an effort to find and implement a solution to the problem.

● Detention

The principal and teachers can assign detentions for the violation of classroom and school rules. The detentions will be served in coordination with the principal's office **before or after school** in increments of 15 minutes or a half hour. **Students must serve their detention within two days of when it was assigned**. **Detentions will not be allowed to accumulate**. If students do not serve the detention by the end of the two days, it will be doubled and must be served immediately. If a student does not serve their detention, a parent/guardian meeting will be scheduled. Students who ride the bus or participate in extracurricular activities are held to the same disciplinary measures as students who are not involved in these activities.

● Disciplinary Action Options

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

A. Student conference with teacher, principal, counselor/school district personnel, and verbal warning;
B. Parent contact;
C. Parent conference;
D. Removal from class;
E. In-school suspension;
F. Detention or restriction of privileges;
G. Loss of school privileges;
H. In-school monitoring or revised class schedule;
I. Referral to in-school support services;
J. Referral to community resources or outside agency services;
K. Financial restitution;
L. Referral to police, other law enforcement agencies, or other appropriate authorities;
M. A request for a petition to be filed in district court for juvenile delinquency adjudication;

[*] *Notice required by statute*
[**] *Notice required by policy*

N. Out-of-school suspension under the Pupil Fair Dismissal Act;
O. Preparation of an admission or readmission plan;
P. Other disciplinary action as deemed appropriate by the school district.

Stevens Elementary Strategies to Reduce Classroom Removal (Also included in appendix)

For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy.

Dress and Appearance

Dawson-Boyd dress code expectations are intended to promote excellence and a safe learning environment for every single student. We believe that part of identity development is also expressing oneself through clothing and style choices. However, there also must be parameters around the way we interact with one another and present ourselves within our learning environment. As such, our dress code is intended to be inclusive and responsive in reference to race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income and body type/size. The Dawson-Boyd dress code will be enforced during regular school hours. This is the joint responsibility of the student and the student's parent(s) or guardian(s). Parents are responsible for ensuring students are dressed appropriately for weather and conditions. Coaches/club advisors may make appropriate adjustments for practice and performance attire.

Standard of Excellence: Certain body parts must be covered for all students at all times.
The following body parts must be fully covered with opaque fabric: genitals, buttocks, chest, and undergarments (visible straps are allowed). All items listed in the "must wear" and "may wear" categories below must meet this basic standard of excellence.

Students Must Wear, while following the basic standard of excellence above:
A shirt (with fabric in the front, back, and on the sides under the arms), AND
Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts), AND shoes

Students May Wear, as long as these items do not violate the standard of excellence as state above:
Religious, cultural headwear, head wraps/scarfs/do-rags.

Students Cannot Wear:
Clothing or accessories that:

- Hats and hoodie sweatshirts (hoods on head) (staff discretion in classrooms as outlined in syllabus/classroom rules) - Hats may be worn with approval by the principal for special events or if required in a medical situation.
- Depict violent images or language.
- Has images or language depicting drugs or alcohol (or any illegal item or activity)
- Creates a hostile or intimidating environment based on any protected class or marginalized group.
- Could be considered dangerous or could be used as a weapon.
- Bandanas (except for medical reason)
- Swimsuits (except required in class or athletic practice).
- Blankets, towels, or large coverings or draping.

[*] *Notice required by statute*
[**] *Notice required by policy*

Drug-Free School and Workplace

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

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

Harassment and Violence Prohibition [*]

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. For detailed information see the school district's "Harassment and Violence Prohibition" policy.

Hazing Prohibition [*]

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy.

Internet Acceptable Use

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

A copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy is available at *www.dawsonboydschools.org*.

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of

[*] *Notice required by statute*
[**] *Notice required by policy*

communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;

2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and

3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

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

Lunchroom and Playground Expectations

Staff will see that all students use the restroom and wash their hands before going to the lunchroom. Students are encouraged to **try** the food they take or receive on their trays. Please notify the school nurse and food service if your child has a food allergy or special diet requirements. There is special paperwork that must be completed for accommodations.

Students must display good manners and appropriate behavior while in the lunchroom. They must at all times follow the direction of the noon hour supervisors and assistants. Failure to follow the rules and the direction of the supervisor and/or high school assistants may result in before/after school detention.

Appropriate consequences will be applied as determined by the noon hour supervisor, classroom teacher, and/or Principal.

General lunchroom rules may include:

- Keep hands and feet to yourself
- Keep your feet on the floor
- Use inside voices
- No running in the halls
- No one is to leave the lunch tables without the permission of the lunchroom supervisor

Outdoor Play: The school requires children to play outdoors during the noon hour when the weather permits. The temperature with a wind chill of zero degrees or below is used as a general guide as to whether students are inside or outside during the noon break. Students also stay inside on rainy days or if the playground is extremely muddy. Our first choice will always be to play outside. If for some reason a child is to stay in, a note from the doctor or parent dated that day is expected by the teacher. Excessive "staying in" shouldn't be necessary. During cold weather, children should be properly dressed to play outdoors. CHILDREN ARE TO WEAR BOOTS DURING RAINY OR SNOWY WEATHER.

[*] *Notice required by statute*
[**] *Notice required by policy*

General playground rules for recess may include:

1. No throwing pea rock or other items
2. No pushing
3. Do not block slides when others are coming down
4. No walking up slides
5. No walking or crawling on the outside of tubes
6. No fighting
7. No tattling. If you need help, make sure you let the noon hour aide know. Their job is to help you. Are you trying to help or trying to get somebody in trouble?
8. Show respect to everyone on the playground…students and adults
9. Remember Sorry is Good but Change is Better
10. No tackle football (Touch only)
11. Baseball/softball can be played only with soft balls and school issued bats
12. Please label the equipment you bring from home with your first and last name
13. No wandering in the hallways
14. STOP, THINK, ACT

Winter Guidelines

1. No throwing snowballs
2. Boots, hats, mittens, snow pants, and warm coats are a must
3. Students will stay indoors if the temperature/wind chill is zero degrees or below

Inside Gym Rules

1. No climbing in or around the bleachers
2. No dodge ball, football, or baseball/softball playing in the gym

Note: Any student who chooses not to follow the rules will have limited noon hour privileges and may result in before/after school detention.

Parking on School District Property

Visitors

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

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices [**]

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information see the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping

[*] *Notice required by statute*
[**] *Notice required by policy*

Awareness and Prevention Instruction" policy. Contact the building principal if you have questions or wish to report violations.

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

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

[*] *Notice required by statute*
[**] *Notice required by policy*

PART IV — HEALTH AND SAFETY

Accidents

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

Asbestos Management Plan [*]

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

Bicycles

Please discuss these bicycle safety rules with your children. Students who violate these rules may lose this privilege.

1. Bicycles **must be left in the bicycle racks** immediately after arriving at school.
2. Bicycles must not be ridden on the playground during the times immediately before, during, and after school.

Crisis Management

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Emergency Contact Information

It is the responsibility of the student's parent(s) to update emergency contact information so it is kept current. This can be updated in JMC via the Parent Portal or by contacting the school office.

Health Information

- ### First Aid

The nurse's office is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

[*] *Notice required by statute*
[**] *Notice required by policy*

The district has installed automated external defibrillators (AEDs) in the following locations:

- Infant/Toddler Daycare Room
- Commons (near food services)
- High School Blackjack Commons
- Weight Room/Fitness Center
-

Tampering with any AED is prohibited and may result in discipline.

• Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The Dawson-Boyd School District uses recommendations from the Minnesota Department of Health (MDH), Center for Disease Control (CDC) and uses the Hennepin County Child Care/School Manual as a reference for exclusion and handling of infectious disease.

Often an early morning decision that parents have to make is whether their child is well enough to go to school. Not only may the child feel too sick to learn very much on those days, but they are also infecting other students and staff. Below are some guidelines, which will help you decide whether to send them or keep them home.

Fever: If a student has a temperature of 100 degrees or more, parents should keep their children home. If they have 100 degrees or more fever at school, parents will be called to come to pick up their child. They need to be fever-free for 24 hours before returning to school. Tylenol, Ibuprofen, and other similar medications will bring a fever down, but it does not mean that the child is still not sick. **They need to be fever free without taking medication for 24 hours.**

Often the temperature rises during the day. A slight fever in the morning will get much higher by noon. Often with a borderline temperature (99-100), kids might feel quite ill. Use your judgment about sending them when their fever is less than 100.

Vomiting and Diarrhea: Keep them home! Vomiting and diarrhea are not considered "normal". Often children will feel better after vomiting, but will quickly become ill again. Keep them home until they are free of symptoms for at least 24 hours after the last episode of vomiting and/or diarrhea.

Influenza/COVID-19/RSV: If your child comes down with symptoms of upper respiratory illness, they should be seen by a health care provider and remain out of school for the duration of time recommended by the physician. Symptoms include: fever, cough, body aches, headache, extreme fatigue, and sore throat.

Antibiotic treatment: If your child is on antibiotics for a communicable disease, such as strep throat, pink eye, etc, keep them home until they have been on the antibiotics for 24 hours. The exception would be for pertussis (whooping cough). They need to stay home for 5 full days of antibiotic treatment before returning to school. If they are going to continue on antibiotic treatment at school, be sure to follow the school's medication policy.

[*] *Notice required by statute*
[**] *Notice required by policy*

Chicken pox: Students with chickenpox need to stay home until all of the pox marks have scabbed over-generally for 7 days. If the student gets chicken pox from the vaccine, it is usually a mild case. But they need to stay home until the pox marks are all scabbed over. If you suspect your child has chicken pox, a physician's note will be needed before they can return to school.

Pink Eye: Your child may have redness, itching, pain, & drainage from the eyes. Your child may have a fever. Keep your child home from school if fever is present or your child is not healthy enough to participate in routine activities. Keep your child home if they cannot keep their hands off of their eyes, if there is a lot of discharge or if your child is complaining of pain. Antibiotics or a note from a health care provider is not required to return to school.

Head lice: The Dawson-Boyd School District follows the recommendations of the Minnesota Department of Health (MDH), Hennepin County Epidemiologists, the American Academy of Pediatrics (AAP), the Centers for Disease Control (CDC), and the National Association for School Nurses (NASN) regarding how to handle head lice in school.

Based on current evidence, the experts recommend that students identified as having eggs and/or head lice remain in school and not be excluded (sent home).

If suspected lice or confirmed lice: If a teacher or another staff member suspects a student may have head lice, they will send them to the health office to be checked. If active lice or nits (eggs) are found, the parent will be confidentially notified. The student can remain in school. The health office staff can help provide information to the parent/guardian about proper treatment.

Head lice are very treatable. Everyone in the family and close contacts should be checked for head lice and treated if found. Many different treatment methods are available. Pamphlets on treatment are available in the school health office.

Head lice are a bother, but in the scheme of things, temporary. Anyone can get head lice, although head lice do not jump from one person to another. Encourage your children not to share combs, brushes, hats, headbands, or other hair clips. The best way to catch lice before it becomes an outbreak is to build regular head checks at home.

Keeping healthy: During the season of flu and colds, it is important to try to remain as healthy as possible. Adequate sleep and nutrition will help. Keeping sick children home when they are ill, will prevent others from becoming ill. Vital is encouraging good, frequent hand washing.

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

[*] *Notice required by statute*
[**] *Notice required by policy*

● Health Service

The model of nursing services in Stevens Elementary and Dawson-Boyd High School uses a full time registered nurse who serves in the health office performing health office clerical functions, first aid and episodic care (caring for ill and injured students), medication administration as well as the below functions. The school nurse works with families, students and staff to promote a healthy and safe environment.

Functions of the School Nurse:

- Coordinate, organize and manage all health services provided in the school district.
- Develop a system of first aid, illness, management, medication administration, emergency care and health related procedures.
- Assess and plan for students with health issues including training to teaching staff.
- Provide nursing care and care coordination for students with complex or chronic health needs.
- Provide care for students with mental health issues or severe mental illness that requires medical management and ongoing communication with school staff, health care providers and families.
- Participate as part of a special education team, providing nursing services as needed.
- Plan and provide a screen for health problems that impact a student's ability to learn (asthma, ADHD, vision, hearing, scoliosis) do follow-up with referral.
- Serve as a resource to staff, students, families regarding health concerns and health education and connect with resources in the community as needed.
- Coordinate prevention and control of communicable diseases.
- Provide immediate first aid and comfort to injured students.
- Provide care to students who become ill or have health concerns during the school day.
- Maintain documentation of immunizations and other health records.
- Administer medications and provide routine nursing care for students according to physician's orders and parent/guardian requests.

Health Screenings:

In Minnesota, no laws require periodic screening of students in the schools. We have determined that the health screenings offered to students will be hearing and vision, height, weight, color deficiency in boys, and scoliosis. These screenings will follow the guidelines recommended by the Minnesota Department of Health. The primary goal is to identify any difficulties that might impact a child's ability to learn with early detection and intervention. The purpose of periodic health screenings are to:

- Identify children who are not growing and developing normally
- Refer students with visual or hearing abnormalities that might interfere with their education or growth to health care professionals.
- Encourage parents to take responsibility for their child's growth, development, and follow up with referrals to health care professionals

Screening Schedule:

- Hearing, Vision, Heights and Weights for Students in grades K, 1, 2, 3, 5, 7, 8, 10 and 11 are completed in the fall
- Boys in Kindergarten grade will be tested for color deficiency (color blindness) in the fall
- Scoliosis screening of girls in 5th grade and 6th grade will be completed in the spring
- All new transfer students K-6th grade will be screened shortly after entering school as needed
- Any screening can be completed at any time if there are concerns by parent, teacher or the student themselves

[*] *Notice required by statute*
[**] *Notice required by policy*

REQUIRED PAPERWORK

Every year the following paperwork is required to start the school year. The forms can be found on the district website - teachers/staff - school nurse - website - forms:

- Annual School Health Information Form
- Seizure Action Plan - If you child has been diagnosed with seizures
- Asthma Action Plan - If your child has asthma
- Allergy Action Plan - If your child has a diagnosed allergy
- Diabetes Medical Management Plan - If you child has been diagnosed with diabetes
- Lactose Intolerance Form
- Authorization for Medication Administration - If your child need to take medication during the school day

Students who become sick at school should report to their teacher and see the school nurse. The school nurse and/or administrative assistant will arrange for students who get sick at school to go home early. Students should not contact their parents on their own.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. For more information call the school office or refer to the attendance section of the handbook.

• Immunizations

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

• Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administrating Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (section504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

[*] *Notice required by statute*
[**] *Notice required by policy*

Medication Administration Guidelines for Students Attending Dawson-Boyd High School and Stevens Elementary

It is not the responsibility of the school or its employees to prescribe drugs, medications or home remedies. Medications should be administered at home under the supervision of the parent/guardian when possible. However, some students require administration of medications during the regular school day. In those situations, the following procedure will be followed.

Parent/Guardian Needs to Bring the Medication to School

If the parent/guardian is unable to bring the medication to school, they should make contact with the school nurse prior to sending the medication and also note the quantity of the medication being sent.

Physician Order for Medication and Parent/Guardian Authorization

Before medication (including over-the-counter, herbal or food supplements) will be dispensed by the school nurse, the school health office must receive authorization from the student's physician and from the parent/guardian. These forms are available online and from the school health office. For those students that have specified health concerns (allergy, asthma, etc) an Emergency Care Plan must accompany the authorization form. Medication Authorization forms are required at the start of each school year and automatically expire at the end of that school year. Students are allowed to carry their inhalers and Epipens with physician and parent/guardian authorization.

Prescription Medications

Prescription medications must be supplied in the original prescription bottle and completely labeled with: date, student's name, name and dose of the medication, name of prescribing physician, route of administration, when to take, duration and expiration date of medication. Prescription medications brought to school in any other container will not be administered. Questions regarding dosage and administration of the medications will be directed to the prescribing physician or the parent/guardian, at the discretion of the school nurse. Medications will be administered after questions have been resolved.

Over-the-Counter Medications

The school supplies a limited selection of over-the-counter medications such as acetaminophen, ibuprofen, Tums, cough syrup, anti-itch cream, cough drops and a few others. These items will only be administered to a student with parent/guardian permission found on the annual emergency contact form. All other over-the-counter preparations must be provided in the original labeled container. They will only be administered to the student according to physicians' orders and parent/guardian consent. Please forward any questions regarding specific over-the-counter medications and its use to the health office.

Sharing of Medications Prohibited

Students may not share prescription or over-the-counter medications with other students. Appropriate disciplinary action may be taken if necessary, upon the determination by the principal or his/her designee, after investigation that a violation of this procedure has taken place.

Unused Medications

When use of a medication has ceased or is no longer needed by the student, it is the parent/guardian's responsibility to retrieve unused medications from the school. Parents/guardians will receive a reminder that their student has medication left in

[*] *Notice required by statute*
[**] *Notice required by policy*

the health office. If the parent/guardian does not come to pick up the medication, or call the health office to make other arrangements for the medication to be sent home, unused medications will be disposed of by the school. Medication will not be kept in the health office over the summer for the intent to be used the next school year.

Dispensing of Medication by the School Nurse
The Dawson-Boyd School District employs one full time RN. This RN is responsible for management of all medications and the administration. There will be a substitute if the employed RN is unavailable to work. The substitute will be trained by the school nurse in proper ways to administer medication. To give any medication in school, the parent/guardian must provide the school with a written order from a physician. The prescribing physician should have a copy of a form needed to send to the school. The parent/guardian must also sign a parent authorization form. Authorization must include:

Student's Name, Name of the medication, Dosage, Time of day it is to be taken, Physician's signature,Parent signature

If there is a medication of any kind found in a student's possession, the teacher will contact the school health office. The parent/guardian will be asked to come and pick it up. The school's guidelines (listed above) will then be explained.

Medication Changes or Termination
It is the responsibility of the parent to notify the school when the medication changes or if the medication is terminated, and/or to obtain new orders.

Field Trips
The school nurse does not routinely accompany students on field trips. Prior to leaving the building, the nurse, teachers, parents/guardians, and students share in the responsibility for communicating health issues that may need to be addressed while on the field trip. If medication is needed during the time of the field trip, another district employee will be designated to assume this responsibility after receiving appropriate medication administration instruction. The student's parent/guardian may also choose to chaperone the field trip and dispense their child's medication.

• Seizure Training and Response

All school staff receive training in seizure recognition, appropriate seizure response, and emergency procedures. Staff are prepared to respond promptly and appropriately in the event of a seizure, including following individualized health plans when applicable, ensuring student safety, and contacting emergency medical services when necessary.

When a parent or guardian notifies the school district that a student has a diagnosed seizure disorder and has seizure rescue medication or medication prescribed by the student's licensed health care provider to treat seizure disorder symptoms, the school district will create an individualized seizure action plan.

• Suicide Prevention Information

School district issued identification cards to students in middle school or high school must provide contact information for the 988 Suicide and Crisis Lifeline (988 Lifeline), the Crisis

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Text line, and the county mobile crisis services. The contact information must also be included in the school's student handbook.

The 988 Suicide & Crisis Lifeline is a national network of local crisis centers the provide free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week in the United States. When a call is made to 988 you will hear an automated message featuring additional options while your call is routed to your local Lifeline network crisis center. A trained crisis worker at your local center will answer the phone. This person will listen to you, understand how your problem is affecting you, provide support, and get you the help you need.

National Suicide & Crisis Lifeline – 988 (call or text)
Woodland Centers Mobile Crisis Response – 1-800-432-8781

Leaving School Grounds

Once here, a student is expected to remain at school until dismissed. Students are not allowed to return home for any reason once they have arrived at school except with parent permission. Students may not return home to get homework, swimsuits, etc. without the consent of an authorizing adult. A note and/or a telephone call to release the child from school are necessary. When the parent comes to pick up the child, it is necessary to sign the child out in the elementary office. This form must be completed in order for the child to be released. When picking up your child, please use the main entrance to the elementary building. **WE NEED TO KNOW WHERE CHILDREN ARE AT ALL TIMES.**

Pesticide Application Notice [*]

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting the district's head custodian and facilities maintenance supervisor.

Pets

Children who bring pets to school must do so with office approval. Pets cannot remain at school all day so an understanding must come between the parent and the child as to when the pet is to be taken back home. We will follow local board policy in relation to animals visiting campus.

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

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Visitors

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the elementary office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the front desk and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

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APPENDIX

- 2026-2027 Dawson-Boyd School Calendar - Spanish
- Stevens Elementary E-Learning Plan
- Stevens Elementary Strategies Reducing Removal of Students from Classrooms
- Parent/Guardian Guide and Refusal Form for Student Participation in Statewide Assessments [*]
- Pupil Fair Dismissal Act
- District Policies (Policies noted in the handbook are in bold with direct links to the policy)
- **School District Policy Cross Reference Table**

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