

## **Wrenshall ISD 100 Wrenshall Board of Education Meeting**

Tuesday, September 9, 2025 - 6:00 PM

Wrenshall School Library Media Center

1. Call to Order  
Chairperson
2. Pledge of Allegiance  
Chairperson
3. Roll Call  
Chairperson
4. Adoption of Agenda  
Chairperson
5. Regular Business

Chairperson

- a. Approval of Minutes  
Chairperson  
Approval of official minutes for the July 8 regular business meeting and August 7 work session
  - b. Accept Business Office Report  
Beth Peterson - Frank Schill
  - c. Approval of Consent Agenda  
Frank Schill
6. Informational Items

Chairperson

Regular Business

- a. Board Committee Reports  
Mary Carlson
- b. Principal's Report  
Michelle Blanchard  
Optional Informational Principal's report.
- c. Community Education Report  
Katie Beck

Optional Informational Report from the Community Education Director or Coordinator.

- d. American Indian Cultural Liaison Report  
Kevin Kot
  - e. Enrollment Report  
Frank Schill  
Monthly snapshot of current enrollment statistics
  - f. Superintendent's Report  
Frank Schill
  - g. Consolidation Facilities Study  
Mary Carlson  
Update on the Joint board meeting of the Wrenshall and Carlton school boards regarding the referendum and consolidation process. The meeting was held on July 29, 2025 at the Carlton Elementary School.
7. Action Items  
Mary Carlson
7. Action Items
- a. Certify the Maximum Proposed Levy for 2025 Payable 2026  
Frank Schill
  - b. Approve Elementary and High School Handbooks for 2025-2026 School Year  
Michelle Blanchard
  - c. Adult Meal Prices for Fiscal Year 2026  
A first breakfast and lunch for students will be free again this year. Families are requested to complete the Federal Application for Benefits which creates federal funding for eligible students and enables compensatory and grant funding for the District. The State of Minnesota will provide reimbursement only for the meals received by other students not eligible for federal benefits. Extra meals for students and meals for adults must be purchased at the rate set by the Board.
  - d. Approve Transportation Rates  
Update transportation rates based on state reimbursement rates and labor rates.
  - e. Approve contract with Carlton County for Family School Support Worker
  - f. Resolution of Intent to Consolidate  
Mary Carlson  
Resolution by the Wrenshall board of directors to move forward with a consolidation with the Carlton School District.
  - g. Wrenshall School Board Resolution  
A resolution banning cell phone access in the school during the day to be presented to the MSBA for consideration.

- h. Approve Private PMFL Plan
- 8. Policy Review Cycle
- 9. Future Meetings
  - Chairperson
  - Confirm upcoming meetings.
- 10. Adjournment
  - Chairperson

# Wrenshall Board of Education Meeting

Tuesday, September 9, 2025 6:00 PM

Wrenshall School Library Media Center, 207 Pioneer Drive, Wrenshall, MN 55797

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Adoption of Agenda**

## 5. **Regular Business**

- a. Approval of Minutes
- b. Accept Business Office Report
- c. Approval of Consent Agenda

## 6. **Informational Items**

- a. Board Committee Reports
- b. Principal's Report
- c. Community Education Report
- d. American Indian Cultural Liaison Report
- e. Enrollment Report
- f. Superintendent's Report
- g. Consolidation Facilities Study

## 7. **Action Items**

- a. Certify the Maximum Proposed Levy for 2025 Payable 2026
- b. Approve Elementary and High School Handbooks for 2025-2026 School Year
- c. Adult Meal Prices for Fiscal Year 2026
- d. Approve Transportation Rates
- e. Approve contract with Carlton County for Family School Support Worker
- f. Resolution of Intent to Consolidate
- g. Wrenshall School Board Resolution
- h. Approve Private PMFL Plan

## 8. **Policy Review Cycle**

## 9. **Future Meetings**

## 10. **Adjournment**

# August 11, 2025 @ 6:00 pm Wrenshall Board of Education

Monday, August 11, 2025 6:08 PM

Wrenshall School Library Media Center, 207 Pioneer Drive, Wrenshall, MN 55797

Eric Ankrum: Present  
Jon Beck: Present  
Mary Carlson: Present  
Ben Johnson: Absent  
Ashley Laveau: Present  
Erin Riley: Present

- |  |                                     |
|--|-------------------------------------|
| 1. <b>Call to Order</b>  | <b>Speaker (s) :</b><br>Chairperson |
| 2. <b>Pledge of Allegiance</b>   | <b>Speaker (s) :</b><br>Chairperson |
| 3. <b>Roll Call</b><br><b>Discussion:</b> Also in attendance:<br>Kevin Kott<br>Rosy Bradley<br>Michelle Blanchard<br>Katie Beck<br>Josiah Davey<br>Frank Schill  | <b>Speaker (s) :</b><br>Chairperson |
| 4. <b>Adoption of Agenda</b><br><b>Action(s) :</b><br>Motion to approve. This motion, made by Erin Riley and seconded by Ashley Laveau, Carried.<br><b>Voting Detail:</b><br>Eric Ankrum: Yea<br>Jon Beck: Yea<br>Mary Carlson: Yea<br>Ben Johnson: Absent<br>Ashley Laveau: Yea<br>Erin Riley: Yea<br><b>Voting Summary:</b> Yea: 5, Nay: 0, Absent: 1            | <b>Speaker (s) :</b><br>Chairperson |
| 5. <b>Regular Business</b>   | <b>Speaker (s) :</b><br>Chairperson |
| 5.a. Approval of Minutes<br><b>Action(s) :</b><br>Motion to approve official minutes. This motion, made by Ashley Laveau and seconded by Jon Beck, Carried.<br><b>Voting Detail:</b><br>Eric Ankrum: Yea<br>Jon Beck: Yea<br>Mary Carlson: Yea<br>Ben Johnson: Absent<br>Ashley Laveau: Yea<br>Erin Riley: Yea<br><b>Voting Summary:</b> Yea: 5, Nay: 0, Absent: 1 | <b>Speaker (s) :</b><br>Chairperson |

<p>5.b. Accept Business Office Report</p> <p><b>Action(s):</b>  Motion to accept business report as presented. This motion, made by Jon Beck and seconded by Erin Riley, Carried.</p> <p><b>Voting Detail:</b></p> <p>Eric Ankrum: Yea  Jon Beck: Yea  Mary Carlson: Yea  Ben Johnson: Absent  Ashley Laveau: Yea  Erin Riley: Yea</p> <p><b>Voting Summary:</b> Yea: 5, Nay: 0, Absent: 1</p>	<p><b>Speaker(s):</b> Beth Peterson - Frank Schill</p>
<p>5.c. Approval of Consent Agenda</p> <p><b>Action(s):</b>  Motion to approve as presented. This motion, made by Ashley Laveau and seconded by Jon Beck, Carried.</p> <p><b>Voting Detail:</b></p> <p>Eric Ankrum: Yea  Jon Beck: Yea  Mary Carlson: Yea  Ben Johnson: Absent  Ashley Laveau: Yea  Erin Riley: Yea</p> <p><b>Voting Summary:</b> Yea: 5, Nay: 0, Absent: 1</p>	<p><b>Speaker(s):</b> Frank Schill</p>
<p><b>6. Informational Items</b></p>	<p><b>Speaker(s):</b> Chairperson</p>
<p>6.a. Board Committee Reports</p> <p><b>Discussion:</b> The ad hoc committee with pick up and drop off of students will include a map which will be located on the school web site and included in the back to school packet</p>	<p><b>Speaker(s):</b> Mary Carlson</p>
<p>6.b. Principal's Report</p> <p><b>Discussion:</b> Principal Blanchard's report was presented. Report is attached.</p>	<p><b>Speaker(s):</b> Michelle Blanchard</p>
<p>6.c. Community Education Report</p> <p><b>Discussion:</b> Katie Beck presented report. Board report is attached.</p>	<p><b>Speaker(s):</b> Katie Beck</p>
<p>6.d. American Indian Cultural Liaison Report</p>	<p><b>Speaker(s):</b> Kevin Kot</p>
<p>6.e. Enrollment Report</p> <p><b>Discussion:</b> Enrollment was discussed. Superintendent Schill and Principal Blanchard will work through details regarding personnel to serve students.</p>	<p><b>Speaker(s):</b> Frank Schill</p>
<p>6.f. Superintendent's Report</p> <p><b>Discussion:</b> Superintendent Schill discussed areas of focus including budget, technology, student behaviors, athletic coop, policies, and staff in service.</p>	<p><b>Speaker(s):</b> Frank Schill</p>
<p>6.g. Consolidation Facilities Study</p> <p><b>Discussion:</b> Discussion included gathering data</p>	<p><b>Speaker(s):</b> Mary Carlson</p>

and processing the consolidation options. The board will continue to exhibit transparency, including the district patrons in the process. The board stressed that the district finances dictate that action must be taken in the near future regarding the viability of the Wrenshall School District.

**7. Action Items**

**Speaker(s):** Mary Carlson

**7.a. Approve contract with Carlton County for Family School Support Worker**

**Speaker(s):** Frank Schill

**Action(s):**

Motion to approve the agreement with Carlton County for Family School Support Worker. This motion, made by Erin Riley and seconded by Ashley Laveau, Carried.

**Voting Detail:**

Eric Ankrum: Yea  
Jon Beck: Yea  
Mary Carlson: Yea  
Ben Johnson: Absent  
Ashley Laveau: Yea  
Erin Riley: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

**7.b. Approve Farm to School Grant**

**Action(s):**

Motion to approve Farm to School Grant. This motion, made by Ashley Laveau and seconded by Erin Riley, Carried.

**Voting Detail:**

Eric Ankrum: Yea  
Jon Beck: Yea  
Mary Carlson: Yea  
Ben Johnson: Absent  
Ashley Laveau: Yea  
Erin Riley: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

**7.c. Designate Lots4bid and MASMS (Minnesota Educational Facilities Management Professionals Association for Electronic Sale of Surplus Supplies, Materials, and Equipment. Remove publicsurplus.com as the official online auction site for the disposal of obsolete property.**

**Speaker(s):** Frank Schill

**Action(s):**

Approve Lots4bid for Electronic Sale of Surplus Supplies, Materials, and Equipment and MASMS (Minnesota Educational Facilities Management Professionals Association as vendors to be used for disposing of equipment and supplies. This motion, made by Jon Beck and seconded by Ashley Laveau, Carried.

**Voting Detail:**

Eric Ankrum: Yea  
Jon Beck: Yea  
Mary Carlson: Yea  
Ben Johnson: Absent  
Ashley Laveau: Yea  
Erin Riley: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

7.d. Approve tuition agreements with Carlton Public School

**Speaker(s):** Mary Carlson - Frank Schill

**Action(s):**

Motion to approve agreement. This motion, made by Erin Riley and seconded by Jon Beck, Carried.

**Voting Detail:**

Eric Ankrum: Yea  
Jon Beck: Yea  
Mary Carlson: Yea  
Ben Johnson: Absent  
Ashley Laveau: Yea  
Erin Riley: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

7.e. Approve Wren's Club Handbooks for 2025-2026 School Year

**Speaker(s):** Katie Beck

**Action(s):**

Motion to approve Wren's club handbooks. This motion, made by Ashley Laveau and seconded by Erin Riley, Carried.

**Voting Detail:**

Eric Ankrum: Yea  
Jon Beck: Yea  
Mary Carlson: Yea  
Ben Johnson: Absent  
Ashley Laveau: Yea  
Erin Riley: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

7.f. Employee and Staff Program Discounts for Community Education Programs

**Action(s):**

Motion to approve as presented. This motion, made by Ashley Laveau and seconded by Jon Beck, Carried.

**Voting Detail:**

Eric Ankrum: Yea  
Jon Beck: Yea  
Mary Carlson: Yea  
Ben Johnson: Absent  
Ashley Laveau: Yea  
Erin Riley: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

7.g. Approve Revised ECFE Parent Educator Job Description

**Action(s) :**

Motion to approve as presented. This motion, made by Ashley Laveau and seconded by Erin Riley, Carried.

**Voting Detail:**

Eric Ankrum: Yea  
Jon Beck: Yea  
Mary Carlson: Yea  
Ben Johnson: Absent  
Ashley Laveau: Yea  
Erin Riley: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

7.h. Board Meeting Schedule (revised)

**Action(s) :**

Motion to approve as presented. This motion, made by Erin Riley and seconded by Jon Beck, Carried.

**Voting Detail:**

Eric Ankrum: Yea  
Jon Beck: Yea  
Mary Carlson: Yea  
Ben Johnson: Absent  
Ashley Laveau: Yea  
Erin Riley: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

7.i. Resolution to close third grade enrollment requests

**Action(s) :**

Motion to approve as presented. This motion, made by Erin Riley and seconded by Ashley Laveau, Carried.

**Voting Detail:**

Eric Ankrum: Yea  
Jon Beck: Yea  
Mary Carlson: Yea  
Ben Johnson: Absent  
Ashley Laveau: Yea  
Erin Riley: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

7.j. Emergency Plow Service

**Action(s) :**

Motion to approve as presented. This motion, made by Jon Beck and seconded by Erin Riley, Carried.

**Voting Detail:**

Eric Ankrum: Yea  
Jon Beck: Yea  
Mary Carlson: Yea  
Ben Johnson: Absent  
Ashley Laveau: Yea  
Erin Riley: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

7.k. Raptor's Cooperative Agreement

**Action(s):**

Motion to approve as presented. This motion, made by Ashley Laveau and seconded by Jon Beck, Carried.

**Voting Detail:**

Eric Ankrum: Yea  
Jon Beck: Yea  
Mary Carlson: Yea  
Ben Johnson: Absent  
Ashley Laveau: Yea  
Erin Riley: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

7.l. Raptor's Communication Flow Chart (attached)

**Action(s):**

Motion to approve as presented. This motion, made by Erin Riley and seconded by Jon Beck, Carried.

**Voting Detail:**

Eric Ankrum: Yea  
Jon Beck: Yea  
Mary Carlson: Yea  
Ben Johnson: Absent  
Ashley Laveau: Yea  
Erin Riley: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

7.m. Just for Kids Dental Memorandum of Understanding

**Action(s):**

Motion to approve as presented. This motion, made by Ashley Laveau and seconded by Erin Riley, Carried.

**Voting Detail:**

Eric Ankrum: Yea  
Jon Beck: Yea  
Mary Carlson: Yea  
Ben Johnson: Absent  
Ashley Laveau: Yea  
Erin Riley: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

7.n. Summer Speech Language Contract

**Action(s):**

Motion to approve as presented. This motion, made by Jon Beck and seconded by Ashley Laveau, Carried.

**Voting Detail:**

Eric Ankrum: Yea  
Jon Beck: Yea  
Mary Carlson: Yea  
Ben Johnson: Absent  
Ashley Laveau: Yea

Erin Riley: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

7.o. Set Superintendent Goals for Fiscal Year 2026

**Speaker (s) :** Mary  
Carlson

**Action(s) :**

Motion to approve superintendent goals for FY2026. This motion, made by Erin Riley and seconded by Jon Beck, Carried.

**Voting Detail:**

Eric Ankrum: Yea

Jon Beck: Yea

Mary Carlson: Yea

Ben Johnson: Absent

Ashley Laveau: Yea

Erin Riley: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

8. **Policy Review Cycle**

9. **Future Meetings**

**Speaker (s) :**  
Chairperson

10. **Adjournment 7:22 pm**

**Action(s) :**

Motion to adjourn. This motion, made by Ashley Laveau and seconded by Erin Riley, Carried.

**Voting Detail:**

Eric Ankrum: Yea

Jon Beck: Yea

Mary Carlson: Yea

Ben Johnson: Absent

Ashley Laveau: Yea

Erin Riley: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

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Board Secretary

**Wrenshall School ISD #100**  
**Detail Payment Register By Check**  
**Fund Summary**

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General Fund	\$91,417.73
02	Food Services Fund	\$419.06
03	Transportation (Sub of 01)	\$8,351.86
04	Community Service	\$3,702.15
05	Capital Outlay (Sub of 01)	\$63,719.51
21	Student Activities	\$2,663.08
<b>Report Total</b>		<b>\$170,273.39</b>

**Wrenshall School ISD #100**  
**Exp/Rev Summary - Fd**  
**Period Ending August 31, 2025**

Sequence: L, Fd

		Adopted26						% YTD	Remaining
Description		Annual Budget	Period 202602	Year To Date	% YTD	Encumbrances	+ Enc	Balance	
E	Expenditure								
01	General Fund	4,857,681.00	108,895.54	258,994.68	5%	4,251.66	5%	4,594,434.66	
02	Food Services Fund	215,346.00	1,122.24	17,612.74	8%	0.00	8%	197,733.26	
03	Transportation (Sub of 01)	432,272.00	8,803.76	21,324.55	5%	0.00	5%	410,947.45	
04	Community Service	190,043.00	16,648.04	27,720.99	15%	0.00	15%	162,322.01	
05	Capital Outlay (Sub of 01)	155,196.00	68,762.01	74,949.36	48%	52,696.59	82%	27,550.05	
07	Debt Redemption Fund	947,210.00	0.00	149,080.00	16%	0.00	16%	798,130.00	
21	Student Activities	0.00	0.00	2,663.08	0%	0.00	0%	(2,663.08)	
E	Expenditure	6,797,748.00	204,231.59	552,345.40	8%	56,948.25	9%	6,188,454.35	
R	Revenue								
01	General Fund	(4,999,462.00)	(658,830.87)	534,332.02	(11%)	(23,165.85)	(10%)	(5,510,628.17)	
02	Food Services Fund	(216,700.00)	0.00	(14,931.87)	7%	0.00	7%	(201,768.13)	
03	Transportation (Sub of 01)	(253,307.00)	(107.11)	(250,036.43)	99%	0.00	99%	(3,270.57)	
04	Community Service	(188,427.00)	(25,091.55)	(65,613.48)	35%	0.00	35%	(122,813.52)	
05	Capital Outlay (Sub of 01)	(149,909.00)	0.00	(138,525.27)	92%	0.00	92%	(11,383.73)	
07	Debt Redemption Fund	(966,060.00)	(24,862.64)	(907,477.05)	94%	0.00	94%	(58,582.95)	
R	Revenue	(6,773,865.00)	(708,892.17)	(842,252.08)	12%	(23,165.85)	13%	(5,908,447.07)	
<b>Report Totals:</b>		<b>23,883.00</b>	<b>(504,660.58)</b>	<b>(289,906.68)</b>	<b>(1214%)</b>	<b>33,782.40</b>	<b>(1072%)</b>	<b>280,007.28</b>	

**Wrenshall School ISD #100**  
**Receipt Listing Report with Detail by Deposit**  
**Fund Summary**

<b>Fund</b>	<b>Total</b>
01	\$657,479.57
03	\$107.11
04	\$25,091.55
07	\$24,862.64
<b>Report Total</b>	<b>\$707,540.87</b>

Updated: 7/8/25

	FY 26 Adopted			FY 26 Revised			
	Revenues	Expenses	Surplus (Deficit)	Revenues	Expenses	Surplus (Deficit)	
General Fund							
Fund 1 General	4,999,462	4,857,681	141,781	5,131,960	5,025,439	106,521	
Fund 3 Transportation	253,307	432,272	(178,965)	253,307	433,595	(180,288)	
Fund 5 Capital Expenditures	149,909	155,196	(5,287)	149,909	188,558	(38,649)	
Total General Fund	5,402,678	\$ 5,445,149	(42,471)	5,535,176	5,647,592	(112,416)	-1.99%
Food Service Fund 2	216,700	215,346	1,354	216,700	219,040	(2,340)	
Community Service Fund 4	188,427	190,043	(1,616)	206,764	194,417	12,347	
Debt Service Fund 7	966,060	947,210	18,850	966,060	947,210	18,850	
	6,773,865	\$ 6,797,748	(23,883)	-0.35% 6,924,700	7,008,259	(83,559)	-1.19%
Net Change in Surplus (Deficit)				150,835	210,511	(59,676)	

**Changes:**

**Revenues**

**Fund 1**

211 Gen Ed Aid	\$ (141,713.00)	Compensatory Rev
300 Rev State	\$ 18,000.00	American Indian Education Aid + 2,000 Reduction in School Library Aid
369 Hourly Unemployment	\$ (20,000.00)	Summer unemployment- fully funded
401 Title ESEA	\$ 11,215.00	Reduction in Title Funds
		(132,498)

**Fund 4**

050 Fees	864	
300 ECFE, SR, Preschool Screening	(18,001)	Pathways
369 Misc State Rev (Wrens Club)	(1,200)	(18,337)

**Total increase/ (decrease) \$ 150,835.00**

**Expenses**

**Fund 1**

1%,2% Wages & Benefits	\$ 125,723.00	
ICS	\$ 5,000.00	
Boiler Operator	\$ 18,000.00	
303 Fed Subaward <\$25,000	\$ 3,721.00	SPED Coop Budget
305 Consulting Fees/Services	\$ 3,119.00	American Indian Education Expenses & Hillyard Gym Floor
311 Prof & Tech Services	\$ 417.00	SPED Coop Budget
314 MN Telecommunications		
315 Repairs & Maint- Computer/Tech		
340 Property Insurance	\$ 3,197.00	
341 Liability Insurance	\$ 990.00	
350 Repairs & Maint- Maintenance		
365 American Ind Ed Travel Staff Dev		
366 Travel		
369 Entry Fees/Student Travel		
391 Reimbursement to MN Districts		
394 To Non-Ed Agency		
396,397 Sped Sal Pur From Other Distr	\$ 2,573.00	SPED Coop Budget
401 General Supplies	\$ 2,756.00	SPED Coop Budget
405 Non-Instructional Software	\$ 2,188.00	SPED Coop Budget
406 Instructional Software		
430 Instructional Supplies		
440 Fuel for Buildings		
455 Non-Inst Tech Supplies		
490 Food		
530 Equipment		
556 Instructional Tech Hdware		
570 Land Leases	\$ 74.00	SPED Coop Budget
740 Loan Interest		



# EXPENSE REPORT - AUGUST 2025

Check No.	Vendor	Amount	Date	Description
57486	BERLS COMMERCIAL SUPPLY	\$1,968.99	8/1/2025 0:00	Elkay Water Cooler-Bottle Filling Station
57487	CENTURY LINK	\$325.00	8/1/2025 0:00	Communication Srvc-Telephone
57488	CHICKADEE CATERING COMPANY	\$697.64	8/1/2025 0:00	Wrens Club Food
57489	ISD #0094 CLOQUET	\$675.77	8/1/2025 0:00	Sp Ed Ben Pur F Other D
57490	NORTHEAST SERVICE COOPERATIVE	\$200.00	8/1/2025 0:00	Dues/ Membership-Tech Admin
57491	NORTHERN LIGHTS ACADEMY 6096	\$4,188.67	8/1/2025 0:00	Co-op Member Expenses
57492	NORTHERN LIGHTS ACADEMY 6096	\$11.99	8/1/2025 0:00	Fed Subaward <\$25,000
57493	NORTHERN LIGHTS ACADEMY 6096	\$649.31	8/1/2025 0:00	General Supplies-SpEd NQ
57494	RENAE HOUSE	\$72.40	8/1/2025 0:00	Food-Lunch
57495	SCHOOL NUTRITION DIRECTORS OF MN	\$100.00	8/1/2025 0:00	Dues/License-Food Svc
57496	SFM	\$1,050.00	8/1/2025 0:00	Payroll Taxes-Workers Comp
57497	SUMMIT FIRE PROTECTION	\$505.00	8/1/2025 0:00	Prof & Tech Services-FIRE SAFETY
57498	SUMMIT FIRE PROTECTION	\$560.00	8/1/2025 0:00	Prof & Tech Services-FIRE SAFETY
57499	TASC	\$62.26	8/1/2025 0:00	Consulting Fees/Serv-Admin
57500	WALMART / CAPITAL ONE	\$182.87	8/1/2025 0:00	Non-Instr Tech Supplies
57501	95 PERCENT GROUP LLC	\$5,136.70	8/8/2025 0:00	Curriculum
57502	ADOBE SYSTEMS INCORPORATED	\$2,496.00	8/8/2025 0:00	CREATIVE CLOUD ALL APPS SUBSCR
57503	BLYTHE BARTL	\$42.60	8/8/2025 0:00	Wrens Club General Supplies
57504	BOBCAT OF DULUTH INC	\$450.00	8/8/2025 0:00	Equipment-Facilities
57505	BRENDA KNUDSEN	\$495.00	8/8/2025 0:00	Reimb to MN Dist
57506	CHICKADEE CATERING COMPANY	\$678.23	8/8/2025 0:00	Wrens Club Food
57507	CLOQUET SANITARY SERVICE	\$993.32	8/8/2025 0:00	Contr Svc- Garbage
57508	CMH RAITER FAMILY CLINIC	\$327.00	8/8/2025 0:00	Physicals/Drug Testing
57509	CMH RAITER FAMILY CLINIC	\$50.00	8/8/2025 0:00	Physicals/Drug Testing
57510	CMH RAITER FAMILY CLINIC	\$50.00	8/8/2025 0:00	Physicals/Drug Testing
57511	DSC COMMUNICATIONS	\$140.00	8/8/2025 0:00	Communications Serv
57512	DSC COMMUNICATIONS	\$460.00	8/8/2025 0:00	Communications Serv
57513	DSC COMMUNICATIONS	\$70.00	8/8/2025 0:00	Communication Srvc-Telephone
57514	DULUTH CHILDRENS MUSEUM	\$162.00	8/8/2025 0:00	Wrens Club Entry Fees/Stud Travel Allw
57515	ESC SYSTEMS	\$720.00	8/8/2025 0:00	Prof & Tech Services-ENVIR MGMT
57516	FRANK SCHILL	\$7,083.33	8/8/2025 0:00	Superintendent- Consulting Fees/Serv
57517	MASA / MASE	\$199.00	8/8/2025 0:00	Dues & Membership-Superintendent
57518	MN TELECOMMUNICATIONS	\$604.50	8/8/2025 0:00	Svc Purch from MN Joint-Powers
57519	MN TELECOMMUNICATIONS	\$604.50	8/8/2025 0:00	Svc Purch from MN Joint-Powers
57520	NORTHLAND AG	\$4,320.87	8/8/2025 0:00	Equipment-Facilities
57521	NORTHLAND FIRE & SAFETY	\$540.00	8/8/2025 0:00	Prof & Tech Services-FIRE SAFETY
57522	NORTHLAND LAWN & SPORT LLC	\$1,565.94	8/8/2025 0:00	Repairs & Maint Serv-Maintenance
57523	SFM	\$2,452.00	8/8/2025 0:00	Payroll Taxes-Workers Comp
57524	SFM	\$1,050.00	8/8/2025 0:00	Payroll Taxes-Workers Comp
57525	SONOVA USA INC	\$435.00	8/8/2025 0:00	Roger 20 (02) TP
57526	TK ELEVATOR CORP	\$627.25	8/8/2025 0:00	Prof & Tech Services-PHYS HAZ
57527	UHL / ABE	\$1,457.50	8/8/2025 0:00	Repairs & Maint Serv-MECH SYSTEMS
57528	UHL / ABE	\$18,583.00	8/8/2025 0:00	Repairs & Maint Serv-MECH SYSTEMS
57529	CHICKADEE CATERING COMPANY	\$690.98	8/15/2025 0:00	Wrens Club Food
57530	EMC INSURANCE COMPANIES	\$7,662.38	8/15/2025 0:00	Insurance - COBRA
57531	GUARDIAN PEST SOLUTIONS, INC	\$57.91	8/15/2025 0:00	Fees for Svc-Food Svc
57532	L & M SUPPLY INC	\$870.52	8/15/2025 0:00	Supplies-Operations & Maintenance
57533	MASA / MASE	\$359.00	8/15/2025 0:00	Travel-Admin Staff Development
57534	MEDTOX	\$113.14	8/15/2025 0:00	Physicals/Drug Testing
57535	MINNESOTA POWER	\$5,278.96	8/15/2025 0:00	Electricity
57536	MN ENERGY RESOURCES	\$59.45	8/15/2025 0:00	Fuel For Bldgs
57537	MRI SOFTWARE	\$5.00	8/15/2025 0:00	Legal Fees
57538	PER MAR SECURITY SERVICES	\$21.62	8/15/2025 0:00	Security System Fees
57539	PERFORMANCE OFFICE PAPERS	\$1,276.00	8/15/2025 0:00	PALLET PAPER W402-342-81
57540	PIONEER ATHLETICS	\$1,085.65	8/15/2025 0:00	Supplies-Football
57541	US BANK EQUIPMENT FINANCE	\$1,418.67	8/15/2025 0:00	Lease Principal
57542	ARCC	\$23,846.01	8/22/2025 0:00	Svc Purch from MN Joint-Powers
57543	CARDMEMBER SERVICE	\$7,704.99	8/22/2025 0:00	Supplies - Curriculum

57544	CARLTON CTY CHILDREN & FAM SERVICES	\$3,002.92	8/22/2025 0:00	School Social Worker
57545	CARLTON COUNTY HUMAN SERVICES	\$50.00	8/22/2025 0:00	Communication Srvc-Telephone
57546	CHICKADEE CATERING COMPANY	\$522.55	8/22/2025 0:00	Wrens Club Food
57547	CITY OF WRENSHALL	\$361.79	8/22/2025 0:00	Water & Sewage
57548	COMMUNITY PRINTING INC	\$195.00	8/22/2025 0:00	General Supplies-Admin
57549	CONSTELLATION NEW ENERGY GAS DIV	\$248.15	8/22/2025 0:00	Fuel For Bldgs
57550	DELTA DENTAL OF MINNESOTA	\$3,015.32	8/22/2025 0:00	Dental Insurance
57551	EDUCATORS BENEFIT CONSULTANTS LLC	\$71.50	8/22/2025 0:00	Consulting Fees/Serv-Bus Office
57552	GREAT MINDS PBC	\$1,030.00	8/22/2025 0:00	Math Curriculum
57553	ISD #0093 CARLTON	\$2,663.08	8/22/2025 0:00	Class of 2026- Expense
57554	JEFF PESTA	\$700.00	8/22/2025 0:00	Consulting Fees/Serv-Admin
57555	MENARDS - WEST DULUTH	\$98.54	8/22/2025 0:00	Supplies-Operations & Maintenance
57556	NORTHERN LIGHTS ACADEMY 6096	\$2,603.36	8/22/2025 0:00	Princ LT Bld/Land Leases
57557	NORTHERN OUTDOORS CLUB	\$134.00	8/22/2025 0:00	Wrens Club Consulting Fees/Serv
57558	PAUL DEVALL	\$292.52	8/22/2025 0:00	Physicals/Drug Testing
57559	TWIN PORTS FOOTBALL OFFICIALS ASSOC	\$100.00	8/22/2025 0:00	Officiating Expense - FOOTBALL
57560	UHL / ABE	\$1,797.00	8/22/2025 0:00	Repairs & Maint Serv-MECH SYSTEMS
57561	FRANK SCHILL	\$7,083.33	8/27/2025 0:00	Superintendent- Consulting Fees/Serv
57562	CIELO MOONEY	\$334.60	8/29/2025 0:00	Travel-SpEd Speech
57563	COMO OIL AND PROPANE	\$433.98	8/29/2025 0:00	Fuel For Vehicles
57564	COMO OIL AND PROPANE	\$1,210.32	8/29/2025 0:00	Fuel For Vehicles
57565	DSC COMMUNICATIONS	\$157.00	8/29/2025 0:00	Communication Srvc-Telephone
57566	H2I GROUP	\$9,240.00	8/29/2025 0:00	Repairs & Maint-BLDG HDWE/Equip
57567	ISD #0093 CARLTON	\$2,201.67	8/29/2025 0:00	Student Travel-KNOWLEDGE BOWL
57568	JUNCTION TIRE SERVICE	\$2,093.04	8/29/2025 0:00	Repairs & Maint Serv
57569	KEMPS LLC	\$188.75	8/29/2025 0:00	Milk
57570	NATL INSURANCE SVCS OF WI INC	\$871.33	8/29/2025 0:00	Life Insurance
57571	NORTHEAST SERVICE COOPERATIVE	\$950.00	8/29/2025 0:00	Prof & Tech Services-ENVIR MGMT
57572	NORTHERN LIGHTS ACADEMY 6096	\$12,064.06	8/29/2025 0:00	Co-op Personnel Support
57573	SCHOLASTIC BOOK FAIRS	\$824.71	8/29/2025 0:00	Library Books-Elem
57574	SFM	\$1,050.00	8/29/2025 0:00	Payroll Taxes-Workers Comp
57575	TASC	\$184.32	8/29/2025 0:00	Consulting Fees/Serv-Admin
57576	UNITED TRUCK BODY CO INC	\$1,006.63	8/29/2025 0:00	Repairs & Maint Serv
	<b>Total</b>	<b>\$170,273.39</b>		

## Wrenshall School ISD #100 Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
3764	0100		12322	Credit	1		08/07/25	Check	1	1012	ISD #4 McGregor	Applied	404.10
	0100		12323	Credit	1		08/07/25	Check	1	1015	ISD 704 - Proctor	Applied	897.06
	0100		12324	Credit	1		08/07/25	Check	1	1013	ISD #95, Cromwell	Applied	344.92
	0100		12325	Credit	1		08/07/25	Check	1	1033	ISD #577 Willow River	Applied	387.72
	0100		12326	Credit	1		08/07/25	Check	1	1009	ISD 099 - Esko	Applied	688.05
	0100		12327	Credit	1		08/07/25	Check	1	1007	ISD 093 - Carlton	Applied	22,271.52
	0100		12328	Credit	1		08/07/25	Check	1	1042	LATCH KEY	Applied	2,694.00
<b>Deposit Control Total:</b>												<b>27,687.37</b>	
3765	0100		12329	Credit	1		08/07/25	Wire	1	1047	TASC	Applied	572.61
<b>Deposit Control Total:</b>												<b>572.61</b>	
3766	0100		12330	Credit	1	0009793161	08/12/25	Check	1	1002	State of MN	Applied	970.81
<b>Deposit Control Total:</b>												<b>970.81</b>	
3767	0100		12331	Credit	1	0009804385	08/13/25	Check	1	1002	State of MN	Applied	1,054.28
<b>Deposit Control Total:</b>												<b>1,054.28</b>	
3768	0100		12332	Credit	1	0009817455	08/15/25	Wire	1	1002	State of MN	Applied	418,208.65
<b>Deposit Control Total:</b>												<b>418,208.65</b>	
3769	0100		12333	Credit	1		08/18/25	Check	1	1011	ISD #91 - Barnum	Applied	477.01
	0100		12334	Credit	1		08/18/25	Check	1	1014	ISD 97 Moose Lake	Applied	443.24
	0100		12335	Credit	1		08/18/25	Check	1	1500	Miscellaneous	Applied	1,490.00
<b>Deposit Control Total:</b>												<b>2,410.25</b>	
3770	0100		12336	Credit	1	0009824344	08/20/25	Check	1	1002	State of MN	Applied	56,803.77
<b>Deposit Control Total:</b>												<b>56,803.77</b>	
3771	0100		12337	Credit	1		08/22/25	Check	1	1500	Miscellaneous	Applied	200.00
	0100		12338	Credit	1		08/22/25	Check	1	1018	ISD 700 - Hermantown	Applied	965.62
	0100		12339	Credit	1		08/22/25	Check	1	1007	ISD 093 - Carlton	Applied	348.26
	0100		12340	Credit	1		08/22/25	Check	1	1042	LATCH KEY	Applied	1,886.63
<b>Deposit Control Total:</b>												<b>3,400.51</b>	
3772	0100		12341	Credit	1		08/31/25	Wire	1	1045	BRIGHTWHEEL	Applied	11,075.00
<b>Deposit Control Total:</b>												<b>11,075.00</b>	
3773	0100		12342	Credit	1		08/31/25	Check	1	1037	Infinite Campus	Applied	199.06
<b>Deposit Control Total:</b>												<b>199.06</b>	

# Wrenshall School ISD #100 Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
3774		0100	12343	Credit	1	0009841720	08/29/25	Check	1	1002	State of MN	Applied	185,158.56
<b>Deposit Control Total:</b>												<b>185,158.56</b>	
<b>Report Total:</b>												<b>707,540.87</b>	

# WRENSHALL PUBLIC SCHOOL DISTRICT



Dr. Frank Schill, Superintendent  
Michelle Blanchard, Principal

## NOTICE OF ASSIGNMENT AT-WILL EMPLOYEE AGREEMENT JULY 1, 2025 THROUGH JUNE 30, 2026

**To:** Erin Riley

**Assignment:** Primary Communications Coordinator

**Job Description:** Addendum A to this agreement

**Term:** At-Will employment through June 30, 2026

**Compensation:** Hourly wage at the rate of \$24 per hour

**Schedule:** Not to exceed (30) hours per bi-weekly pay period on a flexible schedule as assigned by the Superintendent

**Direct Supervisor:** Superintendent

**Benefits:** Emergency Safe and Sick Time (ESST) will accrue per state statute  
Option for district paid single medical and dental premium  
Reimbursement for authorized travel and expenses  
All official district holidays are nonwork days

This notice represents the full scope of service and compensation during the term of this At-Will assignment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Clerk Signature

\_\_\_\_\_  
Date

# WRENSHALL PUBLIC SCHOOL DISTRICT



Dr. Frank Schill, Superintendent  
Michelle Blanchard, Principal

## NOTICE OF ASSIGNMENT AT-WILL EMPLOYEE AGREEMENT JULY 1, 2025 THROUGH JUNE 30, 2026

**To:** Chloe Swanson

**Assignment:** Communications Coordinator

**Job Description:** Addendum A to this agreement

**Term:** At-Will employment through June 30, 2026

**Compensation:** Hourly wage at the rate of \$24 per hour

**Schedule:** Not to exceed (5) hours per bi-weekly pay period on a flexible schedule as assigned by the Superintendent

**Direct Supervisor:** Superintendent

**Benefits:** Emergency Safe and Sick Time (ESST) will accrue per state statute  
Option for district paid single medical and dental premium  
Reimbursement for authorized travel and expenses  
All official district holidays are nonwork days

This notice represents the full scope of service and compensation during the term of this At-Will assignment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Clerk Signature

\_\_\_\_\_  
Date



## PRIMARY COMMUNICATIONS COORDINATOR – KEY RESPONSIBILITIES 2025-2026 SCHOOL YEAR

1. Create, publish on isd100.net, and promote on Facebook the **images** online school newspaper.
  - The official schedule for **images** in the 2025-2026 school year is as follows (with the right of the communication coordinator to add bonus issues in situations where that is deemed to be the most efficient use of resources). This revised schedule will allow the communication department to more robustly fulfill the webmaster duties for a more comprehensive communication strategy. These five issues have been intentionally selected due to the impactful content historically included in their particular months of publication:
    - September / Back to School
    - December
    - February
    - March
    - May
  
2. Provide communication services, district website updates, slide deck posts, and Facebook posts for a variety of internal customers including, but not limited to:
  - Provide Communication Services to **District Office** Personnel, including, but not limited to:
    - Employment
      - Properly brand raw job postings
      - Post to isd100.net employment page
    - Posting Requests for Proposal
    - Posting required district notices and reports as directed by the Superintendent, Business Manager, and District Office Admin/Accounts Payable
    - Assist Superintendent with posting red closure banner to isd100.net as per district's winter weather plan
  - Provide Communication Services to the **High School Office** Personnel, including, but not limited to:

- Messages and notices from the Principal posted to isd100.net and/or Facebook as appropriate to each individual situation
  - Enrollment promotional materials
  - Virtual Back-to-School packets
  - Provide Communication Services to the **Community Education** Department:
    - Wrenshall's Community Education department is robust and vibrant, requiring a high volume of website updates throughout the year. The primary communication coordinator works closely with the Community Education department for all needed website updates and slide deck posts as deemed appropriate by the communication coordinator.
    - Although the Community Ed. department manages its own Facebook page, there are instances where it is strategically appropriate and important for the communication coordinator to create and cross-promote on the district platforms. For example, near the beginning of each calendar year when enrollment registration opens for the preschool and childcare programs run through Wrenshall Community Ed. Cross-promoting these feeder programs on the district platforms is a time consuming, necessary, and impactful marketing strategy for growing our school's enrollment.
  - Provide Communication Services to **Elementary Staff**:
    - Annually collect, compile, and publish recommended school supply lists in the early summer ahead of the new school year
  - Provide Communication Services to **Health Services** and **Food Services**:
    - Manage the isd100.net updates, forms, and documents for the Health Services and Food Services departments.
3. Provide communication services, district website updates, and Facebook posts for a variety of external customers including, but not limited to:
- Wrenshall Partners in Education (PIE)
    - Maintain PIE webpage on isd100.net
    - Post to the slide deck of isd100.net when appropriate
    - Post to school's Facebook page for PIE when appropriate
  - American Indian Parent Advisory Committee
    - Maintain AIPAC webpage on isd100.net
    - Post to the slide deck of isd100.net when appropriate
    - Post to school's Facebook page for AIPAC when appropriate
4. Assist in district communications brand management

- Create and maintain district letterhead
  - Provide other brand management related services as needed for a cohesive brand export
5. Assist District Office Admin/Accounts Payable personnel with posting to isd100.org School Board information including, but not limited to:
- Recorded school board meetings
  - Updated and/or new district policies
  - Other reports and documents as directed by the District Office Admin
6. SEO Setup and Progress
- isd100.net was inherited by the communication department without search engine optimizations in place
  - As time allows, continue SEO setup, tasks checklist progress, and advanced SEO building steps within WIX dashboard
7. Provide communication services to the Raptors Sports Cooperative under the direction of the Wrenshall Superintendent
- Provide isd100.net and Facebook posting services related to the Raptors Sports Cooperative as approved by the Wrenshall Superintendent
  - Track and report to business manager hours spent on administrative duties for the Raptors Sports Cooperative

# WRENSHALL PUBLIC SCHOOL DISTRICT



Dr. Frank Schill, Superintendent  
Michelle Blanchard, Principal

September 9, 2025

## **Hiring Requests**

1. Special Education Paraprofessional, Class 5, 7 hours per day for the 2024-2025 School Year.
2. Assistant Cook, Class 3, 2.5 hours per day for the 2024-2025 School Year.

# WRENSHALL PUBLIC SCHOOL DISTRICT



Dr. Frank Schill, Superintendent  
Michelle Blanchard, Principal

September 9, 2025

## **Consent Agenda**

- *Any Director may request to remove any item from this consent agenda and place it on the regular meeting agenda for individual consideration.*

### **Appointments:**

1. Jeffrey Kimmes, Type III Van Driver, effective September 2, 2025
2. Vickie Rindal, Transportation Aid, effective September 2, 2025
3. Anna Luehrs, Class 5 Special Education Paraprofessional, effective September 8, 2025

### **Changes of Assignment:**

1. Janet Anderson, Class 5 Special Education Paraprofessional, effective August 25, 2025

### **At-Will Agreements:**

1. Erin Riley, Primary Communications Coordinator, effective July 1, 2025
2. Chloe Swanson, Communications Coordinator, effective July 1, 2025

### **Leaves of Absence:**

1. Kaitlyn Hellman, Special Education Teacher, anticipated December 1, 2025 through March 6, 2025

### **Resignations:**

1. Katie Meyer, Special Education Paraprofessional, effective August 22, 2025

**0100 WRENSHALL District**207 PIONEER DRIVE, WRENSHALL, MN 55797-0068  
Generated on 09/03/2025 09:47:27 AM Page 1 of 1**Student Enrollment Summary Report**

Effective Date: 09/03/2025 Enrollment Types: P, S, N

Total Race/Ethnicities: 4 of 7 Total Schools: 2

Race/Ethnicity Source: Federal Male/Female/Total: 158/171/329

**Student Population by Race/Ethnicity and Grade Level (Male/Female/Total)****Wrenshall Elementary**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	3/2/5	1/0/1	-	-	-	9/13/22	0/1/1	13/16/29
02	1/0/1	1/0/1	-	-	-	8/10/18	1/2/3	11/12/23
03	1/0/1	-	-	-	-	15/12/27	0/2/2	16/14/30
04	-	1/0/1	-	-	-	5/9/14	2/4/6	8/13/21
05	-	0/1/1	-	-	-	13/12/25	-	13/13/26
06	0/1/1	1/0/1	-	-	-	7/12/19	1/0/1	9/13/22
KA	0/1/1	-	-	-	-	7/13/20	-	7/14/21
All Grades	5/4/9	4/1/5	-	-	-	64/81/145	4/9/13	77/95/172

**Wrenshall High School**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
07	-	0/1/1	-	-	-	9/12/21	1/2/3	10/15/25
08	-	1/0/1	-	-	-	15/9/24	0/1/1	16/10/26
09	0/1/1	0/1/1	-	-	-	12/12/24	1/2/3	13/16/29
10	-	-	-	-	-	13/8/21	0/1/1	13/9/22
11	1/0/1	0/1/1	-	-	-	14/11/25	0/1/1	15/13/28
12	1/1/2	1/0/1	-	-	-	10/12/22	2/0/2	14/13/27
All Grades	2/2/4	2/3/5	-	-	-	73/64/137	4/7/11	81/76/157

**Student Population Excluding White not of Hispanic Origin**

School	Total	Percentage
Wrenshall Elementary	27	15.70%
Wrenshall High School	20	12.74%
Total	47	14.29%

AGREEMENT FOR THE PROVISION OF  
FAMILY SCHOOL SUPPORT WORKER SERVICES

Introduction

This agreement is between Carlton County Public Health and Human Services, Wrenshall School District, and the Carlton County Children's Mental Health and Family Service Collaborative for the provision of 1.0 FTE Family School Support Worker services for the period of 7/01/25-6/30/2026. The Carlton County Children and Family Services Collaborative was developed to create a community environment and service delivery network that promotes family health, stability, and self-sufficiency through an easily accessible, integrated human service delivery system. A Family School Support Worker position was one of the early endeavors in the development of programs and services that has substantially impacted service delivery, while focusing on early identification of potential problems and the movement toward providing less expensive preventative services.

Program Description

The Family School Support Worker program is a family focused, early intervention service offered in partnership by Carlton County Public Health and Human Services and the Public School Districts of Carlton County and supported by the Carlton County Children and Family Service Collaborative. This program provides support to families and children within their home, school, and community. The program is staffed by Social Workers hired by Carlton County Public Health and Human Services to serve as a liaison between resource agencies, schools, and surrounding communities. This position provides a continuum of service from early intervention to intensive case management. A primary function of this position is to provide short term, in-home assessment, intervention, and referral; improve communication between human services, school and resource agencies; and provide early identification of student/family issues requiring additional services. The positions will work in conjunction and not supplant the duties as performed by school personnel such as school social workers or counselors.

Program Site/Mailing Address

Wrenshall Public Elementary and Secondary School  
207 Pioneer Drive  
Wrenshall, MN 55797

Target Population

The primary focus of these positions is K-12 with participation in activities involving youth who are birth to five years old when possible.

Services Provided

- Help families find and access services related to improving their child's functioning within the school setting.
- Act as a liaison in resolving difficulties and/or differences that may occur between the home and the school.
- Participate in interdisciplinary teams to review intervention strategies for families in need. Interdisciplinary teams include school administration, school staff, child study teams, crisis reviews, etc.
- Provide home visiting support and services for families and children experiencing difficulties within the home that are not directly related to school performance or planning (i.e. basic needs, family dynamic issues, mental health issues, etc.)
- Coordinate referrals to services that may be beneficial to the youth and family. Ability to monitor and provide follow up on these services.
- Build connections between parents, service providers, and the school in order to comprehensively plan for a youth's needs and success.
- Provide Children's Mental Health Case Management and Child Welfare Case Management Services to eligible children and families.

Services not provided

These positions will work in conjunction with and not supplant the duties of similar school staff positions such as school social workers and counselors.

Employer

Carlton County Public Health and Human Services

Supervision

These positions are supervised by Carlton County Public Health and Human Services. Strong relationships are also formed with each respective building principal to foster a clear and open communication process and to meet the unique needs of individual school districts.

Funding

Schools will provide:

- Office space
- Phone
- Cell phone expense
- Email access
- Special Education reimbursement funding
- Training opportunities (*as requested by the schools*) that positively affect the children in their respective districts
- Cost share funding (1 FTE = \$14,752.26)

County will provide:

- Annual budgeting process to include salary, benefits, travel, computers, staff development, and supplies
- Targeted Case Management Funding reimbursement (Child Welfare and Children's Mental Health)
- County funding
- Training opportunities within budget that meet staff development criteria

Collaborative will provide:

- Funding needed to meet expenses — as per the annual budget for the FSSW unit that is not met with other sources of funding such as TCM, Special Education, etc. and as approved by the Collaborative Board.

*Annie Napoli*

5/20/2025

Director  
Carlton County Public Health & Human Services

*J. Pesta*

5/12/25

Superintendent  
Wrenshall Public Schools, ISD # 100  
Jeff Pesta

*Donna Leander*

5/20/2025

Director  
Carlton County Children & Family Service Collaborative

***LEVY LIMITATION AND*** CERTIFICATION REPORT OUTLINE		***PROPERTY VALUATION DATA***		***PUPIL DATA***	
	PAGE	**MARKET VALUE**		RESIDENT COUNTS ARE BASED ON ALL PUBLIC SCHOOL STUDENTS LIVING IN THE DISTRICT, REGARDLESS OF WHETHER THEY ATTEND THERE. ADJUSTED COUNTS REFLECT ALTERNATIVE ATTENDANCE.	
I. GENERAL INPUT DATA					
A. PROPERTY VALUATION	1	1	2020 MARKET VALUE	270,993,526	
B. PUPIL DATA	1	2	2021 MARKET VALUE	286,855,457	
		3	2022 MARKET VALUE	393,486,632	
II. INITIAL COMPUTATIONS BY FUND		4	2023 MARKET VALUE	429,991,358	
A. GENERAL	2	5	2024 MARKET VALUE	464,472,272	
B. COMMUNITY SERVICE	12				**RESIDENT AVERAGE DAILY**
C. GENERAL DEBT	13				MEMBERSHIP (ADM)
D. OPEB/PENSION DEBT	16				
		6	2020 RMV	218,518,300	36 2022-23 RES ADM (ACT) 263.86
III. ADJUSTMENTS BY FUND		7	2021 RMV	231,431,932	37 2023-24 RES ADM (ACT) 258.96
A. GENERAL	17	8	2022 RMV	315,110,373	38 2024-25 RES ADM (PRE) 264.88
B. COMMUNITY SERVICE	24	9	2023 RMV	332,065,887	39 2025-26 RES ADM (EST) 247.00
C. GENERAL DEBT	24	10	2024 RMV	360,687,535	40 2026-27 RES ADM (EST) 241.00
D. OPEB/PENSION DEBT	24				41 2027-28 RES ADM (EST) 238.00
					**REFERENDUM MARKET VALUE (RMV)**
IV. ABATEMENT ADJUSTMENTS	24				
V. OFFSET ADJUSTMENTS	26				**NET TAX CAPACITY (NTC)**
VI. TACONITE ADJUSTMENTS	27	11	2020 NTC	3,569,494	42 2022-23 RES PU (ACT) 288.05
VII. LEVY AND AID SUMMARY	29	12	2021 NTC	3,756,314	43 2023-24 RES PU (ACT) 283.99
VIII. TOTAL LEVY LIMITATION	30	13	2022 NTC	5,169,565	44 2024-25 RES PU (PRE) 289.71
		14	2023 NTC	5,575,988	45 2025-26 RES PU (EST) 271.00
		15	2024 NTC	6,058,986	46 2026-27 RES PU (EST) 265.20
					**RESIDENT PUPIL UNITS**
					**SALES RATIO**
		16	2020 SALES RATIO	95.7%	47 2022-23 ADJ ADM (ACT) 341.03
		17	2021 SALES RATIO	91.2%	48 2023-24 ADJ ADM (ACT) 331.90
SCHOOL YEAR	FORMULA	18	2022 SALES RATIO	89.6%	49 2024-25 ADJ ADM (PRE) 339.15
		19	2023 SALES RATIO	92.1%	50 2025-26 ADJ ADM (EST) 338.00
2020-21	6,567	20	2024 SALES RATIO	97.7%	51 2026-27 ADJ ADM (EST) 329.00
2021-22	6,728				52 2027-28 ADJ ADM (EST) 320.00
2022-23	6,863				**UNLIMITED ADJUSTED NTC (UANTC)**
2023-24	7,138	21	2020 UANTC=(11)/(16)=	3,728,201	**ADJUSTED PUPIL UNITS**
2024-25	7,281	22	2021 UANTC=(12)/(17)=	4,118,063	53 2022-23 ADJ PU (ACT) 374.44
2025-26	7,481	23	2022 UANTC=(13)/(18)=	5,769,717	54 2023-24 ADJ PU (ACT) 365.57
2026-27*	7,705	24	2023 UANTC=(14)/(19)=	6,051,540	55 2024-25 ADJ PU (PRE) 369.85
		25	2024 UANTC=(15)/(20)=	6,198,263	56 2025-26 ADJ PU (EST) 370.40
					57 2026-27 ADJ PU (EST) 360.60
*FORECAST ESTIMATES, SUBJECT TO CHANGE					**ADJUSTED NTC (ANTC)**
WEIGHTS FOR PUPIL UNITS	FY 2025 & LATER	26	2020 ANTC	3,728,201	**VOLUNTARY PRE-K ADJUSTED ADM**
		27	2021 ANTC	4,118,063	58 2022-23 ADJ VPK ADM
		28	2022 ANTC	4,900,495	59 2023-24 ADJ VPK ADM
PRE-KGN HCP:	1.000	29	2023 ANTC	5,831,589	60 2024-25 ADJ VPK ADM
HCP-KGN:	1.000	30	2024 ANTC	6,198,263	61 2025-26 ADJ VPK ADM
REG-KGN PART:	0.550				62 2026-27 ADJ VPK ADM
REG-KGN ALL:	1.000				**AG MODIFIED ANTC FOR LTFM**
GRADES 1-3:	1.000				
GRADES 4-6:	1.000	31	2020 AG MODIFIED ANTC	3,622,146	**VOL PRE-K ADJUSTED PUPIL UNITS**
GRADES 7-12:	1.200	32	2021 AG MODIFIED ANTC	3,988,992	63 2022-23 ADJ VPK PU
		33	2022 AG MODIFIED ANTC	4,746,900	64 2023-24 ADJ VPK PU
		34	2023 AG MODIFIED ANTC	5,648,812	65 2024-25 ADJ VPK PU
		35	2024 AG MODIFIED ANTC	6,030,095	66 2025-26 ADJ VPK PU
					67 2026-27 ADJ VPK PU



***SPARSITY REVENUE CONT***		***TRANSPORTATION SPARSITY CONT***		***TRANSPORTATION SPARSITY CONT***	
131	SECONDARY SPARSITY ADM RATIO = GREATER OF ZERO OR [400-(129)] /[400+(129)] = .43389733	145	PRELIMINARY TOTAL TRANSPORT ALLOWANCE = [(143) RAISED TO 0.26 POWER] X[(144) RAISED TO 0.13 POWER] X0.141X(100) = 725.98	158	TRANSP EXCESS COST = GTR OF ZERO OR (151)-(157) =
132	SECONDARY SPARSITY REVENUE = [(100)-\$530] X(128)X(129)X(131) OR MEMO =	146	TRANSPORTATION SPARSITY ALLOWANCE = GTR OF ZERO OR (145) - [.0466X(100)] = 366.93	159	PUPIL TRANSP ADJ IF (158)=0, THEN (159)=0 ELSE (158)X0.35 =
133	ELEM SPARSITY REVENUE (SEE WEBSITE)	147	INITIAL TRANSPORTATION SPARSITY REVENUE (57)X(146) = 132,314.96	160	TOTAL TRANSPORTATION SPARSITY REVENUE = (147)+(159) = 132,314.96
134	PRELIM SPARSITY REVENUE = (132)+(133) =	148	FY2026 EST REG AND EXCESS TRANSP COST (FIN 720+DEP) (FROM FEB25 FORECAST) 112,451.70	**INITIAL GEN ED REVENUE**	
135	FY2026 SPARSITY REV (FY2026 GEN ED REV REPORT, LINE 88)	149	FY2025 EST REG AND EXCESS TRANSP COST (FIN 720+DEP) (FROM FEB25 FORECAST) 110,344.15	101	BASIC 2,778,423.00
136	ELIGIBLE FOR CLOSED BUILDING ADJUSTMENT? NO	150	FY2025 REG AND EXCESS TRANSP COST TIMES 105% = (149)X1.05 = 115,861.36	104	DECLINING ENROLL 21,142.52
137	SPARSITY REVENUE IF (136)=YES, (137) = GTR OF (134) OR (135); ELSE (137) = (134)	151	ADJUSTED TRANSP COST = LSR OF (148) OR (150) = 112,451.70	110	PENSION ADJUSTMENT 55,209.38
**SMALL SCHOOLS REVENUE**				111	GIFTED & TALENTED 4,687.80
57	2026-27 ADJ PU (EST) 360.60	152	FY2026 BASIC REVENUE (2025-26 GEN ED REV REPORT LINE 39) 2,770,962.40	112	EXTENDED TIME
138	SMALL SCHOOLS RATIO = GTR OF ZERO OR [960-(57)]/960 = .62437500	153	TRANSPORTATION PORTION OF FY2026 BASIC REVENUE = (152)X.0466 = 129,126.85	124	BASIC SKILLS 289,262.14
139	SMALL SCHOOLS ALLOWANCE = (138)X\$544 = 339.66	154	FY2026 TRANSP SPARSITY REV(2025-26 GEN ED REV REPORT, LINE 109) 130,488.22	137	SPARSITY
140	SMALL SCHOOLS REVENUE = (57)X(139) = 122,481.40	**TRANSPORTATION SPARSITY**		140	SMALL SCHOOLS 122,481.40
141	ATTENDANCE AREA 125.81	155	FY2026 CHARTER TRANSP ADJ REV (2025-26 GEN ED REV REPORT, LINE 301)	160	TRANSPORT SPARSITY 132,314.96
142	SQUARE MILES PER RES PU = (141)/(46) = .4744	156	REIMBURSEMENT OF TRANS FOR PREGNANT AND PARENTING TEENS	161	INITIAL GENERAL ED REV = (101)+(104)+(110) +(111)+(112)+(124) +(137)+(140)+(160) = 3,403,521.20
143	SPARSITY INDEX = GTR OF (142) OR 0.2 = .4744	157	FY2026 TRANSP REV SUBTOTAL = (153)+(154) +(155)-(156) = 259,615.07	**OPERATING CAPITAL**	
144	DENSITY INDEX = LSR OF (142) OR 0.2 BUT AT LEAST 0.005 = .2000			162	AVE BUILDING AGE (EST) (NOT > 50 YEARS) 39.14
				163	MAINTENANCE COST INDEX = 1+[.01X(162)] = 1.3914
				164	OPERATING CAPITAL ALLOWANCE = \$79 +[\$109X(163)] = 230.66
				165	MENSTRUAL PRODUCTS/OPIATE ANTAGONISTS ALLOWANCE = \$2 = 2.00
				166	YEAR ROUND PU SERVED
				167	OPERATING CAP REVENUE = (57)X(164) +(57)X(165) +(166)X\$31 = 83,897.20
				168	UNEQUALIZED REVENUE = (57)X(165) = 721.20

***LOCAL OPTIONAL REVENUE***		***REF AUTH WITH INFLATION***		***NEW ELECTIONS*** WITH INFLATION		
169	MAXIMUM LOCAL OPTIONAL ALLOWANCE	724	182	FY2026 AUTHORITY WITH INFLATION (FY2026 GEN ED REV REPORT, LINE 142)	194	FY2027 AUTHORITY CANCELLED BY ELECTIONS HELD IN CY 2025
170	FY2027 ACTUAL LOCAL OPTIONAL ALLOWANCE	724.00	183	PHASEOUT OF LINE (182)	195	FY2027 \$/APU ADDED BY ELECTIONS HELD IN CY 2025
57	2026-27 ADJ PU (EST)	360.60	184	FY2027 RESULT BEFORE INFLATION ADJUSTMENT = (182)-(183) =	196	FY2027 \$/APU UNCAPPED TOTAL, ALL AUTHORITIES = (191)-(192)+(193) -(194)+(195) =
171	LOCAL OPTIONAL REVENUE = (170)X(57) =	261,074.40	185	FY2027 ANNUAL INFLATION FACTOR	1.0237	
172	TIER 1 LOR CAP/APU	300	186	FY2027 RESULT AFTER INFLATION ADJUSTMENT = (184)X(185) =		**REFERENDUM CAPS**
173	TIER 2 LOR CAP/APU	724	187	PERMANENT SUBTRACTION AMOUNT SUBJECT TO CPI	197	INFLATION FACTOR AS SET IN STATUTE
174	TIER 1 LOR = LSR OF = (170) OR (172) =	300.00	188	CPI APPLIED TO PERMANENT SUBTRACTION = (187)X[(185)-1] =	198	STANDARD CAP = [2079.50X(197)] - \$300=
175	TIER 2 LOR = [LSR OF 170 OR (173)]-(174) =	424.00	189	ADDED BY ELECTIONS HELD IN CY 2024 WITH DELAY	199	FY2027 ALT CAP STARTING POINT FY 2021 GENED REV RPT, LINE (137)+\$300 =
176	TOTAL, TIER 1 = (57)X(174) =	108,180.00	190	FY2027 WITH INFLATION RESULTS BEFORE ELECTIONS = (186)+(188)+(189) =	200	FY2027 ALT CAP =[(199)X(197)] -\$300 =
177	TOTAL, TIER 2 = (57)X(175) =	152,894.40	191	FY2027 \$/APU UNCAPPED TOTAL, ALL AUTHORITIES = (181)+(190) =	137	SPARSITY REVENUE
	**REFERENDUM ALLOWANCES**				201	CAP ON AUTHORITY PER APU: IF (137) > 0 THERE IS NO CAP; ELSE (201) = GTR OF (198) OR (200) =
	**EXIST AUTHORITY AFTER** REFERENDUM SIMPLIFICATION				202	FY2027 \$/ADJ PU, CAPPED TOTAL = LSR OF (196) OR (201) =
	**REF AUTH W/O INFLATION**				57	2026-27 ADJ PU (EST)
178	FY2026 AUTHORITY (FY2026 GEN ED REV REPORT, LINE 132)				203	FY2027 REFER REVENUE = (57)X(202) =
179	PHASEOUT OF LINE (178)					
180	ADDED BY ELECTIONS HELD IN CY 2024 WITH DELAY		192	FY2027 AUTHORITY CANCELLED BY ELECTIONS HELD IN CY 2025		
181	FY2027 W/O INFLATION RESULTS BEFORE ELECTIONS		193	FY2027 \$/APU ADDED BY ELECTIONS HELD IN CY 2025		



\*\*\*TRANSITION AIDS & LEVIES CONT\*\*\*

245 TRANSITION LIMIT  
 = (205)X(244) = 5,264.76  
 246 TRANSITION AID  
 = (205)-(245) =

\*\*REFERENDUM AIDS & LEVIES\*\*

202 REFER \$/APU  
 ALL AUTHORITIES  
 247 TIER 1 CAP/APU 460  
 248 TIER 2 CAP/APU  
 = 0.25X(100)-\$300 = 1,626.25  
 137 SPARSITY REVENUE  
 249 TIER 2 CAP/APU  
 IF (137) > ZERO  
 THEN (249) = 9,999.99  
 ELSE (249) = (248) 1,626.25  
 BREAKDOWN OF \$/APU  
 BY TIER, ALL AUTHORITIES  
 250 TIER 1 = LSR OF  
 (202) OR (247) =  
 251 TIER 2 = [LSR OF (202)  
 OR (249)]-(250) =  
 252 UNEQUALIZED  
 = (202)-(250)  
 -(251) =

\*\*BREAKDOWN OF REFERENDUM\*\*  
 REVENUES

203 REFERENDUM REVENUE  
 ALL AUTHORITIES  
 253 TOTAL, TIER 1  
 = (57)X(250) =  
 254 TOTAL, TIER 2  
 = (57)X(251) =  
 255 TOTAL, UNEQUALIZED  
 = (203)-(253)-(254) =

\*\*\*REFERENDUM LEVY PORTIONS\*\*\*

234 FY2027 RMV/RES PU 1,360,058.58  
 256 TIER 1 = LSR OF 1  
 OR (234)/\$567,000 = 1.00000000  
 257 TIER 2 = LSR OF 1  
 OR (234)/\$290,000 = 1.00000000

\*\*INITIAL REFERENDUM LEVY\*\*

258 TIER 1 LEVY  
 = (253)X(256) =  
 259 TIER 2 LEVY  
 = (254)X(257) =  
 255 UNEQUALIZED LEVY  
 260 TOTAL = (258)  
 +(259)+(255) =

\*\*INITIAL REFERENDUM AID\*\*

261 TIER 1 AID  
 = (253)-(258) =  
 262 TIER 2 AID  
 = (254)-(259) =  
 263 TOTAL AID  
 = (261)+(262) =

\*\*EQUALIZATION AID LIMIT\*\*

100 FY2027 FORMULA ALLOW 7,705  
 57 ADJ PU (EST) 360.60  
 264 REFERENDUM EQUALIZATION AID LIMIT  
 = [[0.25X(100)]  
 -\$300]X(57) = 586,425.75  
 265 REFERENDUM EQUALIZATION AID CAP  
 = GRT OF (263)-(264)  
 OR 0 =

\*\*REFERENDUM LEVY WITH AID LIMIT\*\*

266 TIER 1 LEVY  
 = (258)+(265) =  
 259 TIER 2 LEVY =  
 255 UNEQUALIZED LEVY =  
 267 TOTAL = (266)  
 +(259)+(255) =

\*\*\*REFERENDUM AID WITH AID LIMIT\*\*\*

268 TIER 1 AID  
 = (261)-(265) =  
 262 TIER 2 AID =  
 269 TOTAL AID  
 = (268)+(262) =

\*\*TAX BASE REPLACEMENT\*\*  
 AID (TBRA)

270 ADJ INITIAL TBRA  
 (FROM TBRA PHASEOUT  
 REPORT, LINE 11)  
 271 CONVERTED ADJ FY 2002  
 REF AUTHORITY  
 (FY 2015 GENERAL  
 EDUC REVENUE REPORT,  
 LINE 254)  
 272 UNCAPPED REF AND LOR ALLOWANCE  
 = (174)+(196) = 300.00  
 273 PRORATED TBRA  
 = LSR OF (270) OR  
 [(270)X(272)/(271)] =  
 274 REF AND LOR REV  
 = (176)+(203) = 108,180.00  
 275 CAPPED TBRA = LSR OF  
 (273) OR (274) =

\*\*INITIAL REVENUES ARE REDUCED TO\*\*  
 MAKE TAX BASE REPLACEMENT AID  
 REVENUE-NEUTRAL. REVENUE COMPONENTS  
 ARE REDUCED IN THE FOLLOWING ORDER:

276 TIER 2 REF AID  
 277 TIER 1 REF AID  
 278 TIER 1 LOR AID  
 279 TIER 1 LOR LEVY  
 280 TIER 1 REF LEVY  
 281 TIER 2 REF LEVY  
 282 UNEQL REF LEVY

***APPLYING THESE REDUCTIONS: ***		***REFERENDUM AID GUARANTEE CONT***		***OPT AID & LEVY SUMMARY CONT***	
275	TAX BASE REPLACE AID	297	FY 2015 LOCATION EQUITY AID (FY 2015 GENERAL EDUC REVENUE REPORT, LINE 197)	311	LOCAL OPTIONAL LEVY LIMIT = (238)+(310) = 261,074.40
283	TIER 1 REF AID = (268)-(277) =			312	LOCAL OPTIONAL AID = (240)+(278)+(279) = (285)+(306) =
284	TIER 2 REF AID = (262)-(276) =				
285	TIER 1 LOR AID = (239)-(278) =	298	FY 2015 COMBINED AID FOR GUARANTEE = (296)+(297) = 35,839.54		
286	TIER 1 LOR LEVY = (237)-(279) = 108,180.00				**REF AID & LEVY SUMMARY** AFTER REF AID GUARANTEE
287	TIER 1 REF LEVY = (266)-(280) =	299	FY2027 COMBINED REVENUE = (171)+(203) = 261,074.40	313	TIER 1 REF LEVY = (287)-(307) =
288	TIER 2 REF LEVY = (259)-(281) =			314	TIER 2 REF LEVY = (288)-(308) =
289	UNEQL REF LEVY = (255)-(282) =	300	FY2027 COMBINED INITIAL AID = (240)+(290) =	315	UNEQL LEVY = (289)-(309) =
290	REFER AND LOR TIER 1 EQUALIZATION AID BEFORE AID GUARANTEE = (275)+(283) + (284)+(285) =	301	REVENUE RATIO = LESSER OF 1 OR [(299)/(295)] = 1.00000000	316	TOTAL REFERENDUM LEVY = (313)+(314)+(315) =
291	REFERENDUM AND LOR LEVY BEFORE AID GUARANTEE = (286)+(287) + (288)+(289) = 108,180.00	302	2012 RMV 174,875,900	317	TOTAL REFERENDUM EQUALIZATION AID = (275)+(283)+(284) + (307)+(308)+(309) - (278)-(279) =
		10	2024 RMV 360,687,535		
		303	RMV RATIO = LESSER OF 1 OR [(302)/(10)] = .48484043		
		304	FY2027 MINIMUM COMBINED AID = (298)X(301)X(303) = 17,376.46		**ALTERNATIVE ATTENDANCE ADJUST** (CHARTER TRANSPORT AND MN STATE ACAD ADJ'S ONLY)
292	FY 2015 REFERENDUM AID INCREASE FROM GUARANTEE (FY 2015 GEN ED REV REPORT, LINE 276)	305	FY2027 REFERENDUM HOLD HARMLESS AID INCREASE IF (292) = 0 THEN 0, ELSE GREATER OF 0 OR [(304)-(300)] =	145	TRANSPORT ALLOWANCE 725.98
293	FY 2015 REFERENDUM REV (FY 2015 GEN ED REV REPORT, LINE 289) 198,668.36			318	ADJ PU OF CHARTER SCHOOLS TRANSPORTED BY DISTRICT
294	FY 2015 LOCATION EQUITY REVENUE (FY 2015 GEN ED REV REPORT LINE 198)		**INITIAL LEVIES ARE REDUCED TO** MAKE THE REFER AID GUARANTEE REVENUE-NEUTRAL. LEVY COMPONENTS ARE REDUCED IN THE FOLLOWING ORDER:	319	EXT TME PU OF CHARTER SCHOOLS TRANSPORTED BY DISTRICT
295	FY 2015 COMBINED REVENUE = (293)+(294) = 198,668.36	306	TIER 1 LOR LEVY	320	CHARTER ALT ATTENDANCE ADJUST = (145)X(318) + \$223X(319) =
296	FY 2015 REFERENDUM EQUALIZATION PLUS HOLD HARMLESS AID (FY 2015 GENERAL EDUC REVENUE REPORT, LINES 276 & 287) 35,839.54	307	TIER 1 REF LEVY	321	2026-27 RES PU ATTENDING MN STATE ACADEMIES
		308	TIER 2 REF LEVY	322	MN STATE ACADEMIES ALT ATTENDANCE ADJ = -(100)X(321) =
		309	UNEQL REF LEVY	323	ALT ATTEND ADJUST TO AID = (320)+(322) =
			**LOCAL OPT AID & LEVY SUMMARY** AFTER REF AID GUARANTEE		
		310	TIER 1 LOR LEVY = (286)-(306) = 108,180.00		
		238	TIER 2 LOR LEVY = (238) = 152,894.40		



***REEMPLOYMENT INSURANCE LEVY***		***FY2026 CAREER & TECH CONT***		***CAPITAL RELATED LEVY LIMITS***	
362	EST FY2026 EXPEND	9,675.32	378	LAST YEAR REVENUE (FY2025 CTE AID REPORT, LINE 11)	32,307.80
363	INITIAL REEMPLOYMENT LEVY = 100% OF (362) =	9,675.32	379	REVENUE GUARANTEE = LESSER OF (376) OR (378) =	32,307.80
**SAFE SCHOOLS LEVY**				400	LTFM PLAN APPROVAL STATUS APPROVED
364	SAFE SCH LVY REQUEST? YES		380	PRELIMINARY REVENUE = GREATER OF (377) OR (379) =	32,307.80
57	2026-27 ADJ PU (EST)	360.60		57	2026-27 ADJ PU (EST)
				360.60	
365	SAFE SCH LEVY LIMIT = \$36X(57) =	12,981.60	381	REVENUE ALLOCATION FOR CAREER TECH PER MS 124D.4531, SUBD 5	32,307.80
**SAFE SCHOOLS INTERMEDIATE LEVY**				401	AVE BLDG AGE (EST) (NO MAX AGE LIMIT)
366	SAFE SCH INTERMEDIATE LEVY REQUEST? NO		382	CAREER TECH REVENUE = (380)+(381) =	32,307.80
			29	2023 ANTC	5,831,589
367	INTERMEDIATE LEVY ALLOWANCE <= \$15		56	2025-26 ADJ PU (EST)	370.40
368	SAFE SCH INTERMEDIATE LIMIT = (57)X(367) =		383	FY2026 ANTC/ADJ PU = (29)/(56) =	15,744.03
**JUDGMENT LEVY**				384	LEVY RATIO FOR CTE = LESSER OF 1 OR (383)/\$7,612 =
369	DISTRICT JUDGMENTS		385	CAREER TECH LEVY LIMIT = (382)X(384) =	32,307.80
370	INTERMED JUDGMENTS			386	EST CAREER TECH AID = (382)-(385) =
371	JUDGMENT LIMIT = (369)+(370) =				
**ICE ARENA LEVY**				387	AUTHORITY REQUESTED BY DISTRICT BASED UPON FY2025 EXPENSES PAID
372	FY2025 NET OPR COSTS			388	PRORATION FACTOR TO REFLECT STATEWIDE CAP
373	ICE ARENA LEVY LIMIT = 100% OF (372) =			389	ANNUAL OPEB LEVY LIMIT = (387)X(388) =
**FY2026 CAREER & TECHNICAL**					
374	SHARE OF FY2026 EST COOPERATIVE BUDGET				
375	FY2026 ESTIMATED DISTRICT BUDGET	86,688.00		407	TOTAL ADDL LTFM REV FOR PROJECTS >\$100K = (404)+(405)+(766) +(767)+(770)+(406) =
376	FY2026 EST BUDGET = (374)+(375) =	86,688.00			808,408.16
377	PRELIMINARY REVENUE = .35X(376) =	30,340.80			

***ADDITIONAL LTFM REVENUE FOR*** FOR QUALIFIED VOLUNTARY PRE-K		***OLD LAW H&S CONT***		***LTFM TOTAL AIDS & LEVIES CONT***	
768	NET LTFM REQ DEBT SERVICE FOR VPK	408	NEW PAYGO LTFM LEVY FOR VPK	54	2023-24 ADJ PU (ACT) 365.57
408	NEW PAYGO LTFM LEVY FOR VPK	415	TOTAL OLD LAW ALT FAC AND AF/H&S REVENUE = (408)+(413)+(414)+(765)+ (766)+(767)+ (768)+(406)+(770) = 808,408.16	425	FY2024 ANTC PER APU = (35)/(54) = 16,495.05
409	TOTAL LTFM REVENUE UNDER NEW LAW = (403)+(407)+ (408)+(768) = 945,436.16	426	STATEWIDE ANTC/APU	427	LTFM EQUAL FACTOR = 125.5% OF (426) = 17,141.08
		428	**OLD LAW DEFERRED MAINTENANCE**	428	LTFM LEVY RATIO = LSR OF 1 OR (425)/(427) = .96231101
	**OLD LAW HEALTH & SAFETY (H&S)**	416	ELIGIBLE FOR OLD LAW DEF MAINT REVENUE? YES	429	LTFM AID RATIO = 1-(428) = .03768899
410	OLD LAW HEALTH & SAFETY REVENUE = FY2027 ESTIMATED H&S COST =	417	OLD LAW DEFERRED MAINTENANCE REVENUE = (403)X\$64/\$380 = 23,078.40	430	LTFM INITIAL EQUAL AID = (424)X(429) = 5,164.45
411	REG ALT FAC PAYGO REVENUE APPROVED FOR FY2027	418	TOTAL OLD LAW FORMULA REVENUE FOR HOLD HARMLESS = (410)+(415)+(417) = 831,486.56	431	LTFM INITIAL EQUALIZED LEVY = (424)-(430) = 131,863.55
412	ALT FAC/H&S PAYGO REV FOR NEW APPROVALS		**LTFM REVENUE**	432	2015 TOTAL ALT FAC GRANDFATHER AID
413	PAYGO REVENUE FOR ALT FAC AND AF/H&S = (411)+(412) =	419	LTFM REVENUE FOR SCHOOL DISTRICT PROJECTS = GREATER OF (409) OR (418) = 945,436.16	433	TOTAL LTFM EQUAL AID = GREATER OF (430) OR (432) = 5,164.45
406	NEW PAYGO LTFM LEVY FOR ELIG ROOFING>\$100K	420	DISTRICT REQUESTED REDUCTION FROM MAXIMUM (FROM LIS SYSTEM)	434	TOTAL LTFM EQUAL LEVY = GTR OF ZERO OR (424)-(433) = 131,863.55
765	NET DEBT SERVICE FOR EXISTING AND NEW REGULAR ALT FAC BONDS 1A	421	DISTRICT LTFM REVENUE = (419)-(420) = 945,436.16	435	TOTAL LTFM UNEQUAL LEVY = GTR OF ZERO OR (423)-(433)-(434) = 808,408.16
766	NET DEBT SERVICE FOR EXISTING AND NEW REGULAR ALT FAC/H&S BONDS 1B	422	DISTRICT SHARE OF ELIGIBLE COOP/INTERMED LTFM PROJECTS	436	TOTAL LTFM LEVY = (434)+(435) = 940,271.71
767	NET LTFM REQ DEBT FOR ELIG H&S>\$100K 808,408.16	423	TOTAL LTFM REVENUE = (421)+(422) = 945,436.16		**DEBT SERV PORTION OF LTFM REV**
414	NET LTFM REQ DEBT FOR ALL OTHER PROJECTS FOR ALT FAC 1A, IF (416) = NO THEN (769), ELSE 0 =	57	2026-27 ADJ PU (EST) 360.60	765	NET ALT FAC REG DEBT
768	NET LTFM REQ DEBT SERVICE FOR VPK	424	LTFM EQUALIZED REVENUE = LSR OF (419), (421), OR \$380X(57) = 137,028.00	766	NET ALT FAC/H&S DEBT
770	NET LTFM REQ DEBT FOR ELIG ROOFING >\$100K	35	2024 AG MODIFIED ANTC FOR LTFM REVENUE 6,030,095	767	NET LTFM REQ DEBT FOR ELIG H&S>\$100K 808,408.16
				768	NET LTFM REQ DEBT SERVICE FOR VPK
				769	NET LTFM REQ DEBT FOR ALL OTHER PROJECTS 71,029.56

***DEBT SERV PORT LTFM REV CONT***		***DISABLED ACCESS LIMIT***		***APPROVED INTERMED CAPITALIZED***	
770	NET LTFM REQ DEBT FOR ALL OTHER PROJECTS	448	FY 1992 - FY2027 APPROV DIS ACC COSTS 300,000.00	462	**ADMINISTRATIVE SPACE** FY2026 JOINT
771	TOTAL DEBT SERVICE LTFM REVENUE = (765)+(766)+(767) + (768)+(769)+(770) = 879,437.72	449	MAXIMUM = GTR OF (JUNE 1991 COMPONENT DIST X 150,000) OR 300,000 = 300,000.00	463	FY2027 JOINT
437	LTFM DEBT SERV EQUAL REVENUE = LESSER OF (424) OR (771) = 137,028.00	450	LSR OF (448) OR (449) 300,000.00	464	**INSTRUCTIONAL/STORAGE** FY2026 JOINT
429	LTFM AID RATIO .03768899	451	FIRST YEAR DISABLED ACCESS LEVY CERTIFIED 1992	465	FY2027 JOINT
438	LTFM DEBT INITIAL EQUAL AID = (437)X(429) = 5,164.45	452	LAST YEAR TO CERTIFY = (451)+7 YEARS = 1999	466	**EXCESS FUNDS CAP LEASE** FY2026 JOINT
439	LTFM DEBT EQUAL AID = GREATER OF (432) OR (438) BUT NOT MORE THAN (771) = 5,164.45	453	TOTAL CUM CERT LEVY (PAY 93 TO PAY 24) 300,000.00	467	FY2027 JOINT
440	LTFM DEBT EQUAL LEVY = GTR OF ZERO OR (437)-(439) = 131,863.55	454	CERT LEVY PAY 2025	468	TOT INTERMEDIATE CAPITALIZED = SUM[(462) TO (465)] - (466)-(467) =
441	LTFM DEBT UNEQUAL LEVY = GTR OF ZERO OR (771)-(439)-(440) = 742,409.72	455	TOTAL CERTIFIED LEVY = (453)+(454) = 300,000.00	469	TOT INTERMEDIATE LEASE COSTS = (461)+(468) = 2,663.60
		456	DISABLED ACCESS LIMIT = GREATER OF ZERO OR (450)-(455) =	57	2026-27 ADJ PU (EST) 360.60
			**LEASE LEVY LIMITATION**	470	INTERMEDIATE PUPIL UNIT MAX LIMIT = \$65X(57) = 23,439.00
	**GEN FUND PORTION OF LTFM REV**		DISTRICT'S SHARE OF JOINT LEASE FOR INTERMEDIATE DISTRICTS 287, 288, 916 AND 917	471	INTERMEDIATE LEASE LIMIT = LSR (469) OR (470) = 2,663.60
423	TOTAL LTFM REVENUE 945,436.16			472	INTERMEDIATE CARRYOVER (INCL IN REGULAR LEASE LIMIT) = (469)-(471) =
442	TOTAL GENERAL FUND LTFM REVENUE = (423)-(771) = 65,998.44				**APPROVED REG OPERATING LEASES**
443	LTFM GEN FUND EQUAL REV = (424)-(437) =	457	FY2026 JOINT		**ADMINISTRATIVE SPACE**
444	LTFM GEN FUND EQUAL AID = (433)-(439) =	458	FY2027 JOINT	473	FY2026 NONJOINT
445	GEN FUND LTFM EQUAL LIMIT = GTR OF ZERO OR (443)-(444) =	459	FY2026 JOINT 2,663.60	474	FY2027 NONJOINT
446	GEN FUND LTFM UNEQUAL LIMIT = GTR OF ZERO OR (442)-(444)-(445) = 65,998.44	460	FY2027 JOINT	475	**INSTRUCTIONAL/STORAGE** FY2026 NONJOINT
447	TOTAL GEN FUND LTFM LEVY = (445)+(446) = 65,998.44	461	TOT INTERMEDIATE OPERATING = (457) TO (460) = 2,663.60	476	FY2027 NONJOINT
				477	REG OPERATING LEASES = SUM (473) TO (476)=

***APPROVED REGULAR*** CAPITALIZED LEASES		***OTHER INITIAL GENERAL LEVIES***		***COMMUNITY SERVICE***	
**ADMINISTRATIVE SPACE**		495	CONSOLIDATION/ TRANSITION	**BASIC COMMUNITY EDUCATION**	
478	FY2026 NONJOINT	496	REORGANIZATION	600	POPULATION (YR 2020) 1,859
479	FY2027 NONJOINT	497	OPERATING DEBT	601	GTR OF (600) OR 1,335 1,859
**INSTRUCTIONAL/STORAGE**		498	HEALTH BENEFITS	602	YOUTH SERVICE PROG? YES
		499	ADDL RETIREMENT (MPLS AND STP)	603	AFTER SCHOOL ENRICHMENT? YES
480	FY2026 NONJOINT	500	SEVERANCE	604	FY2027 GENERAL REVENUE
481	FY2027 NONJOINT	501	ADMIN DISTRICT	= \$6.35X(601) = 11,804.65	
**EXCESS FUNDS CAP LEASE**		502	SWIMMING POOL	605	FY2027 YOUTH SERVICE
		503	TREE GROWTH 6,873.39	REV = \$1.00X(601) = 1,859.00	
482	FY2026 NONJOINT	504	CONSOLIDATION/ RETIREMENT	606	FY2027 AFTER SCHOOL
483	FY2027 NONJOINT	505	ECON DEVELOP ABATE	REVENUE = \$1.85X(601)	
484	REG CAPITALIZED LEASES = [SUM (478) TO (481)] -[(482)+(483)] =	506	OTHER GENERAL (MEMO)	NOT TO EXCEED 10,000	
		SUBTOTAL, OTHER INITIAL GENERAL LEVIES = (495) TO (505) = 6,873.39		AND \$0.43XPOPULATION IN EXCESS OF 10,000 = 3,439.15	
		**INITIAL GENERAL FUND LEVY**			
485	TOTAL APPROVED REGULAR LEASE COST & CARRYOVER = (472)+(477)+(484) =	507	GENERAL RMV VOTER APPROVED = (316) =	607	FY2027 COMMUNITY EDUCATION REVENUE = (604)+(605)+(606) = 17,102.80
57	2026-27 ADJ PU (EST) 360.60	508	GENERAL RMV OTHER = (311)+(242) +(245) = 326,523.29	30	2024 ANTC 6,198,263
486	REG PUPIL UNIT MAXIMUM LIMIT = \$212X(57) = 76,447.20	509	GENERAL NTC VOTER APPROVED = (493)	608	STANDARD COMM ED LEVY = 0.003128X(30) = 19,388.17
487	COMM APPROVED LIMIT	510	GENERAL NTC OTHER = (337)+(359)+(363) +(365)+(368)+(371) +(373)+(385)+(389) +(494)-(493)+(506) = 224,369.01	609	COMM ED LEVY LIMIT = LSR (607) OR (608) = 17,102.80
488	REGULAR MAX LIMIT = GTR OF (486) OR (487) = 76,447.20	511	TOTAL INITIAL GENERAL LEVY LIMITATION = (507)+(508)+(509) +(510) = 550,892.30	610	FY2027 EST GROSS COMM ED AID = (607)-(609) =
489	REGULAR LEASE LIMIT = LSR OF (485) OR (488) =	**EARLY CHILD FAMILY EDUCATION**			
490	TOTAL LEASE LEVY LIMIT = (471)+(489) = 2,663.60	FY2025 ECFE ANNUAL REPORT MUST BE SUBMITTED TO CERTIFY EARLY CHILDHOOD FAMILY ED & HOME VISIT LEVIES FOR FY2027			
**INITIAL CAPITAL RELATED LEVIES**					
232	OPERATING CAPITAL 62,399.24	611			
447	LT FAC MAINTENANCE 65,998.44	DIST PLANS TO LEVY FOR FY2027 ECFE REVENUE? YES			
456	DISABLED ACCESS	612			
490	LEASE LEVY 2,663.60	ECFE ANNUAL REPORT SUBMITTED? YES			
491	COOP BLDG REPAIR	613			
492	OTHER CAPITAL (MEMO)	POPULATION UNDER FIVE YEARS OF AGE 65			
493	CAP PROJECTS REFER	614			
494	CAPITAL RELATED LIMITS = (232)+(447)+(456) +(490)+(491)+(492) +(493) = 131,061.28	GTR OF 150 OR (613) = 150			
		615			
		ECFE ALLOWANCE = 0.023X(100) = 177.22			

***ECFE CONT***		***ADULTS WITH DISABILITIES CONT***		***GENERAL DEBT SERVICE (FUND 7)***	
616	FY2027 EARLY CHILD FAMILY REVENUE IF (611) = YES = (614)X(615), IF ANNUAL REPT = YES	26,583.00	630	ANTC TIMES DISTRICT TAX RATE NOT TO EXCEED 0.005 = (30)X0.00005 =	REQUIRED DEBT SERVICE LEVY (EQUAL TO 105% OF THE FY2027 PRINCIPAL AND INTEREST PAYMENTS)
30	2024 ANTC	6,198,263	631	DISABLED ADULTS LEVY LIMIT = LESSER OF (629) OR (630) =	**REQ DEBT ELIGIBLE FOR LTFM REV** FACILITIES MAINTENANCE (LTFM) REV
617	ECFE TAX RATE	.00177098	632	ADULTS WITH DISABILITIES AID = (629)-(631) =	700 ALT FAC REGULAR REQ DEBT SERV LEVY
618	= (617)X(30) =	10,977.00		**SCHOOL-AGE CARE**	701 ALT FAC/H&S REQ DEBT SERV LEVY
619	EARLY CHILD LEVY LIMIT = LESSER OF (616) OR (618) =	10,977.00	633	FY2027 SCHOOL-AGE CARE REVENUE (FY2027 EST COST)	702 NEW LTFM REQ DEBT FOR ELIG H&S>\$100K 862,258.00
620	EST FY2027 EARLY CHILD AID = (616)-(619) =	15,606.00	30	2024 ANTC 6,198,263	703 NEW LTFM REQ DEBT SERVICE FOR VPK
	**HOME VISITING LIMIT**		46	2026-27 RES PU (EST) 265.20	704 NEW LTFM REQ DEBT FOR ALL OTHER PROJECTS 75,761.00
621	DIST PLANS TO LEVY FOR FY2027 HOME VISIT? YES		634	ANTC/RES PU = (30)/(46) = 23,372.03	705 NEW LTFM REQ DEBT FOR ALL ROOF PROJECTS
622	HOME VISITING REVENUE IF (621) = YES AND (618) > \$0, = \$3.00X(613), ELSE = \$0	195.00	635	LEVY RATIO = LSR OF 1 OR (634)/\$2,318 = 1.00000000	706 TOTAL REQ DEBT SERV LEVY FOR LTFM REVENUE = (700)+(701)+(702) +(703)+(704)+(705) = 938,019.00
230	FY2027 ANTC/ADJ PU	17,188.75	636	FY2027 SCHOOL-AGE CARE LIMIT = (633)X(635) =	
623	HOME VISIT LEVY RATIO = LESSER OF 1 OR (230)/\$17,250 =	.99644928	637	FY2027 EST GROSS SCHOOL-AGE CARE AID = (633)-(636) =	**REQ DEBT ELIGIBLE FOR NATURAL** DISASTER EQUAL AID (MS 123B.535)
624	FY2027 HOME VISIT LIMIT = (622)X(623) =	194.31		**COMMUNITY SERVICE SUMMARY**	707 NATURAL DISASTER REQ DEBT SERV LEVY
625	FY2027 EST HOME VISIT AID = (622)-(624) =	.69	638	OTHER COMM ED (MEMO)	**REQUIRED DEBT ELIGIBLE FOR DEBT** EQUALIZATION AID (MS 123B.53)
	**ADULTS WITH DISABILITIES**		639	TOTAL INITIAL COMMUNITY SERVICE LEVY LIMIT = (609)+(619)+(624) +(631)+(636)+(638) = 28,274.11	708 TACONITE BONDS REQ DEBT SERV LEVY
626	ADULTS WITH DISABILITIES REQUEST? NO				709 TAC FUNDING FOR BONDS (NOT IRRRB)
627	DISTRICT POPULATON TIMES \$0.34 = (600)X\$0.34 =				710 TAC ADJ TO REQ = (709) OR [(709)X1.05] =
628	FY 23 ADULTS WITH DISABILITIES REVENUE				711 NET REQUIRED DEBT SERVICE LEVY TACONITE = (708)-(710) =
629	TOTAL REVENUE, = GREATER OF (627) OR (628) =				712 VOTER APPR ELIG BONDS SOLD BY JULY 1, 2025

***DEBT EQUAL AID CONT***		***NON-VTR APPR INELIG BOND CONT***		***FUND 7 DEBT BALANCE CONT***	
713	NON-VOTER ELIG BONDS SOLD BY JULY 1, 2025	729	GDS REQ DEBT SERV LEVY = (706)+(707)+(715) +(718)+(719)+(728) = 991,989.00	744	FUND 7 AVAIL BALANCE = GTR OF ZERO OR [(740) -(741)-(742)-(743)] = 61,951.82
714	VOTER APPR IRRRB BONDS SOLD BY JULY 1, 2025	730	GDS REQ DEBT SERV LEVY VOTER APPR = (711)+(712) +(714)+(716)+(719) =	745	RETAIN FOR CAPITAL LOAN REPAYMENT
715	TOTAL REQUIRED DEBT LEVY ELIG FOR DEBT EQUAL AID = (711)+(712) +(713)+(714) =	30	2024 ANTC 6,198,263	746	APPROVED DEBT EXCESS TO BE RETAINED
	**REQUIRED DEBT FOR BONDS ELIG** FOR FUTURE DEBT EQUALIZATION AID	731	MAXIMUM EFFORT DEBT SERVICE TAX RATE %	747	DISTRICT REQUESTED ADDITIONAL EXCESS
716	VOTER APPR BONDS SOLD AFTER JULY 1, 2025 ELIG FOR FUTURE AID	732	MAX EFFORT DEBT SERV LEVY = (30)X(731) =	748	CERTIFIED DEBT EXCESS = GTR OF 0 OR (744) -(745)-(746)+(747) = 61,951.82
717	NON-VOTER BONDS SOLD AFTER JULY 1, 2025 ELIG FOR FUTURE AID	733	DEBT EQUAL REVENUE BASE = GTR OF ZERO OR [(715)-(732)] =	749	EXCESS USED TO RETIRE FAC & EQUIP BONDS
718	SUBTOTAL, FUTURE DEBT AID ELIGIBLE = (716)+(717) =	734	BOARD AUTHORIZED TRANSFER TO FUND 7 REDUCING REQUIRED DEBT SERVICE LEVY	750	ADJUSTED DEBT EXCESS = (748)-(749) = 61,951.82
	**OTHER REQUIRED DEBT FOR BONDS** INELIGIBLE FOR DEBT EQUAL AID	735	FEDERAL FUNDS REDUCING REQUIRED DEBT SERVICE LEVY		**BREAKDOWN OF NET DEBT EXCESS**
719	VOTER APPR BONDS INELG FOR DEBT EQUAL AID		**FUND 7 DEBT BALANCE**	751	BASE FOR NET DEBT EXCESS DISTRIBUTION = IF (732)>0, THEN 0 ELSE (729)-(718) = 991,989.00
	**NON-VOTER APPR INELIG BONDS**	736	JUNE 2024 FUND 7-425 BAL FOR BOND REFUND	752	DEBT EXCESS RATIO = LSR 1 OR (750)/(751)= .06245212
720	FACIL BOND-MS 123B.62	737	JUNE 2024 FUND 7-451 BAL FOR QZAB & QSCB	753	NET DEBT EXCESS FOR ELG REQ DEBT SERVICE = (715)X(752) =
721	EQUIP BOND-MS 123B.61	738	JUNE 2024 FUND 7-460 BALANCE NONSPENDABLE	754	EXCESS FOR ELIGIBLE ALT FAC REGULAR BONDS = (700)X(752) =
722	REORG OPER DEBT	739	JUNE 2024 FUND 7-463 BALANCE UNASSIGN NEG	755	EXCESS FOR ELIGIBLE ALT FAC/H&S BONDS = (701)X(752) =
723	ECON DEV ABATEMENT 53,970.00	740	JUNE 2024 FUND 7-464 BALANCE RESTRICTED (FOR DEBT EXCESS) 151,465.31	756	EXCESS FOR ELIGIBLE LTFM IAQFAA BONDS = (702)X(752) = 53,849.84
724	JUDGMENT	741	PAY 24 DEBT EXCESS LEVY REDUCTION	757	EXCESS FOR ELIGIBLE LTFM VPK BONDS = (703)X(752) =
725	OTHER NON-VOTER	742	PAY 25 DEBT EXCESS LEVY REDUCTION 39,914.04	758	EXCESS FOR ELIGIBLE LTFM OTHER BONDS = (704)X(752) = 4,731.44
726	INELG LEASE PURCHASE	743	5% OF PAY 26 REQ DEBT SERV LEVY = (729)X5% = 49,599.45		
727	SUBTOTAL, REQ DEBT FOR NON-VOTER INELIG BONDS = (720) THRU (726) = 53,970.00				
728	REQ DEBT SERVICE LEVY FOR BONDS INELGIBLE FOR DEBT EQUAL AID = (718)+(719)+(727) = 53,970.00				



***DEBT EQUALIZATION AID CONT***		***ADJ TO GDS LIM FOR IRRRB ALLO***		***FUND 47 DEBT BALANCE***	
796	TIER 1 DEBT EQU AID RATIO = 1-(794) =	810	DEBT EQUAL AID ELIG, NON VOTER APPROVED =GTR OF [(713)-(801)-(808)] OR ZERO =	906	REQ DEBT SERV LEVY FOR PENSION BONDS (MPLS)
797	TIER 2 DEBT EQU AID RATIO = 1-(795) =			907	REQ DEBT SERVICE LEVY FOR OPEB/PENSION BONDS NON-VOTER APPROVED = (905)+(906) =
798	TIER 1 DEBT AID = (791)X(796) =	811	DEBT EQUAL AID INELIG, VOTER APPROVED =(716)+(719) =	908	JUNE 2024 FUND 47-425 BAL FOR BOND REFUND
799	TIER 2 DEBT AID = (792)X(797) =	812	DEBT EQUAL AID INELIG, NON VOTER APPROVED =(717)+(727) = 53,970.00	909	JUNE 2024 FUND 47-460 BALANCE NONSPENDABLE
800	TOTAL DEBT EQ AID = (798)+(799) =			910	JUNE 2024 FUND 47-463 BALANCE UNASSIGN NEG
801	NON VOTER DEBT AID = (800)X(713)/(715) =	772	LTFM DEBT LEVY LIMIT NON VOTER APPROVED 932,854.55	911	JUNE 2024 FUND 47-464 BALANCE RESTRICTED
802	VOTER APPR DEBT AID = (800)-(801) =	781	DISASTER LEVY LIMIT VOTER APPROVED	912	JUNE 2024 FUND 47-464 BALANCE VOTER APPROV
				913	JUNE 2024 FUND 47-464 BAL NON-VOTER APPROV = (911)-(912) =
	**MINIMUM EST MAX EFFORT PAYMENT**		**INITIAL GENERAL DEBT SERVICE**		
732	MAX EFFORT DEBT LEVY	813	INITIAL GDS LEVY LIM VOTER APPROVED = (809)+(811)+(781) =	914	PAY 24 OPEB DEBT EXC REDUCTION NON-VOTER
803	MAX EFFORT REQ LEVY = GTR OF ZERO OR [(729)+(925)+(926)-(706) -(719)-(720)-(721) =	814	INITIAL GDS LEVY LIM NON VOTER APPROVED = (810)+(812)+(772) = 986,824.55	915	PAY 25 OPEB DEBT EXC REDUCTION NON-VOTER
804	MINIMUM EST MAX EFFORT PAYMENT = GTR OF 0 OR (732)-(802) =	815	TOTAL INITIAL GDS LEVY LIMIT = (813)+(814) = 986,824.55	916	5% OF REQUIRED OPEB DEBT SERV LEVY VOTER = (902)X5% =
				917	5% OF REQUIRED OPEB DEBT SERV LEVY NONVOT = (907)X5% =
	**ADJUSTMENT TO GDS LIMIT** FOR IRRRB ALLOCATION		**OTR POSTEMPLOY BENEFITS (OPEB)** & PENSION DEBT SERVICE (FUND 47)	918	RETAIN FOR CAP LOAN REPAYMENT NON-VOTER
805	FY2027 IRRRB FUNDING FOR VOTER-APPR BONDS	900	LEVY BONDS IRREV TRUST VOTER APPROVED	919	APPROV DEBT EXCESS TO BE RETAINED NON-VOTER
806	PAY 26 IRRRB ADJUSTMENT FOR VOTER-APPROV BONDS = - ((805)X1.05) =	901	LEVY BONDS REVOC TRUST VOTER APPROVED	920	FUND 47 AVAILABLE BALANCE VOTER APPROVED = GREATER OF ZERO OR [(912)-(916)] =
807	FY2027 IRRRB FUNDING FOR NON-VOTER BONDS	902	REQ DEBT SERV LEVY OPEB BONDS VOTER APPROVED = (900)+(901) =	921	FUND 47 AVAILABLE BALANCE NON-VOTER = GTR ZERO OR [(913)- SUM (914) TO (919)] =
808	PAY 26 IRRRB ADJUSTMENT FOR NON-VOTER BONDS = - ((807)X1.05) =	903	LEVY BONDS IRREV TRUST NON-VOTER APPROVED	922	CLOSING FUND 47 TO FUND 7 TRANSFER IF (921) GTR ZERO AND (907) = ZERO, ELSE 0
809	DEBT EQUAL AID ELIG, VOTER APPROVED = GTR OF ZERO OR [(711)+(712)+(714) +(804)-(802)-(806)] =	904	LEVY BONDS REVOC TRUST NON-VOTER APPROVED		
		905	REQUIRED DEBT SERVICE LEVY FOR OPEB BONDS NON-VOTER APPROVED = (903)+(904) =		

***FUND 47 DEBT BALANCE CONT***		***LOR TIER 1 LEVY ADJ CONT***		***FY2026 TRANSITION LEVY ADJUST***	
923	ADDITIONAL DEBT EXCESS REQUESTED OPEB/PENSION BONDS VOTER APPROVED	1005	ALLOCATION OF TBRA (FROM PAY 25 LEVY REPORT, LINE 279)	1020	FY2026 TRANSITION LEVY AUTH (FROM FY2026 GENERAL EDUC REVENUE REPORT, LINE 213) 5,407.84
924	ADDITIONAL DEBT EXCESS REQUESTED OPEB/PENSION NON-VOTER APPROVED	1006	ALLOC OF REF HOLD HARM (FROM PAY 25 LEVY REPORT, LINE 306)	1021	24 PAY 25 LIMIT 5,407.84
				1022	24 PAY 25 LEVY 5,407.84
925	NET DEBT SERVICE LEVY FOR VOTER APPROVED OPEB/PENSION BONDS = (902)-(920)-(923) =	1007	24 PAY 25 LIMIT 111,120.00	1023	FY2026 TRANSITION LEVY ADJUSTMENT
		1008	24 PAY 25 LEVY 111,120.00		
926	NET DEBT SERVICE LEVY FOR OPEB/PENSION BONDS NON-VOTER APPROVED = (907)-(921)-(924) =	1009	PAY 25 LIMIT BEFORE TBRA AND HOLD HARM ADJ = (1005) + (1006) + (1007) = 111,120.00		**FY2026 1ST TIER REFERENDUM** LEVY ADJUST
		1010	PAY 25 LEVY BEFORE TBRA AND HOLD HARM ADJ = (1005) + (1006) + (1008) = 111,120.00	1024	FY2026 1ST TIER REF LEVY AUTH (FROM FY2026 GENERAL EDUC REVENUE REPORT, LINE 242)
	**LEVY LIMITATION ADJUSTMENTS**	1011	FY2026 LOR TIER 1 LEVY ADJUSTMENT = ((1004)-(1009)) =	1025	ALLOCATION OF TBRA (FROM PAY 25 LEVY REPORT, LINE 280)
A	IN GENERAL, IF WE HAVE:			1026	ALLOC OF REF HOLD HARM (FROM PAY 25 LEVY REPORT, LINE 307)
B	FINAL LEVY AUTHORITY		**FY2026 LOR TIER 2**		
C	PREVIOUSLY CALCULATED AUTHORITY		LEVY ADJUSTMENT	1027	24 PAY 25 LIMIT
D	CERTIFIED LEVY BASED ON (B) LEVY ADJUSTMENT, THEN:	1012	FY2026 LOR TIER 2 (FROM FY2026 GENERAL EDUC REVENUE REPORT, LINE 202) 157,049.60	1028	24 PAY 25 LEVY
	IF A>B, D=A-B			1029	PAY 25 LIMIT BEFORE TBRA AND HOLD HARM ADJ = (1025)+(1026) + (1027) =
	IF A<C, D=A-C			1030	PAY 25 LEVY BEFORE TBRA AND HOLD HARM ADJ = (1025)+(1026) + (1028) =
	OTHERWISE D=ZERO			1031	FY2026 1ST TIER VTR REF LEVY ADJUSTMENT
	**GENERAL FUND ADJUSTMENTS**	1013	24 PAY 25 LIMIT 157,049.60		
	**FY2026 OPERATING**	1014	24 PAY 25 LEVY 157,049.60		
	CAPITAL LEVY ADJUSTMENT	1015	FY2026 LOR TIER 2 LEVY ADJUSTMENT		
1000	FY2026 OPER CAP LEVY AUTH (FROM FY2026 GENERAL EDUC REV REPORT, LINE 197) 58,707.85				
1001	24 PAY 25 LIMIT 58,542.41				
1002	24 PAY 25 LEVY 58,542.41				
1003	FY2026 OPER CAPITAL LEVY ADJUSTMENT = ((1000)-(1001)) = 165.44	1016	FY2026 EQUITY LEVY AUTH (FROM FY2026 GENERAL EDUC REVENUE REPORT, LINE 205) 61,801.24		
	**FY2026 LOR TIER 1 LEVY ADJUST**	1017	24 PAY 25 LIMIT 61,805.87		
		1018	24 PAY 25 LEVY 61,805.87		
1004	FY2026 LOR TIER 1 (FROM FY2026 GENERAL EDUC REVENUE REPORT, LINE 185) 111,120.00	1019	FY2026 EQUITY LEVY ADJUSTMENT = ((1016)-(1018)) = 4.63-		

***FY2026 2ND TIER REF LEVY ADJ***		***FY2026 UNEQUAL REF ADJ CONT***		***FY2026 REFERENDUM HOLD*** HARMLESS ADJ TO VTR-APPROVED LEVIES	
1032	FY2026 2ND TIER REF LEVY AUTH (FROM FY2026 GENERAL EDUC REVENUE REPORT, LINE 244)	1046	PAY 25 LEVY BEFORE TBRA AND HOLD HARM ADJ = (1041)+(1042) +(1044) =	1056	FY2026 ALLOC OF HOLD HARM TO REF LEVY CATEGORIES (FROM FY2026 GENERAL EDUC REVENUE REPORT, LINES 285 TO 287)
1033	ALLOCATION OF TBRA (FROM PAY 25 LEVY REPORT, LINE 281)	1047	FY2026 UNEQUALIZED REF LEVY ADJUSTMENT	1057	TIER 1 LEVY
1034	ALLOC OF REF HOLD HARM (FROM PAY 25 LEVY REPORT, LINE 308)	**FY2026 TBRA ALLOCATION ADJUST** TO VOTER-APPROVED LEVIES		1058	TIER 2 LEVY
1035	24 PAY 25 LIMIT	**FY2026 ALLOCATION OF TBRA** TO REF LEVY CATEGORIES (FROM FY2026 GENERAL EDUC REVENUE REPORT, LINES 257 TO 259)		1059	UNEQL LEVY
1036	24 PAY 25 LEVY	1048	TIER 1 LEVY	1060	TOTAL HOLD HARM ALLOC TO REF LEVY CATEGORIES = (1057) TO (1059) =
1037	PAY 25 LIMIT BEFORE TBRA AND HOLD HARM ADJ = (1033)+(1034) +(1035) =	1049	TIER 2 LEVY	1061	TOTAL FY2026 HOLD HARM ALLOC TO REF LEVY CATEGORIES FROM PAY 25 LEVY = (1026) +(1034)+(1042) =
1038	PAY 25 LEVY BEFORE TBRA AND HOLD HARM ADJ = (1033)+(1034) +(1036) =	1050	UNEQL LEVY	1062	FY2026 HOLD HARM ALLOC VTR-APPR ADJUSTMENT = (1061)-(1060) =
1039	FY2026 2ND TIER REF LEVY ADJUSTMENT	1051	TOTAL FY2026 TBRA ALLOC TO REF LEVY CATEGORIES = (1048) TO (1050) =	**FY2026 REFERENDUM HOLD HARMLESS** ADJUSTMENT TO TIER 1 LEVIES	
**FY2026 UNEQUAL REF LEVY ADJ**		1052	TOTAL FY2026 TBRA ALLOC TO REF LEVY CATEGORIES FROM PAY 25 LEVY = (1025)+(1033) +(1041) =	1063	FY2026 ALLOC OF HOLD HARM TO LOR TIER 1 LEVY (FROM FY2026 GENERAL EDUC REVENUE REPORT, LINE 284)
1040	FY2026 UNEQUAL REF LEVY AUTH (FROM FY2026 GENERAL EDUC REVENUE REPORT, LINE 246)	1053	FY2026 TBRA ALLOCATION VTR-APPR ADJUSTMENT = (1052)-(1051) =	1064	ALLOC OF REF HOLD HARM (FROM PAY 25 LEVY REPORT, LINE 306)
1041	ALLOCATION OF TBRA (FROM PAY 25 LEVY REPORT, LINE 282)	**FY2026 LOR TBRA ALLOCATION ADJ**		1064	FY2026 HOLD HARM ALLOC TIER 1 LEVY ADJUSTMENT = (1006)-(1063) =
1042	ALLOC OF REF HOLD HARM (FROM PAY 25 LEVY REPORT, LINE 309)	1054	FY2026 ALLOCATION OF TBRA TO LOR TIER 1 LEVY (FROM FY2026 GENERAL EDUC REVENUE REPORT, LINE 256)	**FY2026 INTEGRATION ADJUSTMENT**	
1043	24 PAY 25 LEVY	1055	ALLOCATION OF TBRA (FROM PAY 25 LEVY REPORT, LINE 279)	1065	FY2026 INTEG LEVY AUTH (FROM INTEGRATION REVENUE REPORT, LINE 21)
1044	24 PAY 25 LEVY	1055	FY2026 TBRA ALLOCATION LOR LEVY TIER 1 ADJUSTMENT = (1005)-(1054) =	1066	24 PAY 25 LIMIT
1045	PAY 25 LIMIT BEFORE TBRA AND HOLD HARM ADJ = (1041)+(1042) +(1043) =			1067	24 PAY 25 LEVY
				1068	FY2026 INTEGRATION ADJUSTMENT LIMIT

***FY2026 ALT TEACHER COMP ADJ***		***FY2025 LTFM EQUAL LVY ADJ CONT***		***FY2024 LOR TIER 1 LEVY ADJ***	
1069	FY2026 ALT COMP LEVY AUTH (FROM FY2026 GEN ED REVENUE REPORT, LINE 338) 31,577.00	1083	23 PAY 24 LIMIT	1103	FY2024 LOC OPT TIER 1 AUTH (FROM FY2024 GENERAL EDUC REVENUE REPORT, LINE 209) 101,561.56
		1084	23 PAY 24 LEVY		
		1085	TOTAL ADJUSTMENT		
1070	24 PAY 25 LIMIT 31,597.93			1104	22 PAY 23 LIMIT 113,220.00
1071	24 PAY 25 LEVY 31,597.93			1105	22 PAY 23 LEVY 113,220.00
1072	FY2026 ALT TEACH COMP LEVY ADJUSTMENT = ((1069)-(1071)) = 20.93-	1086	24 PAY 25 ADJ LIMIT	1106	TOTAL ADJUST TO PAY 23 LOR OPTIONAL LEVY AUTH = ((1103)-(1105)) = 11,658.44-
		1087	24 PAY 25 ADJ LEVY		
		1088	FY2025 LTFM EQUALIZED LEVY ADJUST	1107	23 PAY 24 ADJ LIMIT 12,999.17-
**FY26 & FY25 CAPITAL RELATED ADJ**				1108	23 PAY 24 ADJ LEVY 12,999.17-
**FY2026 LTFM EQUAL LEVY ADJ**		**FY2025 LTFM UNEQUAL LEVY ADJ**			
1073	FY2026 EST LTFM EQUALIZED LEVY AUTHORITY (FROM FY2026 WEBSITE REPORT, LINE 63)	1089	FY2025 EST LTFM UNEQUALIZED LEVY AUTH (FROM FY2025 WEBSITE REPORT, LINE 64) 65,353.00	1109	FY2024 LOR OPTIONAL LEVY ADJUSTMENT = ((1106)-(1107)) = 1,340.73
1074	24 PAY 25 LIMIT				
1075	24 PAY 25 LEVY	1090	23 PAY 24 LIMIT 57,297.00	**FY2024 LOR TIER 2 LEVY ADJUST**	
		1091	23 PAY 24 LEVY 57,297.00	1110	FY2024 LOC OPT LEVY AUTH (FROM FY2024 GENERAL EDUC REVENUE REPORT, LINE 211) 155,001.68
1076	FY2026 LTFM EQUALIZED LEVY ADJUST	1092	TOTAL ADJUSTMENT = (1089)-(1090) = 8,056.00		
		1093	24 PAY 25 ADJ LIMIT 8,056.00	1111	22 PAY 23 LIMIT 160,017.60
		1094	24 PAY 25 ADJ LEVY 8,056.00	1112	22 PAY 23 LEVY 160,017.60
		1095	FY2025 LTFM UNEQUALIZED LEVY ADJUST		
1077	FY2026 EST LTFM UNEQUALIZED LEVY AUTHORITY (FROM FY2026 WEBSITE REPORT, LINE 64) 67,382.52	**3 YEAR PRIOR ADJUSTMENTS**		1113	TOTAL ADJUST TO PAY 23 LOR OPTIONAL LEVY AUTH = ((1110) - (1112)) 5,015.92-
1078	24 PAY 25 LIMIT 67,382.52	**FY2024 OPERATING CAPITAL** LEVY ADJUSTMENT		1114	23 PAY 24 ADJ LIMIT 3,392.00
1079	24 PAY 25 LEVY 67,382.52			1115	23 PAY 24 ADJ LEVY 3,392.00
1080	FY2026 LTFM UNEQUALIZED LEVY ADJUST	1096	FY2024 OPER CAP LEVY AUTH (FROM FY2024 GENERAL EDUC REVENUE REPORT, LINE 190) 41,340.59	1116	FY2024 LOR OPTIONAL LEVY ADJUSTMENT = ((1113) - (1115)) 8,407.92-
		1097	22 PAY 23 LIMIT 41,105.15	**FY2024 EQUITY LEVY ADJUSTMENT**	
		1098	22 PAY 23 LEVY 41,105.15	1117	FY2024 EQUITY LEVY AUTH (FROM FY2024 GENERAL EDUC REVENUE REPORT, LINE 214) 60,977.08
1081	FY2026 HEALTH AND SAFETY REBATES ADJUST	1099	TOTAL ADJUST TO PAY 23 OPER CAP LEVY AUTH = ((1096)-(1097)) = 235.44	1118	22 PAY 23 LIMIT 62,936.16
		1100	23 PAY 24 ADJ LIMIT 116.83	1119	22 PAY 23 LEVY 62,936.16
		1101	23 PAY 24 ADJ LEVY 116.83		
1082	FY2025 EST LTFM EQUALIZED LEVY AUTHORITY (FROM FY2025 WEBSITE REPORT, LINE 63)	1102	FY2024 OPER CAPITAL LEVY ADJUSTMENT = ((1099)-(1100)) = 118.61	1120	TOTAL ADJUST TO PAY 23 EQUITY LEVY AUTH = ((1117)-(1119)) = 1,959.08-

***FY2024 EQUITY LEVY ADJ CONT***		***FY2024 2ND TIER REF LEVY ADJ***		***FY2024 TBRA ALLOCATION ADJ*** TO VOTER-APPROVED LEVIES		
1121	23 PAY 24 ADJ LIMIT	1,348.57	1138	FY2024 2ND TIER REF LEVY AUTH	1152	FY2024 ALLOC OF TBRA
1122	23 PAY 24 ADJ LEVY	1,348.57		(FROM FY2024 GENERAL EDUC		TO VTR-APPR REF LEVIES
				REV RPT, LINE 253)		(FROM FY2024 GENERAL
1123	FY2024 EQUITY		1139	PAY 23 LIMIT BEFORE		EDUC REVENUE REPORT,
	LEVY ADJUSTMENT			TBRA AND HOLD HARM ADJ		LINES 266 TO 268)
	= ((1120)-(1122)) =	3,307.65-		(FROM PAY 24 LEVY	1153	PAY 23 ALLOC OF TBRA
				REPORT, LINE 1037)		TO VOTER-APPR REF LEVY
			1140	PAY 23 LEVY BEFORE		(FROM PAY 23 LEVY RPT,
				TBRA AND HOLD HARM ADJ		LINES 277 TO 279)
1124	FY2024 TRANSITION LEVY AUTH			(FROM PAY 24 LEVY	1154	FY2024 TBRA ALLOC TOT ADJ
	(FROM FY2024 GENED			REPORT, LINE 1038)		= (1153)-(1152) =
	REV RPT, LINE 222)	5,337.32	1141	TOTAL ADJUST TO PAY 23	1155	23 PAY 24 ADJ LIMIT
1125	22 PAY 23 LIMIT	5,510.04		2ND TIER REF LEVY AUTH	1156	23 PAY 24 ADJ LEVY
1126	22 PAY 23 LEVY	5,510.04			1157	FY2024 TBRA ALLOC LVY ADJ
1127	TOTAL ADJUST TO PAY 23		1142	23 PAY 24 ADJ LIMIT		
	TRANSITION LEVY AUTH		1143	23 PAY 24 ADJ LEVY		
	= ((1124)-(1126)) =	172.72-	1144	FY2024 2ND TIER REF		
1128	23 PAY 24 ADJ LIMIT	116.80		LEVY ADJUSTMENT		**FY2024 LOR TBRA ADJUST**
1129	23 PAY 24 ADJ LEVY	116.80			1158	FY2024 ALLOC OF TBRA TO LOR
1130	FY2024 TRANSITION					TO LOR TIER 1 LEVY
	LEVY ADJUSTMENT					(FROM FY2024 GENED
	= ((1127)-(1129)) =	289.52-		**FY2024 UNEQUAL REF LEVY ADJ**		REV RPT, LINE 265)
			1145	FY2024 UNEQUAL REF LEVY AUTH	1159	ALLOCATION OF TBRA
	**FY2024 1ST TIER VOTER**			(FROM FY2024 GENERAL		(FROM PAY 23 LEVY RPT,
	APPROVED REFER LEVY ADJUST			EDUC REVENUE REPORT,		LINE 276)
				LINE 255)	1160	FY2024 ALLOCATION OF TBRA
1131	FY2024 1ST TIER REF LEVY AUTH		1146	PAY 23 LIMIT BEFORE		LOR LEVY TIER 1 ADJUSTMENT
	(FROM FY2024 GENED			TBRA AND HOLD HARM ADJ		= (1158)-(1159) =
	REV RPT, LINE 254)			(FROM PAY 24 LEVY	1161	23 PAY 24 ADJ LIMIT
1132	PAY 23 LIMIT BEFORE		1147	REPORT, LINE 1045)		23 PAY 24 ADJ LEVY
	TBRA AND HOLD HARM ADJ			PAY 23 LEVY BEFORE	1163	FY2024 LOR TIER 1 TBRA LVY ADJ
	(FROM PAY 24 LEVY			TBRA AND HOLD HARM ADJ		
	REPORT, LINE 1029)			(FROM PAY 24 LEVY		
1133	PAY 23 LEVY BEFORE		1148	REPORT, LINE 1046)		**FY2024 REFERENDUM HOLD HARM**
	TBRA AND HOLD HARM ADJ			TOTAL ADJUST TO PAY 23	1164	FY2024 ALLOC OF HOLD HARM
	(FROM PAY 24 LEVY			UNEQUAL REF LEVY AUTH		(FROM FY2024 GENED REV RPT
	REPORT, LINE 1030)		1149			LINES 294 TO 296)
1134	TOTAL ADJUST TO PAY 23		1150	23 PAY 24 ADJ LEVY	1165	PAY 23 HOLD HARM ALLOC
	1ST TIER REF LEVY AUTH					(FROM PAY 23 LEVY RPT,
1135	23 PAY 24 ADJ LIMIT		1151	FY2024 UNEQUAL REF		LINES 304 TO 306)
1136	23 PAY 24 ADJ LEVY			LEVY ADJUSTMENT	1166	FY2024 HOLD HARM TOTAL
1137	FY2024 1ST TIER REF					= (1165)-(1164) =
	LEVY ADJUSTMENT					

***FY2024 REF HOLD HARM CONT***			***FY2024 REEMPLOYMENT ADJUSTMENT***			***FY2024 ALT TEACHER ADJ CONT***		
1167	23 PAY 24 ADJ LIMIT		1185	23 PAY 24 LIMIT	18,783.01	1202	23 PAY 24 ADJ LIMIT	3,293.33-
1168	23 PAY 24 ADJ LEVY		1186	23 PAY 24 LEVY	18,783.01	1203	23 PAY 24 ADJ LEVY	3,293.33-
1169	FY2024 HOLD HARM ALLOC		1187	FY2024 REEMPLOY ADJUST = ((1184)-(1186)) =	6,956.71-	1204	FY2024 ALT TEACH COMP LEVY ADJUST	
**FY2024 LOR TIER 1 HOLD** HARMLESS ADJUSTMENT			**FY2024 SAFE SCHOOLS ADJUST**			**FY2024 LTFM EQUALIZED LEVY ADJ**		
1170	FY2024 ALLOC OF HOLD HARMLESS TO LOR TIER 1 LEVY (FROM FY2024 GENED REV RPT, LINES 293)		1188	SAFE SCH LEVY REQUEST	YES	1205	FY2024 EST LTFM EQUALIZED LEVY AUTHORITY (FROM FY2024 WEBSITE REPORT, LINE 63)	
1171	PAY 23 TIER 1 HOLD HARMLESS LEVY (FROM PAY 23 LEVY RPT, LINES 303)		54	2023-24 ADJ PU (ACT)	365.57	1206	22 PAY 23 LIMIT	
1172	FY2024 LOR TIER 1 HOLD HARM ADJ		1189	FY2024 SAFE SCHOOLS AUTH \$36X(54) =	13,160.52	1207	22 PAY 23 LEVY	
1173	23 PAY 24 ADJ LIMIT		1190	22 PAY 23 LIMIT	13,586.40	1208	TOTAL ADJUSTMENT	
1174	23 PAY 24 ADJ LEVY		1191	22 PAY 23 LEVY	13,586.40	1209	23 PAY 24 ADJ LIMIT	
1175	FY2023 TIER 1 HOLD HARM ADJUSTMENT		1192	FY2024 SAFE SCH ADJUST = ((1189)-(1191)) =	425.88-	1210	23 PAY 24 ADJ LEVY	
1176	FY2024 INTEG LEVY AUTH (FROM INTEGRATION REVENUE REPORT, LINE 20)		**FY2024 SAFE SCHOOLS** INTERMEDIATE ADJUST			1211	24 PAY 25 ADJ LIMIT	
1177	22 PAY 23 LIMIT		1193	SAFE SCH INTERMEDIATE LEVY ALLOW		1212	24 PAY 25 ADJ LEVY	
1178	22 PAY 23 LEVY		54	2023-24 ADJ PU (ACT)	365.57	1213	FY2024 EQUAL LIMIT ADJUST = (1209)+(1211) =	
1179	TOTAL ADJUSTMENT		1194	FY2024 SAFE SCHOOLS INTERMEDIATE AUTHORITY = (1193)X(54) =		1214	FY2024 EQUAL LEVY ADJUST = (1210)+(1212) =	
1180	23 PAY 24 ADJ LIMIT		1195	22 PAY 23 LIMIT		1215	FY2024 LTFM EQUALIZED LEVY ADJUST	
1181	23 PAY 24 ADJ LEVY		1196	22 PAY 23 LEVY		**FY2024 LTFM UNEQUAL LEVY ADJ**		
1182	FY2024 INTEGRATION ADJUSTMENT LIMIT		1197	FY2024 SAFE SCHOOLS INTERMEDIATE ADJUST		1216	FY2024 EST LTFM UNEQUALIZED LEVY AUTH (FROM FY2024 WEBSITE REPORT, LINE 64)	63,172.36
1183	FY2024 EXPEND ACTUAL	11,826.30	**FY2024 ALTERNATE TEACHER** COMPENSATION LEVY ADJUST			1217	22 PAY 23 LIMIT	67,667.76
1184	REEMPLOY LEVY AUTH = 100% OF (1183) =	11,826.30	1198	FY2024 ALT COMP LEVY AUTH (FROM FY2024 GENED REV RPT, LINE 335)	31,759.00	1218	22 PAY 23 LEVY	67,667.76
			1199	22 PAY 23 LIMIT	35,052.33	1219	TOTAL ADJUSTMENT = (1216)-(1218) =	4,495.40-
			1200	22 PAY 23 LEVY	35,052.33	1220	23 PAY 24 ADJ LIMIT	380.00
			**FY2024 REEMPLOYMENT ADJUSTMENT**			1221	23 PAY 24 ADJ LEVY	380.00
			1201	TOTAL ADJUST TO PAY 23 ALT COMP LEVY AUTH = ((1198)-(1200)) =	3,293.33-	1222	24 PAY 25 ADJ LIMIT	2,128.00-
						1223	24 PAY 25 ADJ LEVY	2,128.00-

1224	FY2024 UNEQUAL LIMIT ADJUST = (1220)+(1222) =	1,748.00-	***FY2024 LTFM UNEQUAL ADJ CONT***	***PAY 23 LEASE LEVY ADJUST***	1313	***INTERM DIST CARRYOVER*** TO REGULAR LEASE AUTH = (1310)-(1312) =		
1225	FY2024 UNEQUAL LEVY ADJUST = (1221)+(1223) =	1,748.00-		FY2023 AND FY2024 LEASE COST WITH A PAY 23 LEVY (PAY 24 LEASE LEVY FOR FY2024 & 2025 LEASE COSTS WILL BE ADJUSTED NEXT YEAR)	1314	FY2023 NON-JOINT LEASE COSTS = (1301)+(1303)+ (1306)+(1308) =		
1226	FY2024 LTFM UNEQUALIZED LEVY ADJUST = (1219)-(1225) =	2,747.40-		**PAY 23 FY2023 LEASE COSTS** LEASE COSTS	54	2023-24 ADJ PU (ACT)	365.57	
	**FY2024 CAREER TECHNICAL ADJ**		1300	INTERMEDIATE	952.01			
1227	FY2024 CAREER TECH LEVY AUTHORITY (FY2024 CTE AID RPT LINE 21)	28,975.88	1301	NON-JOINT		1315	PAY 23 PUPIL UNIT MAX AUTH = \$212X(54) =	77,500.84
1228	23 PAY 24 LIMIT	32,025.00		** CAPITALIZED LEASES **		1316	PAY 23 COMMISSIONER APPROVED LIMIT	
1229	23 PAY 24 LEVY	32,025.00	1302	INTERMEDIATE		1317	REGULAR MAX AUTHORITY = GTR OF (1315) OR (1316) =	77,500.84
1230	FY2024 CAREER TECH ADJ = ((1227)-(1229)) =	3,049.12-	1303	NON-JOINT		1318	TOTAL PAY 23 REGULAR LEASE LEVY AUTHORITY = LSR OF (1313)+(1314) OR (1317) =	
	**FY2024 HEALTH BENEFIT LEVY ADJ**		1304	PAY 23 FY2023 TOTAL LEASE COSTS = (1300)+ (1301)+(1302)+(1303)=	952.01	1319	TOTAL PAY 23 REGULAR & INTERM LEASE LEVY AUTH = (1312)+(1318) =	952.01
1231	FY2024 ACTUAL COST (LIMITED TO \$600,000)			**PAY 23 FY2024 LEASE COSTS**  **REG OPERATING LEASES**				
1232	23 PAY 24 LIMIT		1305	INTERMEDIATE			**PAY 23 NET LEASE COSTS**	
1233	23 PAY 24 LEVY		1306	NON-JOINT				
1234	FY2024 HEALTH BENEFITS ADJUST			** CAPITALIZED LEASES **		1320	22 PAY 23 LIMIT	
	**FY2024 ANNUAL OPEB LEVY ADJ**		1307	INTERMEDIATE		1321	22 PAY 23 LEVY	
1235	FY2024 ACTUAL COST (FIN 797+OBJ 291)		1308	NON-JOINT		1322	PAY 23 LEASE LEVY LIMITATION ADJUSTMENT = (1319) - (1320) =	952.01
1236	PRORATION FACTOR TO REFLECT STATEWIDE CAP	1.00000000	1309	PAY 23 FY2024 TOTAL LEASE COSTS = (1305)+ (1306)+(1307)+(1308)=				
1237	PRORATED ANNUAL OPEB LEVY AUTH		1310	FY2023 INTERMEDIATE COSTS (1300)+(1302)+ (1305)+(1307) =	952.01			
1238	24 PAY 25 LIMIT		54	2023-24 ADJ PU (ACT)	365.57			
1239	24 PAY 25 LEVY		1311	INTERM PUPIL UNIT AUTH = \$65X(54) =	23,762.05			
1240	FY2024 ANNUAL OPEB ADJUSTMENT (NO ADJUSTMENT)		1312	INTERM LEASE AUTH = LSR OF (1310) OR (1311) =	952.01			

***CAPITAL RELATED ADJ SUMMARY***		***OTHER GEN LIMITATION ADJ CONT***		***GEN FUND ADJUST SUMMARY CONT***		
1003	FY2026 OPER CAP ADJ	165.44	1334	TOTAL OTHER ADJUST	1346	TOTAL GENERAL LEVY
1102	FY2024 OPER CAP ADJ	118.61		GEN OTHER RMV = (1331)		LIMITATION ADJUSTMENT
1076	FY2026 LTFM EQ ADJ			+(1332)+(1333) =		= (1342)+(1343)
1080	FY2026 LTFM UNEQ ADJ					+(1344)+(1345) =
1081	FY2026 H&S REBATES		1335	SCH TAX ADJUSTMENT		22,632.97-
1088	FY2025 LTFM EQ ADJ			(FROM STR ADJUST		
1095	FY2025 LTFM UNEQ ADJ			REPORT, LINE 23)		**COMMUNITY SERVICE FUND ADJUST**
1215	FY2024 LTFM EQ ADJ					
1226	FY2024 LTFM UNEQ ADJ	2,747.40-	1336	OTHER ADJUST, GEN NTC		**FY2026 EARLY CHILD FAMILY ADJ**
1322	PAY 23 LEASE LEVY ADJ	952.01		VOTER APPROVED (MEMO)		
1323	LEASE LEVY ADJ (MEMO)				1400	FY2026 REVISED ECFE LEVY
1324	OTHER CEX ADJ (MEMO)		1337	TOTAL OTHER ADJUST		AUTH (FROM FY2026 ECFE AID
				GEN NTC VOTER APPR		REPORT, LINE 1.7)=
				= (1335)+(1336) =		10,502.38
1325	TOTAL CAPITAL RELATED		1338	TIF ADJUST (MEMO)	1401	24 PAY 25 LIMIT
	LEVY LIMIT ADJUSTMENT				1402	24 PAY 25 LEVY
	= (1003)+(1102)+(1076)+		1339	SCH TAX ADJUSTMENT	1403	FY2026 EARLY CHILD
	(1080)+(1081)+(1088)+			(FROM STR ADJUST		FAMILY ADJUST
	(1095)+(1215)+(1226)+			REPORT, LINE 28)		= ((1400)-(1402)) =
	(1322)+(1323)+(1324)=	1,511.34-				1,155.37-
			1340	OTHER ADJUST, GEN		**FY2024 HOME VISITING ADJ**
	**OTHER GENERAL LIMITATION ADJ**			NTC OTHER (MEMO)	1404	FY2024 HOME VISITING
760	GENERAL FUND LEVY ADJ		1341	TOTAL OTHER ADJUST,		FINAL ADJUSTMENT
	FOR FAC & EQUIP BONDS			GEN NTC OTHER		(FROM FY2024 ECFE HOME VISITING
1326	ECON DEV ABATE ADJUST			= (1338)+(1339)		AID REPORT, LINE 8)
	(MEMO)			+(1340) =	1405	22 PAY 23 LIMIT
1327	DEBT SURPLUS TRANSFER				1406	22 PAY 23 LEVY
	(MEMO)			**GEN FUND ADJUST SUMMARY**		134.74
1328	SCH TAX ADJUSTMENT		1342	GENERAL RMV VOTER APPROVED	1407	FY2024 HOME VISIT
	(FROM STR ADJUST			= (1031)+(1039)+(1047)		ADJUSTMENT
	REPORT, LINE 9)			+(1053)+(1062)+(1137)		= ((1404)-(1406)) =
1329	OTHER ADJUST, GEN RMV			+(1144)+(1151)+(1157)		11.32-
	VOTER APPROVED (MEMO)			+(1169)+(1330) =		**FY2024 SCHOOL-AGE CARE**
1330	TOTAL OTHER ADJUST		1343	GENERAL RMV OTHER	1408	FY2024 AUTHORITY (FROM
	GEN RMV VOTER APPR			= (1011)+(1015)+(1019)		UFARS EXPENDITURES)
	= (1328)+(1329) =			+(1023)+(1055)+(1064)	1409	22 PAY 23 LIMIT
1331	MAINT PU VAR (MEMO)			+(1109)+(1116)+(1123)	1410	22 PAY 23 LEVY
				+(1130)+(1163)+(1175)		
				+(1334) =	1411	FY2024 SCH-AGE CARE
				10,668.99-		ADJUSTMENT
	**OTHER GENERAL LIMITATION ADJ**		1344	GENERAL NTC VOTER		
1332	SCH TAX ADJUSTMENT			= (1337) =		
	(FROM STR ADJUST		1345	GENERAL NTC OTHER		
	REPORT, LINE 14)			= (760)+(1068)+(1072)+		
1333	OTHER ADJUST, GEN			(1182)+(1187)+(1192)+		
	RMV OTHER (MEMO)			(1197)+(1204)+(1230)+		
				(1234)+(1240)+(1325)+		
				(1326)+(1327)+(1341)=		
				11,963.98-		

***COMMUNITY SERVICE ADJUST***		***FY2025 LTFM DEBT LEVY ADJUST***		***OTH POSTEMPLOYMENT BENE (OPEB)** & PENSION DEBT SERVICE ADJUSTMENTS	
1412	**ADULTS W/DISABILITIES** ADJUST	1709	FY2025 EST LTFM DEBT LEVY AUTHORITY (FROM WEBSITE FY2025 RPT, LINE 59)	905,005.78	1900 REDUCTION DEBT EXCESS, VOTER APPROV = GTR OF [(920)OR(923)]X-1 =
1413	SCH TAX ADJUSTMENT (FROM STR ADJUST REPORT, LINE 33)	1710	23 PAY 24 LIMIT	906,670.35	1901 OTHER OPEB DS ADJUST (MEMO) VOTER APPROVED
1414	OTHER ADJUST (MEMO)	1711	23 PAY 24 LEVY	906,670.35	
1415	TOTAL OTHER ADJUST = (1413)+(1414) =	1712	TOTAL ADJUSTMENT ADJ =(1709)-(1710) =	1,664.57-	1902 TOTAL OPEB DEBT SERV ADJ VOTER APPROVED = (1900)+(1901) =
1416	TOTAL COMMUNITY SERVICE LIMITATION ADJUSTMENT = (1403)+(1407)+(1411) +(1412)+(1415) =	1713	24 PAY 25 ADJ LIMIT	1,664.57-	1903 REDUCTION DEBT EXCESS, NON-VOTER = GTR OF [(921)OR(924)]X-1 =
	1,166.69-	1714	24 PAY 25 ADJ LEVY	1,664.57-	
		1715	FY2025 LTFM DEBT LEVY ADJ = (1712)-(1713) =		1904 OTHER OPEB DS ADJUST (MEMO)NON-VOTER APPR
					1905 TOTAL ADJUSTMENT NON-VOTER APPROVED = (1903)+(1904) =
	**GENERAL DEBT SERVICE ADJUST**		**FY2024 LTFM DEBT LEVY ADJUST**		
1700	REDUCTION DEBT SERVICE EXCESS, VOTER APPROVED = (762)X-1 =	1716	FY2024 EST LTFM DEBT LEVY AUTHORITY (FROM WEBSITE FY2024 RPT, LINE 59)	905,331.34	
1701	OTHER ADJUST (MEMO) VOTER APPROVED	1717	22 PAY 23 LIMIT	904,375.81	
1702	TOTAL DEBT SERV ADJUST VOTER APPROVED = (1700)+(1701) =	1718	22 PAY 23 LEVY	904,375.81	**ABATEMENT ADJUSTMENTS**
1703	REDUCTION DEBT SERVICE EXCESS, NON-VOTER APPROV = (763)X-1 =	1719	TOTAL ADJUSTMENT = (1716)-(1717) =	955.53	**INITIAL ABATEMENT LEVY ADJUST**
	61,951.82-	1720	23 PAY 24 ADJ LIMIT	72.63-	2000 SCHOOL TAXES ABATED IN 2024
1704	OTHER ADJUST (MEMO) NON-VOTER APPROVED	1721	23 PAY 24 ADJ LEVY	72.63-	2001 SCHOOL TAXES ADDED IN 2024
		1722	24 PAY 25 ADJ LIMIT	448.77	2002 NET CHANGE IN SCHOOL TAXES = (2000)+(2001) =
		1723	24 PAY 25 ADJ LEVY	448.77	575.72-
		1724	FY2024 DEBT LIMIT ADJUST = (1720)+(1722) =	376.14	2003 ABATEMENT RECOVERY REVENUE = [GTR OF ZERO OR -1X(2002)] =
1705	FY2026 EST LTFM DEBT LEVY AUTHORITY (FROM WEBSITE FY2026 RPT, LINE 59)	1725	FY2024 DEBT LEVY ADJUST = (1721)+(1723) =	376.14	2023 FY2026 ABATEMENT AID
	925,721.60	1726	FY2024 LTFM DEBT LEVY ADJ = (1719)-(1724) =	579.39	2004 INITIAL ABATEMENT LEVY ADJ = (2003)-(2023) =
1706	24 PAY 25 LIMIT	1727	TOTAL DEBT SERV ADJUST NON-VOTER APPROVED = (1703)+(1704)+ (1708)+(1715)+(1726) =	61,373.04-	**PAY 23 CERTIFIED LEVY PLUS** AUDITOR ADJUSTMENT BY FUND
1707	24 PAY 25 LEVY				2005 GENERAL
1708	FY2026 LTFM DEBT LEVY ADJ = (1705)-(1706) =				2006 COMMUNITY SERVICE
	.61-				2007 GENERAL DEBT SERVICE
					2008 OPEB DEBT SERVICE
					2009 TOTAL
					547,039.73
					26,105.31
					944,524.49
					1,517,669.53

***CERTIFIED LEVY RATIO BY FUND***		***ABATEMENT INTEREST ADJ BY FUND*** (ZERO IF NO LEVY AUTHORITY IN FUND)		***CARRY-OVER ABATEMENT LEVY LIM*** (ZERO IF NO LEVY AUTHORITY IN FUND)		
2010	GENERAL = (2005)/(2009) =	.36044720	2029	GENERAL = (2028) -(2030) -(2031)-(2032) =	2051	GENERAL= (2043)-(2047) OR MEMO =
2011	COMMUNITY SERVICE = (2006)/(2009) =	.01720092	2030	COMMUNITY SERVICE = (2028)X(2011) =	2052	COMMUNITY SERVICE = (2044)-(2048) OR MEMO =
2012	GEN DEBT SERVICE = (2007)/(2009) =	.62235188	2031	GENERAL DEBT SERVICE = (2028)X(2012) =	2053	GENERAL DEBT SERVICE = (2045)-(2049) OR MEMO =
2013	OPEB DEBT SERVICE = (2008)/(2009) =		2032	OPEB DEBT SERVICE = (2028)X(2013) =	2054	OPEB DEBT SERVICE = (2046)-(2050) OR MEMO =
2014	TOTAL	1.00000000	2028	TOTAL	2055	TOTAL
**ABATEMENT AID BY FUND (FROM** PART III OF FY2026 ABATE AID RPT)			**FY2024 ABATEMENT AID ADJUST** (ZERO IF NO LEVY AUTHORITY IN FUND)		**ADVANCE ABATEMENT LEVY ADJUST**	
2015	GENERAL	15.59	2033	GENERAL	2056	SCHOOL TAXES ABATED IN 1ST 6 MO OF 2025
2016	COMMUNITY SERVICE	3.86	2034	COMMUNITY SERVICE	2057	SCHOOL TAXES ADDED IN 1ST 6 MO OF 2025
2017	GENERAL DEBT SERVICE		2035	GENERAL DEBT SERVICE	2058	NET CHANGE IN SCHOOL TAXES (2056)+(2057)
2018	TOTAL	19.45	2036	OPEB DEBT SERVICE	2059	TOTAL ADVANCE ABATE LEVY AUTHORITY = [GTR OF ZERO OR -1X(2058)] =
2019	EST FY2026 ABATEMENT AID PRORATION FACTOR	1.00000000	2037	TOTAL		
**PRORATED ABATEMENT AID BY FUND**			**TOTAL REGULAR ABATE LEVY ADJ**		**ADVANCE ABATEMENT AUTH BY FUND**	
2020	GENERAL = (2019)X(2015) =	15.59	2038	GENERAL = (2024) +(2029)+(2033) =	2060	GENERAL = (2059)-(2061) -(2062)-(2063) =
2021	COMMUNITY SERVICE = (2019)X(2016) =	3.86	2039	COMMUNITY SERVICE = (2025) +(2030)+(2034)=	2061	COMMUNITY SERVICE = (2059)X(2011) =
2022	GENERAL DEBT SERVICE = (2019)X(2017) =		2040	GENERAL DEBT SERVICE = (2026) +(2031)+(2035)=	2062	GENERAL DEBT SERVICE = (2059)X(2012) =
2023	TOTAL	19.45	2041	OPEB DEBT SERVICE = (2027) +(2032)+(2036)=	2063	OPEB DEBT SERVICE = (2059)X(2013) =
			2042	TOTAL	2059	TOTAL
**INITIAL ABATE LEVY ADJ BY FUND** (ZERO IF NO LEVY AUTHORITY IN FUND)			**CARRY-OVER ABATE LEVY AUTHORITY**		**PREVIOUS ADVANCE ABATEMENT LEVY** (PAY 24 PREVIOUS ADVANCE PLUS PAY 25 ADVANCE LEVY)	
2024	GENERAL= (2004)-(2023)- (2025)-(2026)-(2027)=	191.93	**PAY 25 REGULAR ABATEMENT LIMIT**		2064	GENERAL
2025	COMMUNITY SERVICE = [(2004)X (2011)]-(2021) =	6.04	2043	GENERAL	2065	COMMUNITY SERVICE
2026	GENERAL DEBT SERV DBT = [(2004)X (2012)]-(2022) =	358.30	2044	COMMUNITY SERVICE	2066	GENERAL DEBT SERVICE
2027	OPEB DEBT = [(2004)X (2013)] =		2045	GENERAL DEBT SERVICE	2067	OPEB DEBT SERVICE
2004	TOTAL	556.27	2046	OPEB DEBT SERVICE	2068	TOTAL
**ABATEMENT INTEREST ADJUSTMENT**			**PAY 25 REGULAR ABATEMENT LEVY**			
2028	ABATEMENT INTEREST DEDUCTED FROM TAX SETTLEMENTS IN 2024		2047	GENERAL		204.85
			2048	COMMUNITY SERVICE		9.54
			2049	GENERAL DEBT SERVICE		355.19
			2050	OPEB DEBT SERVICE		569.58

***ADVANCE ABATE ADJUST BY FUND*** (ZERO IF NO LEVY AUTHORITY IN FUND)		***GEN DBT SERV INI SUMMARY CONT***		***COLLECT NEGATIVE ADJUSTMENTS*** IN GENERAL AND COMM ED FUNDS	
2069	GENERAL= (2059)-(2068)-(2070) -(2071)-(2072) = 204.85-	3008	TOTAL DEBT SERVICE FUND INITIAL LEVY LIMITATION = (3006)+(3007) = 925,454.62	3020	GEN RMV VOTER NEGATIVE OFFSET
2070	COMMUNITY SERVICE = (2061)-(2065) = 9.54-			3021	GEN RMV OTHER NEGATIVE OFFSET
2071	GENERAL DEBT SERVICE = (2062)-(2066) = 355.19-		**OPEB/PENSION DEBT SVC INITIAL** LEVY SUMMARY	3022	GEN NTC VOTER NEGATIVE OFFSET
2072	OPEB DEBT SERVICE = (2063)-(2067) =	3009	OPEB/PENSION DEBT SERVICE VOTER APPROVED = (902)+(1900)+(2041) +(2054)+(2072) =	3023	GEN NTC OTHER NEGATIVE OFFSET
2073	TOTAL 569.58-			3024	COM SERV NEGATIVE OFFSET
**TOTAL INITIAL LEVY LIMITATION** SUMMARY BEFORE OFFSETTING ADJUST		3010	OPEB/PENSION DEBT SERVICE OTHER = (907)+(1903)+(2041) +(2054)+(2072) =	**NET OFFSETTING ADJUSTMENTS** IN GEN AND COM SERV	
**GEN FUND INITIAL LEVY SUMMARY**		3011	TOTAL OPEB/PENSION DEBT SERVICE FUND INITIAL LEVY LIMITATION = (3009)+(3010) =	3025	GEN RMV VOTER NET OFFSET ADJ = (3015)+(3020) =
3000	GENERAL RMV VOTER APPROVED = (507)+(1342) =			3026	GEN RMV OTHER NET OFFSET ADJ = (3016)+(3021) =
3001	GENERAL RMV OTHER = (508)+(1343) = 315,854.30		**OFFSETTING ADJUSTMENTS** (COUNTY AUDITORS CANNOT SPREAD LEVIES BASED ON A NEGATIVE TAX RATE. TOTAL LEVY LIMITATIONS BY TRUTH IN TAXATION LEVY/FUND CATEGORY SHOWN ON PAGE 30 MUST BE ZERO OR GREATER).	3027	GEN NTC VOTER NET OFFSET ADJ = (3017)+(3022) =
3002	GENERAL NTC VOTER APPROVED = (509)+(1344) =			3028	GEN NTC OTHER NET OFFSET ADJ = (3018)+(3023) =
3003	GENERAL NTC OTHER = (510)+(1345)+(2038) +(2051)+(2069) = 212,392.11		**OFFSET CARRIED FORWARD**	3029	COM SERV NET OFFSET ADJ = (3019)+(3024) =
3004	TOTAL GENERAL FUND INITIAL LEVY LIMITATION = (3000)+(3001) + (3002)+(3003) = 528,246.41	3012	GENERAL	**POSITIVE OFFSETTING ADJ** IN GENERAL DEBT SERV FUND	
		3013	GENERAL DEBT SERVICE	**POSITIVE OFFSETTING ADJ** IN GENERAL DEBT SERV FUND	
		3014	OPEB/PENSION DEBT SERVICE	**POSITIVE OFFSETTING ADJ** IN GENERAL DEBT SERV FUND	
	**COM SERV INITIAL LEVY SUMMARY**	3015	GEN RMV VTR POSITIVE OFFSET = GTR OF 0 OR [0-(3000)] =	3030	GDS VTR POSITIVE OFFSET = GTR OF 0 OR [-(3006)] =
3005	TOTAL COMMUNITY SERVICE FUND INITIAL LEVY LIMITATION = (639)+(1416)+(2039) +(2052)+(2070) = 27,103.92	3016	GEN RMV OTH POSITIVE OFFSET = GTR OF 0 OR [0-(3001)] =	3031	GDS OTH POSITIVE OFFSET = GTR OF 0 OR [-(3007)] =
	**GEN DBT SERV INITIAL LEVY SUMMARY**	3017	GEN NTC VTR POSITIVE OFFSET = GTR OF 0 OR [0-(3002)] =		
3006	GEN DEBT SERVICE VOTER APPROVED = (813)+(1702)+(2040) +(2053)+(2071) =	3018	GEN NTC OTH POSITIVE OFFSET = GTR OF 0 OR [0-(3003)] =		
3007	GEN DEBT SERVICE OTHER = (814)+(1727)+(2040) +(2053)+(2071) = 925,454.62	3019	COMM SRV POSITIVE OFFSET = GTR OF 0 OR [0-(3005)] =		

***COLLECT NEGATIVE ADJUSTMENTS*** IN GENERAL DEBT SERV FUND		***NET NEGATIVE ADJ BALANCE*** TO BE CARRIED FORWARD	***TACONITE REFERENDUM DATA*** INFORMATION ONLY	
3032	GDS VOTER NEGATIVE OFFSET	3042	GENERAL ADJUST BALANCE FORWARD = (3012)-(3025) -(3026)-(3027)-(3028) -(3029) =	4000 1983-84 RESIDENT PU 4001 2011-12 RESIDENT PU 44 2024-25 RES PU (PRE) 289.71 57 2026-27 ADJ PU (EST) 360.60
**COLLECT NEGATIVE ADJUSTMENTS** IN GENERAL DEBT SERV FUND		3043	GENERAL DEBT SERVICE ADJUST BALANCE FORWARD = (3013) -(3034)-(3035) =	4002 TACONITE REG REF PU = GTR OF (4000) OR (44) =
3033	GDS OTHER NEGATIVE OFFSET	3044	OPEB/PENSION DEBT SERVICE ADJUST BALANCE FORWARD = (3040)-(3041) =	4003 2011 NET TAX CAPACITY
3034	GDS VOTER NET OFFSET ADJ = (3030)+(3032) =	3045	TOTAL ADJUST BALANCE FORWARD = (3042) +(3043)+(3044) =	4004 TAC REF REV REDUCT FOR BOTH REG AND ADD REF = (4003)X1.8% =
3035	GDS OTH NET OFFSET ADJ = (3031)+(3033) =			**FY2027 TAC REG REF REV** (PAY 01 REF LEVY REQ)
3036	OPEB/PENSION DEBT SERVICE VOTER POSITIVE OFFSET = GTR OF 0 OR [-(3009)] =		**LEVY AFTER OFFSETS** STARTING POINT FOR MAX EFFORT ADJUSTMENTS	4005 REG FRONT END FORMULA = (4002)X\$175 =
**POSITIVE OFFSETTING ADJUSTMENT** IN OPEB/PENSION DEBT SERV FUND		3500	GEN DEBT VOTER APPR	4006 TAC REG REF REV = GTR OF 0 OR [(4005)-(4004)]
3037	OPEB/PENSION DEBT SERVICE OTHER POSITIVE OFFSET = GTR OF 0 OR [-(3010)] =	3501	GEN DEBT OTHER 925,454.62	**FY2027 TAC ADD REF REV**
**COLLECT NEGATIVE ADJUST** IN OPEB/PENSION DEBT SERV FUND		3502	ACT MAX EFF LOAN AID FOR FY2018 - FY2026	4007 FY 13 REF REV ALLOW
3038	OPEB/PENSION DEBT SERVICE VOTER NEGATIVE OFFSET	3503	PAY 17 - PAY 25 ACT MAX EFF LOAN AID LEVY LIMIT ADJUST (ALL FUNDS) =	4008 TAC REF ADD ALLOWANCE = (4007)+\$415 =
**NET OFFSETTING ADJUSTMENTS** IN OPEB/PENSION DEBT SERV FUND		3504	REQUESTED DEBT DEFEASANCE AMOUNT BY END OF FY2027	4009 ADD FRONT END FORMULA = (4001)X(4008) =
3039	OPEB/PENSION DEBT SERVICE OTHER NEGATIVE OFFSET	3505	BAL AVAIL END FY2027 = (3502)+(3503) =	4010 TAC ADD BASE = GTR 0 OR [(4009)-(4004)] =
**COLLECT NEGATIVE ADJUST** IN OPEB/PENSION DEBT SERV FUND		3506	GEN DEBT VOTER =	4011 TAC ADD REF REVENUE = (4010)X22.5% =
3040	OPEB/PENSION DEBT SERVICE VOTER NET OFFSET ADJ = (3036)+(3038) =	3507	GEN DEBT OTHER =	**FY2027 TAC TOTAL REF REV** (JULY 2022 PAYMENT)
**NET OFFSETTING ADJUSTMENTS** IN OPEB/PENSION DEBT SERV FUND		3508	MAX EFF LEVY LIMIT ADJ = = (3506)+(3507) =	4012 TAC TOTAL REF REV = (4006)+(4011) =
3041	OPEB/PENSION DEBT SERVICE OTHER NET OFFSET ADJ = (3037)+(3039) =	3509	MAX EFFORT LOAN AID RETAINED FOR FUTURE USE = (3505)+(3508) =	4013 MAXIMUM EC RESERVE = (57)X\$25 =
				4014 RSVD EARLY CHILDHOOD = LSR OF (4012) OR (4013) =

***FY2025 TACONITE RECEIPTS*** (FEB 2025 & AUG 2025 PYMT) USED TO CALCULATE PAY 26 LEVY LIMITATION REDUCTION	4030	FY2025 TAC BLDG MAINT & REPAIR 4 CENTS/TON [NOT INCL IN (4023)]	***FY2025 TACONITE RECEIPT CONT***	4052	REMAINING REDUCTION = (4048)+(4051) =	***LEVY LIMIT SUBJECT TO*** TACONITE ADJUSTMENT CONT
4015 TAC POT 13.72 CENTS PER TON (INITIAL AMT)			**LEVY LIMIT SUBJECT TO** TACONITE ADJUSTMENT	4053	GEN OTH RMV = -1X(LSR OF (4034) OR (4052)) =	
4016 CITY/TWP REPLACEMENT NOT USED THIS YEAR	4031	COMMUNITY SERVICE		4054	REMAINING REDUCTION = (4052)+(4053) =	
4017 TAC POT ALLOCATED TO OTHER TAC SCHOOL DIST TO FUND LINE (4027)	4032	OTHER GENERAL NTC		4055	OPER REF = -1X(LSR OF (4036) OR (4054)) =	
4018 TAC POT ALLOCATED TO CITIES AND TOWNSHIPS (SEE SPREADSHEET)	4033	REDUCED OTHER NTC FOR LIMITED LTFM LEVY		4056	REMAINING REDUCTION = (4054)+(4055) =	
4019 TAC POT RECEIPTS BASE = (4015)-(4016) -(4017)-(4018) =	4034	OTHER GENERAL RMV		4057	CAP PROJ = -1X(LSR OF (4038) OR (4056)) =	
4020 MINING 3.43 CENTS/TON	4035	OP REFERENDUM (VOTER)		4058	REMAINING REDUCTION = (4056)+(4057) =	
4021 TAC RAILR GRANDFATHER	4036	= 50% OF (4035) =		4059	OPEB DEBT TAC ADJUST VOTER APPR = -1X(LSR OF (4041) OR (4058)) =	
4022 DEER RVR GRANDFATHER	4037	CAP PROJ LIMIT(VOTER)		4060	REMAINING REDUCTION = (4058)+(4059) =	
4023 FY2025 ELIGIBLE TAC RECEUOTS BASE AMOUNT = SUM (4019)TO(4022) =	4038	= 50% OF (4037) =		4061	GDS TACONITE ADJUST VOTER APPR = -1X(LSR OF (4044) OR (4060)) =	
4024 MAX TAC REDUCT = 95% OF [(4023)+(4018)] =	4039	NET OPEB DEBT SERV LEVY NON-VOTER APPR BONDS		4062	TOTAL TACONITE LEVY LIMITATION ADJUST = (4045)+(4047)+(4049)+ (4051)+(4053)+(4055)+ (4057)+(4059)+(4061)=	
4025 TOTAL PAY 24 TAC LEVY LIMIT ADJUST ON LEVY LIMIT & CERTIFICATION	4040	NET OPEB DEBT SERV LEVY FOR VOTER APPR BONDS		4063	CITY/TOWNSHIP DISTRIBUTION = (4024)+(4062) =	
4026 FY2025 ELIG DIST TAC REPL AMT PLUS PAY 24 TAC LEVY ADJUSTMENT = (4023) +(4025)-(4018) =	4041	= 50% OF (4040) =				FY2027 LEVY, AID & REVENUE SUMMARY BY FUND CONTINUES ON PAGE 29
4027 TAC POT ALLOCATED FROM OTHER TAC SCH DIST FOR PAY 24 LEVY REPLACEMENT [NOT INCL IN (4023)]	4042	NET GEN DEBT SERV LEVY NON-VOTER APPR BONDS				
4028 TAC PROP TAX RELIEF ACCOUNT TRANSFER FOR PAY 24 LEVY REPLACEMENT [NOT INCL IN (4023)]	4043	NET GEN DEBT SERV LEVY FOR VOTER APPR BONDS				
4029 FY2025 ADDITIONAL TAC POT 11 CENTS/TON [NOT INCL IN (4023)]	4044	= 50% OF (4043) =				
	4045	COM SERV = -1X(LSR OF (4024) OR (4031)) =				
	4046	REMAINING REDUCTION = (4024)+(4045) =				
	4047	GEN OTH NTC = -1X(LSR OF (4033) OR (4046)) =				
	4048	REMAINING REDUCTION = (4046)+(4047) =				
	4049	OPEB TACONITE ADJUST NON-VOTER = -1X(LSR OF (4039) OR (4048)) =				
	4050	REMAINING REDUCTION = (4048)+(4049) =				
	4051	GDS TACONITE ADJUST NON-VOTER = -1X(LSR OF (4042) OR (4050))=				

5000	***FY2027 LEVY, AID & REVENUE*** SUMMARY BY FUND (ESTIMATE AT TIME OF PROPOSED LEVY CERTIFICATION)	5013	GEN DEBT SERVICE VOTER APPROVED = (3006)+(3034) +(3506)+(4061) =	5025	TOTAL LEVY LIMIT = (5005)+(5009) + (5015)+(5022) =
	**GENERAL FUND**				1,480,804.95
5001	GEN RMV VOTER APPROVED = (3000)+(3025) +(4055) =	5014	GEN DEBT SERV OTHER = (3007)+(3035) +(3507)+(4051) =	5026	TOTAL AID = (5006)+(5010) +(5016) =
			925,454.62		3,504,253.33
5002	GENERAL RMV OTHER = (3001)+(3026) +(4053) =	5015	TOTAL DEBT SERVICE FUND LEVY LIMITATION = (5013)+(5014) =	5027	TOTAL MAX EFFORT AID USED = (5017) =
	315,854.30		925,454.62	5028	TOTAL TACONITE RECEIPTS = (5007)+(5011) +(5018)+(5023) =
5003	GEN NTC VOTER APPROVED = (3002)+(3027) +(4057) =	5016	TOTAL DEBT SERVICE FUND AID = (439)+ (780)+(800)+(2022) =	5029	TOTAL REVENUE = (5008)+(5012) +(5019)+(5024) =
			5,164.45		4,985,058.28
5004	GENERAL NTC OTHER = (3003)+(3028) +(4047) =	5017	MAX EFF LOAN AID USED = (3503) -(3506)-(3507) =		
	212,392.11	5018	TACONITE RECEIPTS = -(4051)-(4061) =		
5005	TOTAL GENERAL FUND LEVY LIMITATION = (5001)+(5002)+(5003) + (5004) =	5019	TOTAL DEBT SERVICE FUND REVENUE = (5015)+(5016) +(5017)+(5018) =		
	528,246.41		930,619.07		
5006	TOTAL GENERAL FUND AID = (326)+(333)+(338) +(344)+(345)+(361) +(386)+(444)+(2020) =		**OPEB/PENSION DEBT SERVICE FUND**		
	3,483,478.33	5020	OPEB/PENSION DEBT SERVICE VOTER APPROVED = (3009)+(3040) +(4059) =		
5007	TACONITE RECEIPTS = -1X(4047)-(4053) - (4055)-(4057) =	5021	OPEB/PENSION DEBT SERVICE OTHER = (3010)+(3041) +(4049) =		
5008	TOTAL GENERAL FUND REVENUE = (5005)+ (5006)+(5007) =				
	4,011,724.74	5022	TOTAL OPEB/PENSION DEBT SERVICE FUND LEVY LIMITATION = (5020)+(5021) =		
	**COMMUNITY SERVICE FUND**	5023	TACONITE RECEIPTS = -(4049)-(4059) =		
5009	TOTAL COMMUNITY SERVICE FUND LEVY LIMITATION = (3005)+ (3029)+(4045) =	5024	TOTAL OPEB/PENSION DEBT SERVICE FUND REVENUE = (5022)+(5023) =		
	27,103.92				
5010	TOTAL COM SERV FUND AID = (610)+(620)+(625) +(632)+(637)+(2021) =				
	15,610.55				
5011	TACONITE RECEIPTS = -1X(4045) =				
5012	TOTAL COMM SERV FUND REVENUE = (5009) +(5010)+(5011) =				
	42,714.47				

I. COMPUTATION OF 2025 PAYABLE 2026 LEVY LIMITATION BY FUND (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	INITIAL LEVY LIMITATION	LIMITATION ADJUSTMENTS	ABATEMENT ADJUSTMENTS	OFFSET ADJUSTMENTS	TAC/MAX EFF ADJUSTMENT	MAXIMUM LEVY LIMITATION
GEN-RMV VOTER-EXEMP			N/A			
GEN-RMV OTHER-EXEMP	326,523.29	10,668.99-	N/A			315,854.30
GEN-NTC VOTER-EXEMP			N/A			
GEN-NTC OTHER-GENED	N/A	N/A	N/A	N/A	N/A	N/A
GEN-NTC OTHER-EXEMP	224,369.01	11,963.98-	12.92-			212,392.11
TOTAL GENERAL	550,892.30	22,632.97-	12.92-			528,246.41
COM SERV-EXEMP	28,274.11	1,166.69-	3.50-			27,103.92
DEBT-VOTER-NONEXEMP						
DEBT-OTHER-NONEXEMP	986,824.55	61,373.04-	3.11			925,454.62
TOTAL DEBT SERV	986,824.55	61,373.04-	3.11			925,454.62
OPEB-VOTER-NONEXEMP						
OPEB-OTHER-NONEXEMP						
TOTAL OPEB/PENSION						
TOTAL	1,565,990.96	85,172.70-	13.31-			1,480,804.95

II. COMPARISON OF 2024 PAYABLE 2025 LEVY LIMITATION WITH 2025 PAYABLE 2026 LEVY LIMITATION (BEFORE COUNTY AUDITOR ADJUSTMENTS):

FUND	2024 PAY 2025 LIMITATION	2025 PAY 2026 LIMITATION	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	563,685.62	528,246.41	35,439.21-	6.29-
COMMUNITY SERVICE	28,920.16	27,103.92	1,816.24-	6.28-
GENERAL DEBT SERVICE	936,596.14	925,454.62	11,141.52-	1.19-
OPEB DEBT SERVICE				
TOTAL	1,529,201.92	1,480,804.95	48,396.97-	3.16-

III. COMPARISON OF 2024 PAYABLE 2025 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS WITH 2025 PAYABLE 2026 CERTIFIED LEVY PLUS COUNTY AUDITOR ADJUSTMENTS:

FUND	2024 PAY 2025 CERTIFIED LEVY + ADJUSTMENTS	2025 PAY 2026 CERTIFIED LEVY + ADJUSTMENTS	INCREASE (DECREASE)	PERCENT CHANGE
GENERAL	563,685.62			
COMMUNITY SERVICE	28,920.16			
GENERAL DEBT SERVICE	936,596.14			
OPEB DEBT SERVICE				
TOTAL AFTER ADJUSTMENTS	1,529,201.92			

LINE #	LIMITATION COMPONENTS	2024 PAY 2025 LIMITATION	2024 PAY 2025 CERTIFIED LEVY	2025 PAY 2026 LIMITATION	2025 PAY 2026 PROPOSED LEVY	2025 PAY 2026 CERTIFIED LEVY NOTES
SUBTOTALS BY LEVY CATEGORY						
(5001)	GENERAL-RMV VOTER					
(5002)	GENERAL-RMV OTHER	344,841.44	344,841.44	315,854.30		
(5003)	GENERAL-NTC VOTER					
(5004)	GENERAL-NTC OTHER	218,844.18	218,844.18	212,392.11		
(5009)	COMMUNITY SERV-NTC OTHER	28,920.16	28,920.16	27,103.92		
(5013)	GENL DEBT-NTC VOTER					*1
(5014)	GENL DEBT-NTC OTHER	936,596.14	936,596.14	925,454.62		*1
(5020)	OPEB DEBT-NTC VOTER					
(5021)	OPEB DEBT-NTC OTHER					
SUBTOTALS BY FUND						
(5005)	GENERAL FUND	563,685.62	563,685.62	528,246.41		
(5009)	COMMUNITY SERVICES FUND	28,920.16	28,920.16	27,103.92		
(5015)	GENERAL DEBT SERVICE FUND	936,596.14	936,596.14	925,454.62		
(5022)	OPEB/PENSION DEBT SERVICE FUND					
SUBTOTALS BY TAX BASE						
	REFERENDUM MARKET VALUE	344,841.44	344,841.44	315,854.30		
	NET TAX CAPACITY	1,184,360.48	1,184,360.48	1,164,950.65		
SUBTOTALS BY TRUTH IN TAXATION CATEGORY						
	VOTER APPROVED					
	OTHER	1,529,201.92	1,529,201.92	1,480,804.95		
TOTAL LEVY						
	TOTAL LEVY	1,529,201.92	1,529,201.92	1,480,804.95		

ALLOWABLE INCREASE

ALLOWABLE INCREASE AMOUNT

MAXIMUM ALLOWABLE CERTIFIED LEVY

FOOTNOTES:

\*1 SCHOOL BUILDING BOND AGRICULTURAL CREDIT WILL BE CALCULATED USING THE GENERAL DEBT SERVICE LEVY CATEGORIES

NOTE TO SCHOOL DISTRICTS: MUST CERTIFY PROPOSED AND FINAL LEVIES VIA THE WEB-BASED LEVY CERTIFICATION SYSTEM AVAILABLE ON THE MDE WEBSITE, [HTTP://EDUCATION.STATE.MN.US](http://EDUCATION.STATE.MN.US).

LINE #	LIMITATION COMPONENTS	2024 PAY 2025 LIMITATION	2024 PAY 2025 CERTIFIED LEVY	2025 PAY 2026 LIMITATION	2025 PAY 2026 PROPOSED LEVY	2025 PAY 2026 CERTIFIED LEVY NOTES
GENERAL REFER MARKET VALUE VOTER APPROVED:						
(313)	1ST TIER RMV REFER					*2
(314)	2ND TIER RMV REFER					*2
(315)	UNEQUALIZED RMV REFER					
(1031)	FY2026 1ST TIER REF ADJUST					*2
(1039)	FY2026 2ND TIER REF ADJUST					*2
(1047)	FY2026 UNEQUAL REF ADJUST					
(1053)	FY2026 TBRA ALLOC ADJUST					*2
(1062)	FY2026 REF HOLD HARMLESS ADJ					
(1137)	FY2024 1ST TIER REF ADJUST					
(1144)	FY2024 2ND TIER REF ADJUST					
(1151)	FY2024 UNEQUAL REF ADJUST					
(1157)	FY2024 TBRA ALLOC ADJUST					
(1169)	FY2024 REF HOLD HARMLESS ADJ					
(1329)	OTHER RMV REF ADJUST (MEMO)					
(3025)	RMV REF NET OFFSET ADJUST					
(4055)	REFERENDUM TACONITE ADJUST					
(5001)	TOTAL GENERAL - RMV VOTER APPROVED					
GENERAL REFER MARKET VALUE OTHER:						
(310)	1ST TIER LOCAL OPTIONAL	111,120.00	111,120.00	108,180.00		*3
(238)	2ND TIER LOCAL OPTIONAL	157,049.60	157,049.60	152,894.40		*3
(242)	EQUITY	61,805.87	61,805.87	60,184.13		*3
(245)	TRANSITION	5,407.84	5,407.84	5,264.76		*3
(1011)	FY2026 LOR TIER 1 ADJUST	5,880.00	5,880.00			*3
(1015)	FY2026 LOR TIER 2 ADJUST	8,310.40	8,310.40			*3
(1019)	FY2026 EQUITY ADJUST	3,274.19	3,274.19	4.63-		*3
(1023)	FY2026 TRANSITION ADJUST	286.16	286.16			*3
(1055)	FY2026 LOR TIER 1 TBRA ADJUST					*2
(1064)	FY2026 LOR TIER 1 HOLD HARM ADJ					
(1109)	FY2024 LOR TIER 1 ADJUST	6,938.62	6,938.62	1,340.73		
(1116)	FY2024 LOR TIER 2 ADJUST	10,667.84-	10,667.84-	8,407.92-		
(1123)	FY2024 EQUITY ADJUST	4,196.06-	4,196.06-	3,307.65-		
(1130)	FY2024 TRANSITION ADJUST	367.34-	367.34-	289.52-		
(1163)	FY2024 LOR TIER 1 TBRA ADJUST					
(1175)	FY2024 LOR TIER 1 HOLD HARMLESS					
(1334)	OTHER ADJ, GEN OTHER RMV					
(3026)	GENERAL OTH RMV NET OFFSET ADJ					
(4053)	GENERAL OTH RMV TACONITE ADJUST					
(5002)	TOTAL GENERAL - RMV OTHER	344,841.44	344,841.44	315,854.30		

FOOTNOTES:

\*2 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING REFERENDUM EQUALIZATION AID (PRIOR TO TAX BASE REPLACEMENT AID AND REFERENDUM HOLD HARMLESS).

\*3 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING GENERAL EDUCATION AID. FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2026. FOR PAYABLE 2025 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

LINE #	LIMITATION COMPONENTS	2024 PAY 2025 LIMITATION	2024 PAY 2025 CERTIFIED LEVY	2025 PAY 2026 LIMITATION	2025 PAY 2026 PROPOSED LEVY	2025 PAY 2026 CERTIFIED LEVY NOTES
GENERAL NET TAX CAPACITY VOTER APPROVED:						
(493)	CAPITAL PROJECT REFERENDUM					
(1337)	OTHER NTC VOTER ADJ					
(4057)	CAPITAL PROJ TACONITE ADJ					
(5003)	TOTAL GENERAL - NTC VOTER APPROVED					

LINE #	LIMITATION COMPONENTS	2024 PAY 2025 LIMITATION	2024 PAY 2025 CERTIFIED LEVY	2025 PAY 2026 LIMITATION	2025 PAY 2026 PROPOSED LEVY	2025 PAY 2026 CERTIFIED LEVY NOTES
GENERAL NET TAX CAPACITY OTHER:						
INITIAL LEVIES:						
(232)	OPERATING CAPITAL	58,542.41	58,542.41	62,399.24		*3
(337)	ALT TEACHER COMP (Q COMP)	31,597.93	31,597.93	31,469.62		*4
(359)	ACHIEVEMENT & INTEGRATION					*5
(363)	FY2026 REEMPLOYMENT INS	11,826.30	11,826.30	9,675.32		
(365)	SAFE SCHOOLS	13,334.40	13,334.40	12,981.60		
(368)	SAFE SCHOOLS INTERMEDIATE					
(371)	JUDGMENT					*6
(373)	ICE ARENA					
(385)	FY2026 CAREER TECHNICAL	32,307.80	32,307.80	32,307.80		
(389)	FY2025 ANNUAL OTHER POST- EMPLOYMENT BENEFITS (OPEB)					
(445)	LT FACILITIES EQUAL					*4
(446)	LT FACILITIES UNEQUAL	67,382.52	67,382.52	65,998.44		
(456)	DISABLED ACCESS					
(490)	BUILDING/LAND LEASE			2,663.60		
(491)	COOP BUILDING REPAIR					
(492)	OTHER CAPITAL (MEMO)					
(495)	CONSOL/TRANSITION					
(496)	REORG OPERATING DEBT					
(497)	FY2026 HEALTH BENEFITS					
(498)	ADDITIONAL RETIREMENT					
(499)	SEVERANCE					
(500)	ADMINISTRATIVE DISTRICT					
(501)	SWIMMING POOL					
(502)	TREE GROWTH	6,873.39	6,873.39	6,873.39		
(503)	CONSOL/RETIREMENT					
(504)	ECON DEV ABATEMENT					
(505)	OTHER GENERAL (MEMO)					
(5005A)	SUBTOTAL - INITIAL LEVIES - GENERAL NTC OTHER	221,864.75	221,864.75	224,369.01		

FOOTNOTES:

- \*3 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING GENERAL EDUCATION AID.
- \*4 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN EQUALIZATION AID.
- \*5 70% OF INTEGRATION REVENUE IS PROVIDED BY STATE AID. DISTRICT MUST PROVIDE 30% OF INTEGRATION REVENUE EITHER THROUGH THIS LEVY OR THROUGH OTHER DISTRICT FUNDS.
- \*6 WITH COMMISSIONER APPROVAL, DISTRICTS MAY SPREAD THIS LEVY OVER UP TO THREE YEARS.

FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2026. FOR PAYABLE 2025 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

LINE #	LIMITATION COMPONENTS	2024 PAY 2025 LIMITATION	2024 PAY 2025 CERTIFIED LEVY	2025 PAY 2026 LIMITATION	2025 PAY 2026 PROPOSED LEVY	2025 PAY 2026 CERTIFIED LEVY NOTES
GENERAL NET TAX CAPACITY OTHER (CON'T):						
LEVY ADJUSTMENTS:						
(1003)	FY2026 OPER CAPITAL ADJUST	337.22-	337.22-	165.44		*3
(1102)	FY2024 OPER CAPITAL ADJUST	105.78	105.78	118.61		
(1072)	FY2026 ALT TEACHER COMP ADJUST	1,284.01-	1,284.01-	20.93-		*7
(1204)	FY2024 ALT TEACHER COMP ADJUST	1,433.53-	1,433.53-			
(1068)	FY2026 ACHIEVE & INTEG ADJUST					*5
(1182)	FY2024 ACHIEVE & INTEG ADJUST					*5
(1187)	FY2024 REEMPLOYMENT ADJUST	1,809.48	1,809.48	6,956.71-		
(1192)	FY2024 SAFE SCHOOLS ADJUST			425.88-		
(1197)	FY2024 SAFE SCHOOLS INTERM ADJ					
(1230)	FY2024 CAREER TECHNICAL ADJUST	809.12-	809.12-	3,049.12-		
(1234)	FY2024 HEALTH BENEFITS ADJUST					
(1240)	FY2024 ANNUAL OPEB ADJUST					
(1076)	FY2026 LTFM EQUAL ADJUST					
(1080)	FY2026 LTFM UNEQUAL ADJUST	8,056.00	8,056.00			
(1081)	FY2026 H&S REBATE ADJ					
(1088)	FY2025 LTFM EQUAL ADJUST					
(1095)	FY2025 LTFM UNEQUAL ADJUST	2,128.00-	2,128.00-			
(1215)	FY2024 LTFM EQUAL ADJUST					
(1226)	FY2024 LTFM UNEQUAL ADJUST	7,204.80-	7,204.80-	2,747.40-		
(5005B)	SUBTOTAL - ADJUSTMENTS-THIS PAGE					
	GENERAL NTC OTHER	3,225.42-	3,225.42-	12,915.99-		

FOOTNOTES:

- \*3 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING GENERAL EDUCATION AID.
- \*5 70% OF INTEGRATION REVENUE IS PROVIDED BY STATE AID. DISTRICT MUST PROVIDE 30% OF INTEGRATION REVENUE EITHER THROUGH THIS LEVY OR THROUGH OTHER DISTRICT FUNDS.
- \*7 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN ALTERNATIVE COMPENSATION EQUALIZATION

FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2026. FOR PAYABLE 2025 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

LINE #	LIMITATION COMPONENTS	2024 PAY 2025 LIMITATION	2024 PAY 2025 CERTIFIED LEVY	2025 PAY 2026 LIMITATION	2025 PAY 2026 PROPOSED LEVY	2025 PAY 2026 CERTIFIED LEVY NOTES
GENERAL NET TAX CAPACITY OTHER (CON'T):						
LEVY ADJUSTMENTS:						
(1322)	PAY 23 LEASE ADJUST			952.01		
(1323)	LEASE LEVY ADJ (MEMO)					
(1324)	OTHER CAPITAL ADJUST (MEMO)					
(760)	FY2027 FAC & EQUIP BOND ADJUST					
(1326)	ECON DEV ABATE ADJUST					
(1327)	DEBT SURPLUS ADJUST					
(1341)	OTHER GENERAL ADJUST					
(2038)	ABATEMENT ADJUSTMENT			191.93		*10
(2051)	CARRY-OVER ABATEMENT ADJUST					*11
(2069)	ADVANCE ABATEMENT ADJUST	204.85	204.85	204.85-		*12
(4047)	GENERAL OTH NTC TACONITE ADJUST					
(5005C)	SUBTOTAL - ADJUSTMENTS- THIS PAGE GENERAL NTC OTHER	204.85	204.85	939.09		
(5005A)	SUBTOTAL - INITIAL LEVIES- PAGE 34 GENERAL NTC OTHER	221,864.75	221,864.75	224,369.01		
(5005B)	SUBTOTAL - ADJUSTMENTS- PAGE 35 GENERAL NTC OTHER	3,225.42-	3,225.42-	12,915.99-		
(5004)	TOTAL GENERAL - NTC OTHER	218,844.18	218,844.18	212,392.11		

FOOTNOTES:

\*10 PAY 2027 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT. DISTRICTS MAY SPREAD THIS COMPONENT OVER A PERIOD OF TWO YEARS (UP TO THREE YEARS ON REQUEST).

\*11 PAY 2027 LEVY LIMITATION WILL NOT BE INCREASED BY ANY UNDERLEVY IN THIS COMPONENT UNLESS EXTENSION IS REQUESTED.

\*12 PAY 2027 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT.

FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2026. FOR PAYABLE 2025 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

LINE #	LIMITATION COMPONENTS	2024 PAY 2025 LIMITATION	2024 PAY 2025 CERTIFIED LEVY	2025 PAY 2026 LIMITATION	2025 PAY 2026 PROPOSED LEVY	2025 PAY 2026 CERTIFIED LEVY NOTES
COMMUNITY SERVICE:						
(609)	BASIC COMMUNITY EDUC	17,102.80	17,102.80	17,102.80		*13
(619)	EARLY CHILD FAMILY	11,657.75	11,657.75	10,977.00		*14
(624)	HOME VISITING	164.29	164.29	194.31		
(631)	ADULTS W/ DISABILITIES					
(636)	SCHOOL-AGE CARE					*14
(638)	OTHER COMM ED (MEMO)					
(1403)	FY2026 EARLY CHILD FAMILY ADJ	17.85-	17.85-	1,155.37-		
(1407)	FY2024 HOME VISITING ADJUST	3.63	3.63	11.32-		
(1411)	FY2024 SCHOOL-AGE CARE ADJUST					
(1412)	ADULTS W/ DISABILITIES ADJUST					
(1415)	OTHER ADJUST (MEMO)					
(2039)	ABATEMENT ADJUSTMENT			6.04		*10
(2052)	CARRY-OVER ABATEMENT ADJUST					*11
(2070)	ADVANCE ABATEMENT ADJUST	9.54	9.54	9.54-		*12
(4045)	COM SERV TACONITE ADJUST					
(5009)	TOTAL COMMUNITY SERVICE	28,920.16	28,920.16	27,103.92		

FOOTNOTES:

- \*10 PAY 2027 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT. DISTRICTS MAY SPREAD THIS COMPONENT OVER A PERIOD OF TWO YEARS (UP TO THREE YEARS ON REQUEST).
- \*11 PAY 2027 LEVY LIMITATION WILL NOT BE INCREASED BY ANY UNDERLEVY IN THIS COMPONENT UNLESS EXTENSION IS REQUESTED.
- \*12 PAY 2027 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT.
- \*13 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID.
- \*14 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID. DISTRICT MUST PROVIDE A COMMUNITY EDUCATION PROGRAM TO QUALIFY FOR THIS LEVY.

FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2026. FOR PAYABLE 2025 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

LINE #	LIMITATION COMPONENTS	2024 PAY 2025 LIMITATION	2024 PAY 2025 CERTIFIED LEVY	2025 PAY 2026 LIMITATION	2025 PAY 2026 PROPOSED LEVY	2025 PAY 2026 CERTIFIED LEVY NOTES
DEBT SERVICE VOTER APPROVED:						
(809)	DEBT SERVICE-AID ELIG					*15
(811)	DEBT SERVICE-AID INELIG					*15
(781)	NATURAL DISASTER DEBT					*15
(1700)	REDUCTION FOR DEBT EXCESS					
(1701)	OTHER ADJUST (MEMO)					
(2040)	ABATEMENT ADJUSTMENT					*10,16
(2053)	CARRY OVER ABATEMENT					*11,16
(2071)	ADVANCE ABATE ADJUST					*12,16
(3034)	GDS VTR NET OFFSET ADJUST					
(3506)	GDS VTR MAX EFFORT ADJ					
(4061)	GDS VTR TACONITE ADJUST					
(5013)	TOTAL DEBT SERVICE VOTER APPROVED					*1
DEBT SERVICE OTHER:						
(810)	DEBT SERVICE-AID ELIG					*15
(812)	DEBT SERVICE-AID INELIG					*15
(772)	LT FACILITIES DEBT SERVICE	49,980.00	49,980.00	53,970.00	932,854.55	*15
(1708)	FY2026 LTFM DEBT SERV ADJ	925,722.21	925,722.21			
(1715)	FY2025 LTFM DEBT SERV ADJ	1,664.57-	1,664.57-		.61-	
(1726)	FY2024 LTFM DEBT SERV ADJ	448.77	448.77			
(1703)	REDUCTION FOR DEBT EXCESS	1,668.58	1,668.58	579.39		
(1704)	OTHER ADJUST (MEMO)	39,914.04-	39,914.04-	61,951.82-		
(2040)	ABATEMENT ADJUSTMENT			358.30		*10,16
(2053)	CARRY OVER ABATEMENT					*11,16
(2071)	ADVANCE ABATE ADJUST	355.19	355.19	355.19-		*12,16
(3035)	GDS OTH NET OFFSET ADJUST					
(3507)	GDS OTH MAX EFFORT ADJ					
(4051)	GDS OTH TACONITE ADJUST					
(5014)	TOTAL DEBT SERVICE OTHER	936,596.14	936,596.14	925,454.62		*1

FOOTNOTES:

- \*1 SCHOOL BUILDING BOND AGRICULTURAL CREDIT WILL BE CALCULATED USING THE GENERAL DEBT SERVICE LEVY CATEGORIES
- \*10 PAY 2027 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT. DISTRICTS MAY SPREAD THIS COMPONENT OVER A PERIOD OF TWO YEARS (UP TO THREE YEARS ON REQUEST).
- \*11 PAY 2027 LEVY LIMITATION WILL NOT BE INCREASED BY ANY UNDERLEVY IN THIS COMPONENT UNLESS EXTENSION IS REQUESTED.
- \*12 PAY 2027 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT.
- \*15 DISTRICT MUST LEVY THE MAXIMUM AMOUNT FOR THIS LEVY COMPONENT.
- \*16 ABATEMENT ADJUSTMENTS SHOWN ON LINES 2040, 2053 AND 2071 APPEAR AS VOTER APPROVED DEBT SERVICE IF VOTER APPROVED INITIAL DEBT SERVICE LEVY ON LINE 813 IS GREATER THAN ZERO. OTHERWISE ABATEMENT ADJUSTMENTS APPEAR AS OTHER DEBT SERVICE.

FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2026. FOR PAYABLE 2025 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

LINE #	LIMITATION COMPONENTS	2024 PAY 2025 LIMITATION	2024 PAY 2025 CERTIFIED LEVY	2025 PAY 2026 LIMITATION	2025 PAY 2026 PROPOSED LEVY	2025 PAY 2026 CERTIFIED LEVY NOTES
OPEB/PENSION DEBT SERVICE VOTER APPROVED:						
(902)	REQ DEBT SERVICE LEVY FOR OPEB/PENSION BONDS					*15
(1900)	REDUCTION FOR DEBT EXCESS					
(1901)	OTHER ADJUST (MEMO)					
(2041)	ABATEMENT ADJUSTMENT					*10,17
(2054)	CARRY OVER ABATEMENT					*11,17
(2072)	ADVANCE ABATE ADJUST					*12,17
(4059)	OPEB/PENSION DEBT TACONITE ADJUST					
(5020)	TOTAL OPEB/PENSION DEBT SERVICE VOTER APPROVED					
OPEB/PENSION DEBT SERVICE OTHER:						
(907)	REQ DEBT SERVICE LEVY FOR OPEB/PENSION BONDS					*15
(1903)	REDUCTION FOR DEBT EXCESS					
(1904)	OTHER ADJUST (MEMO)					
(2041)	ABATEMENT ADJUSTMENT					*10,17
(2054)	CARRY OVER ABATEMENT					*11,17
(2072)	ADVANCE ABATE ADJUST					*12,17
(3041)	OPEB DEBT OTH NET OFFSET ADJUST					
(4049)	OPEB/PENSION DEBT TACONITE ADJUST					
(5021)	TOTAL OPEB/PENSION DEBT SERVICE OTHER					

FOOTNOTES:

- \*10 PAY 2027 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT. DISTRICTS MAY SPREAD THIS COMPONENT OVER A PERIOD OF TWO YEARS (UP TO THREE YEARS ON REQUEST).
- \*11 PAY 2027 LEVY LIMITATION WILL NOT BE INCREASED BY ANY UNDERLEVY IN THIS COMPONENT UNLESS EXTENSION IS REQUESTED.
- \*12 PAY 2027 LEVY LIMITATION WILL BE INCREASED BY THE AMOUNT OF ANY UNDERLEVY IN THIS COMPONENT.
- \*15 DISTRICT MUST LEVY THE MAXIMUM AMOUNT FOR THIS LEVY COMPONENT.
- \*17 ABATEMENT ADJUSTMENTS SHOWN ON LINES 2041, 2054 AND 2072 APPEAR AS VOTER APPROVED OPEB DEBT SERVICE IF VOTER APPROVED INITIAL OPEB DEBT SERVICE LEVY ON LINE 902 IS GREATER THAN ZERO. OTHERWISE ABATEMENT ADJUSTMENTS APPEAR AS OTHER DEBT SERVICE.

FISCAL YEAR (FY) REFERENCES IN THE LIMITATION COMPONENTS COLUMN RELATE TO PAYABLE 2026. FOR PAYABLE 2025 COLUMNS, THE AMOUNTS SHOWN ARE FOR ONE YEAR PRIOR THE FISCAL YEAR SHOWN.

END OF LEVY LIMITATION AND CERTIFICATION REPORT

# Wrenshall High School Student and Family Handbook 25-26



## **Mission**

**A small school where WE cultivate big futures.**

## **Vision**

**Celebrating and investing in each student to lay the foundation for limitless opportunities.**

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## INTRODUCTION

Thank you for being a part of our school community. The Wrenshall High School Handbook is intended to inform students and families of the general expectations, policies, and procedures of our school. To help you be successful, this handbook containing an explanation of high school expectations and policies has been prepared for your reference. It is important that you become familiar with the procedures and policies that govern the school. All students are required to abide by the Rights and Responsibilities Handbook. Some rules are condensed in this handbook; however, complete policies are available on the district website. The student handbook can also be found on the homepage of the school website (isd100.net)

Have a safe and successful school year!  
Wrenshall School Staff, Administration and School Board

### **WRENSHALL ADMINISTRATION, FACULTY, AND STAFF**

Dr. Frank Schill	Superintendent	EXT. 2003
Michelle Blanchard	Principal	EXT .2101
Beth Peterson	Business Manager	EXT. 2001
Rosy Bradley	District Office Clerk	EXT. 2006
Josie Hlava	Main Office Manager	EXT. 2000
Trisha Swanson	Student Records/ MARRS Coordinator	EXT. 2002
Danielle Arneson	School Nurse	EXT. 2005
Erik Holter	K-12 Guidance Counselor	EXT. 2008
Riley Rourke	Family School Support Worker	EXT. 3301
Brent Pokornowksi	Raptors Athletic Director	_____
Jolee Wiediger	Speech Pathologist	EXT. 2602
Rena House	Food Services/Head Cook	EXT. 3000
Katie Beck	Wrens Club Coordinator/Community Ed.	EXT. 2600
Erin Riley	Images Newspaper	_____
Kirk Hill	Transportation Coordinator	EXT. 3200
Taylor Dickinson	IEA Safety Consultant	_____

Darlene Wicklund	Paraprofessional
Karla Getz	Paraprofessional
Terry Birkett	Kitchen Assistant
Kirk Hill	Transportation Coordinator/Bus Driver
Jeff Ketchum	Bus Driver
Lisa Jurek	Bus Driver
Julie Ketchum	Bus Driver
Mandee Eng	Bus Driver
Glen Anderson	Bus Driver
Sara Heittola	Van Driver
Dan Duncan	Van Driver
Jeff Kimmes	Van Driver
Josiah Davey	Facilities Manager
Ashley Davey	Custodial Staff
Ayden Berglind	Custodial Staff
Rich Birkett	Custodial Staff
Mason Mallon	Custodial Staff

## High School Teaching Staff

Ted Conover	English	tconover@isd100.org
Joel Swanson	English	jswanson@isd100.org
Kaitlyn Deyo	HS/MS Math	kdeyo@isd100.org
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Denise North	Social Studies	dnorth@@isd100.org
Luke Wargin	Social Studies	lwargin@@isd100.org
Kaylee Krogstad	Science	kkrogstad@isd100.org
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Bridget Stensaas	Spanish/ ESL	bstensas@isd100.org
Jon Bartczak	Phy-Ed/Health	jbartczak@isd100.org
Chris Gustafson	Industrial Arts	cgustafson@isd100.org
Kris Anderson	CTE Teacher	kanderson@isd100.org
Aaron Lattu	Special Education	alattu@isd100.org
Maddie Jensen	Special Education	mjensen@isd100.org
John Peterson	Special Education	jpeterson@isd100.org
Deb Fenlason	Band/Music Education	dfenlason@isd100.org
Chloe Swanson	Media Center Computer/Yearbook	cswanson@isd100.org

## HIGH SCHOOL SCHEDULE Grades 7-12

Period 1	8:20 a.m. to 9:15 a.m.
Period 2	9:19 a.m. to 10:09 a.m.
Period 3	10:13 a.m. to 11:03 a.m.
Junior High Lunch	11:07 a.m. to 11:37 a.m.
Period 4 (High School)	11:07 a.m. to 11:57 a.m.
Period 4 (Junior High)	11:41 a.m. to 12:31 p.m.
Senior High Lunch	12:01 p.m. to 12:31 p.m.
Period 5	12:35 p.m. to 1:25 p.m.
Period 6	1:29 p.m. to 2:19 p.m.
Period 7	2:23 p.m. to 3:13 p.m.

## GRADUATION REQUIREMENTS

In order to graduate from Wrenshall High School, all students are required to complete three requirements by the time they graduate:

- **Credits** – Satisfactorily complete the state course credit requirements under Minnesota Statutes, section 120B.024. Students must also satisfactorily complete all state academic standards or local academic standards where state standards do not apply.
- Meet **State Graduation Assessment Requirements** (i.e.- Minnesota State tests in math and reading)
- Meet **Community Service** requirements.

### **Credits**

Students complete the academic standards by taking a core course of study that equips them with the knowledge and skills they need for success in postsecondary education, highly skilled work, and civic life. In order to graduate, your child's high school coursework must include at least the minimum state course credit requirements. A course credit is equivalent to a student successfully completing an academic year of study or mastering the subject matter, as determined by the local school district.

All Wrenshall students are required to take a minimum of 6 credits per semester. Only credits earned in grades 9-12 are counted toward graduation. There are 34 required credits and 16 elective credits for a total of 50 semester credits that are required for graduation. The required credits are:

- **8 semesters of English** including Communication Arts and Literature 1, 2, 3, and 4 which are the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade courses.
- **8 semesters of Social Studies** including Geography/Civics, American History, World History, American Government, and Economics. (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade).
- **6 semesters of Mathematics** including algebra, geometry, statistics and probability sufficient to satisfy the standards. Students in the graduating class of 2015 and beyond must complete an algebra II credit or its equivalent as part of the 6-credit requirement. In addition to the high school credits, students in the graduating class of 2015 and beyond must also complete an algebra I credit by the end of eighth grade.
- **6 semesters of Science** including a biology credit. In addition, students in the graduating class of 2015 and beyond must complete a chemistry, physics, or Career and Technical

Education (CTE) credit as part of the 6-credit requirement. (The CTE credit must meet the standards underlying the chemistry or physics credit.)

- **2 credits of Physical Education** including 9<sup>th</sup> grade Physical Education.
- **2 credits of Health.**
- **1 semester of Fine/Visual Arts Education.**
- **1 semester of Computer Applications**

Students transferring to Wrenshall School will be granted equivalent high school credit for all classes taken and passed upon entering 9<sup>th</sup> grade and at the 9<sup>th</sup> grade level and above.

### ***State Graduation Assessment Requirements***

In order to be eligible for a diploma from a Minnesota public high school, all students must fulfill applicable graduation assessment requirements. There are different routes to meeting graduation assessment requirements depending on what year students were first enrolled in grade 8.

### **Students First Enrolled in Grade 8 in 2012-2013 and Later**

Based on the revisions to Minnesota Statute 120B.30 and 120B.125, districts have a number of requirements to fulfill for students' career and college planning, but students are not required to achieve a specified score on an assessment in order to graduate or meet graduation assessment requirements.

Districts must assist students with career and college readiness. Each of these will be addressed in detail below. Schools are

- to offer students in grades 11 and 12 an opportunity to participate in a nationally recognized college entrance exam on a school day.
- to monitor a student's development of and growth in career and college readiness.
- to assist students no later than grade 9 in exploration and planning activities for career interests or postsecondary education.

MDE will no longer be tracking graduation assessment requirements for students first enrolled in grade 8 in 2012-2013 or later through MDE systems. Districts must ensure they are assisting students with each of the areas outlined in the bullets above, and it is up to the district to determine how these areas are met.

Minnesota Statute 120B.30 requires a school or district to record a student's progress toward career and college readiness on the high school transcripts of students first enrolled in grade 8 in the 2012-2013 school year and later (other students should be included as soon as practicable).

- The statute states a student is college and career ready if the student is able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for intervention.
- Schools, districts, and charter schools are best positioned to make individual determinations about a student's progress toward career and college readiness. The statute does not prescribe a specific tool or method for measuring progress toward career and college readiness.

### **OFFER OPPORTUNITY FOR COLLEGE ENTRANCE EXAM**

Districts must provide students the opportunity to participate in a college entrance exam on a school day, but individual students are not required to participate. Only The ACT (The ACT and The ACT Plus Writing) and SAT are considered nationally recognized college entrance exams. If districts choose The ACT, MDE expects districts to administer The ACT Plus Writing. Even if the district already offers one of the assessments on a national test date, the assessment must be offered to all students on a school day.

The following provides additional clarification about student participation.

- The district must offer a college entrance exam each year on a school day to students in grades 11 and 12, and students will decide if they will participate and in which grade they will participate. Students will only have one college entrance exam paid for or reimbursed by the state.

- Each district will determine how the assessment opportunity will be communicated to students and families (e.g., letters to students/families, notification on the district/school website).
- The student does not determine which of the college entrance exams he or she would rather take; the district determines which assessment will be offered.
- Students can choose instead to take The ACT or The ACT Plus Writing on a national test date, and the district can request reimbursement for eligible students.
- Home-school and non-public students are not eligible to take The ACT or The ACT Plus Writing at a public school during a school day.
- An appropriate college entrance exam is not available for students with significant cognitive disabilities who are eligible to take the MTAS. It is not necessary to offer a college entrance exam to these students.

### **MONITOR STUDENT DEVELOPMENT IN CAREER AND COLLEGE READINESS**

Districts must monitor student development of growth in career and college readiness. It is expected that as part of district curriculum and instruction planning, districts will identify students' academic strengths and diagnose areas where students require curriculum or instructional adjustments, targeted interventions, or remediation.

Career and college readiness indicators will be included in Reading and Mathematics MCA Individual Student Reports (ISRs) in grades 3–8, 10, and 11 to support districts in this monitoring.

### **ASSIST STUDENTS IN EXPLORATION AND PLANNING ACTIVITIES**

Districts must also assist students no later than grade 9 in exploration and planning activities for career interests or postsecondary education.

This plan must be reviewed and revised at least annually by the student, the student's parent or guardian, and the school or district. A component of this plan is providing an interest inventory to the student. It is up to the district to determine how to best meet the requirement. MDE does not endorse a particular product for the career interest survey.

#### ***Civic Engagement Requirements for Graduation***

**Objectives-** Civic engagement means working to make a difference in the civic life of our communities and developing the combination of knowledge, skills, values, and motivation to make that difference. It means promoting the quality of life in a community. Studies have shown that individuals who help others develop a greater sense of self-worth and self-esteem.

**Criteria-** Each student will be required to work a minimum of 20 hours, starting in grade 9, performing civic engagement as a requirement for graduation. The volunteer activities a student chooses must meet the following basic requirements in order to be considered:

1. Activity must be performed outside the scheduled school day (8:20-3:13), unless otherwise approved by the school counselor.
2. Activity must not be performed for a family member, relative, or personal friend.
3. Activity must not be for pay or any other compensation.
4. Activity should be initiated by the individual student and not be part of a credit-granting course.

**Procedures-** Every time you perform a service, fill out a volunteer voucher form (located in the main office) and have it signed by the designated advisor, or keep a volunteer log if your service is for the same place over a period of time. Logs and vouchers can be picked up and turned in to the school counselor anytime during the school year, however, **the deadline for turning them in is May 1<sup>st</sup> of your senior year.**

**\*It is at the school counselor's discretion to accept or decline any community service hours turned in.**

### ***Standards-Based Accountability Assessment***

The Minnesota Comprehensive Assessments (MCAs) and alternate assessment Minnesota Test of Academic Skills (MTAS) are the state tests that help districts measure student progress toward Minnesota's academic standards and also meet the requirements of the Elementary and Secondary Education Act (ESEA). Students take one test in each subject. Most students take the MCA, but students who receive special education services and meet eligibility requirements may take the alternate assessment MTAS instead. They are given every year to measure student performance against the Minnesota Academic Standards that specify what students in a particular grade should know and be able to do.

**Reading:** MCA or MTAS (grades 3-8, 10)

**Mathematics:** MCA or MTAS (grades 3-8, 11)

**Science:** MCA or MTAS (grades 5, 8, and high school)

### **Valedictorian and Salutatorian**

These are academic honors given to the two highest academic achieving students of the graduating class. These will be determined prior to the graduation ceremony when all grades are in for all seniors. In order to qualify for valedictorian and salutatorian, a student must be enrolled at Wrenshall School by the second semester of their junior year.

### **Honor Graduates**

In order to qualify for Honor Graduate status, a senior must have a cumulative GPA of 3.5, complete 8 credits of mathematics (following the guidelines stated in the graduation requirements), and complete 2 years of a foreign language.

### **Foreign Exchange Students**

Foreign exchange students who enroll as seniors will not receive a diploma from Wrenshall School unless they complete all requirements. However, they may participate in the graduation ceremony.

## **JR. HIGH AND HIGH SCHOOL GRADING REQUIREMENTS**

Wrenshall School functions on 4 grading periods. Each semester course consists of 2 quarter grading periods of 8 to 9 weeks.

Quarter and semester grades can be accessed online using the Parent Portal (Talk to the main office to set up an account if you do not already have one). If you are unable to use this online feature, be sure to speak with the main office about receiving a hard copy. Letter grades may indicate student progress. Each teacher is responsible for outlining his/her grading procedure. The student is responsible for knowledge of the grading policy.

**Students in grades 7 and 8 who receive 3 semester F's in any core subjects (math, science, social, or English) may remain in the same grade the following fall. 1 or 2 semester F's in a class may result in having to retake the class.**

Students in grades 9-12 failing a semester course will most likely need to make up the lost/failed credit.

Work study courses will earn a P/NP (pass or non-pass) grade and will earn credit if they pass.

Incompletes will only be given in cases of special circumstance, not for laziness or missed deadlines. They must be made up within two weeks of the end of the grading period or they will convert to an F.

No grade of less than 60% will be considered passing. Teachers have the right to have a higher D-percentage.

### **CUMULATIVE RECORDS**

School records are kept on each child for his/her entire school career. The cumulative folder contains such items as copies of report cards, reading record cards, and standardized test results. These records are confidential and those having access to them are limited to school employees and parents. Parent permission must be obtained to release these records to another party. If you desire to see your child's records, please see the classroom teacher or the guidance counselor with your request. Our district's **Data Privacy Policy** is on file in the superintendent's office.

### **CLASS STANDING**

In order to be considered in a particular class, and on track to graduate, at the beginning of the school year, a student must have the following accumulated credits:

- Sophomore: minimum of 8 credits
- Junior: minimum of 22 credits
- Senior: minimum of 36 credits

### **HONOR ROLL**

To be eligible for the honor roll a student must be enrolled in at least 6 classes.

- "A" Honor Roll Requirements = GPA of 3.667 or above
- "B" Honor Roll Requirements = GPA of 3.0 or above

### **CLASS RANK**

Student class rank, used for the purposes of scholarship and college/tech school enrollment, will be figured for all students in mainstream, unmodified classes in grades 9-12.

### **PROGRESS REPORTS**

Wrenshall progress reports can be accessed at any time online using the Parent Portal on Infinite Campus (Talk to the technology director at extension 2500 to set up an account if you do not already have one). Midterm, quarter, and semester grades can be viewed there as well. If a parent/guardian does not have online access they can request a report through the main office that a hard copy be mailed to them. If your child is struggling in any class please reach out to the guidance counselor office or any teacher whose class your child needs support in. Conferences between parents/guardians, teachers, and guidance counselors are encouraged in the best interest of pupil progress.

### **PARENT/GUARDIAN-TEACHER CONFERENCES**

Conferences are scheduled at least twice each school year. Please consult the school calendar for exact days and times. Additional conferences may be arranged with the child's teacher whenever the parent feels it is necessary. Any conference request must be submitted a minimum of 2 weeks prior to the conference date.

### **DROPPING CLASSES**

For the school year, we have a two-semester schedule. Dropping of classes will be held to a minimum; however, it will be allowed under extenuating circumstances through the guidance counselor's office. Students may not drop classes at their discretion. Each student should have at

least 6 classes a semester. Students are responsible for reviewing their schedules for any conflicts or lack of credits toward graduation. It is recommended that students discuss with their parents any potential changes in their schedule. Students who withdraw from a class after 5 days into the semester may receive a failure grade for the class on the report card rather than a "W" (withdrawal) grade and will be placed in a study hall.

### **ACADEMIC DISHONESTY**

Cheating on tests or assignments diminishes the teacher's ability to determine the progress of the student. In addition, it is unethical and an unfair advantage over classmates who have taken the time and effort to prepare for the assignment or test. Students determined to have cheated will be subject to loss of credit for the assignment or test, notification of parents/guardians.

\*Students that give answers to other students or allow students to copy their assignments or tests are cheating.

Students in possession of teacher keys, grade books, teacher texts, tests, answer keys, etc. without authorization are subject to appropriate consequences.

### **POST SECONDARY ENROLLMENT OPTIONS (PSEO)**

Postsecondary Enrollment Options (PSEO) is a program that allows 10th, 11th, and 12th grade students to earn both high school and college credit while still in high school. Students do this through successful completion of college nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online, while others are offered at Wrenshall School through the concurrent programming. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Eleventh and twelfth grade students may take PSEO courses on a full- or part-time basis; Tenth graders may initially take one Career and Technical Education (CTE) PSEO course. If 10th graders taking a CTE PSEO course earn at least a grade C in that class, they may take additional CTE PSEO courses. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, he/she may continue to participate in PSEO.

There is no charge to PSEO students for tuition, books, or fees for items that are required to participate in a course. Enrolling in a PSEO course does not prohibit a student from participating in activities sponsored by the high school. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses.

School districts must allow a PSEO student reasonable access to the high school building, computers, and/or other technology resources during regular school hours to participate in PSEO courses, whether online or on campus.

Credit equivalence is as follows:

Concurrent: 1 credit issued per each semester taken.

Honors Online: 1 college credit = ½ high school credit.

On-Campus Programming: 1 college credit = ½ high school credit.

To assist the district in planning, students must notify their school by May 30th if they want to participate in PSEO for the following school year.

Students must still meet graduation requirements of Wrenshall School District in order to graduate. Students must also meet with the school counselor, take the necessary test, and complete the necessary forms prior to being admitted to any PSEO programming. All PSEO programming is demanding and requires effective time management as well as a great deal of self-discipline.

It is the responsibility of the student to earn a passing grade in the course. **If the student is not able to pass the course, it will be the student's responsibility to pay for all fees that have been incurred, which may include tuition, student fees, textbook fees, etc.**

To be eligible, Juniors must rank in the top third of their high school class OR have a 3.0 cumulative GPA or higher. Seniors must rank in the top half of their high school class OR have a cumulative GPA of 2.5 or higher.

For further details, please direct your questions to the school counselor.

**\*All grades received through the various PSEO options will be recorded on a permanent college or university transcript.**

### **NATIONAL HONOR SOCIETY**

The National Honor Society is an organization that attempts to bring the accomplishments of outstanding students to the attention of parents, teachers, peers, and community. Membership in the NHS is recognized throughout the country as one of the highest honors that can be awarded to a high school student.

To be considered for membership, a student must excel equally in scholarship, service, leadership, and character.

#### **Application Process**

Sophomore, junior, and senior students who have a cumulative grade point average of 3.5 are invited to apply for membership. Applicants are required to list all school, church, and community organizations to which they belong or have volunteered services since the beginning of their freshman year. Applicants must also prepare an essay in which they describe themselves in terms of character and leadership.

#### **Selection Process**

Lack of service or involvement is the single largest roadblock to membership. Each student must demonstrate a high level of involvement in his or her school, church, and/or community. Those students who do not actively participate cannot attain membership.

Excellence in leadership and character are determined by averaging the scores of a rating scale completed by staff that have contact with a given student during the past year.

Membership is offered to those students who **excel in all four areas** of scholarship, service, leadership, and character.

Students, who were not offered membership one year, will be invited to re-apply the following year, provided they maintain their academic standing. (Younger students frequently do not gain acceptance into the NHS simply because they have not yet had time to accumulate sufficient service points.)

Once a student is a member of the National Honor Society, the student is required to be a constant example of the high standards set by the NHS. **Even the appearance of impropriety can result in the immediate removal from NHS.**

### **HONORS ONLINE CLASSES**

High School Honors Online courses are an excellent option for independent learners with strong time management skills. Students enrolled in online courses are required to be in the building under the supervision of an assigned teacher.

## **STUDY HALLS**

The study hall atmosphere should be one in which students are afforded the opportunity to work undisturbed. Study halls will be treated as a regular class; thus, students are expected to attend, report on time, and adhere to classroom rules. The supervising teacher will address decisions and procedures for passes. Abuse of passes may result in the student being denied future privileges. Study halls are **not** credit bearing courses.

## **SPECIAL EDUCATION**

All students referred for special education assessments must have signed parent permission prior to assessment. After the assessment, parents will be called in for a conference to discuss the results and recommendations. Services are provided when this criteria is met.

If your child is referred to special education for an assessment, the district will enter your child's name and date of birth into the Minnesota Medicaid System to find out if your child is receiving Medical Assistance or MinnesotaCare. If you do not want the district to enter your child's name and date of birth into the Minnesota Medicaid System, please inform the district administration that you do not want the district to check the Medicaid System.

Psychologist -- Assesses some students for better understanding of the student's ability to learn.

Special Education Teacher -- Teaches students who are unable to learn in the way that most students do even though they may have the ability.

Speech / Language Clinician -- Works with students with significant communication disorders such as articulation problems or language delay.

Adaptive Physical Education -- Works with the Physical Therapist as a diagnostician and helps plan programs for students with fine motor difficulties who are receiving other special education services.

Physical Therapist -- Works with the Occupational Therapist as a diagnostician and helps plan programs for students with gross motor difficulties who are receiving other special education services.

Certified Occupational Therapist Assistant (C.O.T.A.) -- Works directly with special education students that the Occupational Therapist and Physical Therapist have diagnosed as having significant motor development delay.

## **STUDENT EXPECTATIONS FOR EVENTS & ASSEMBLIES**

Students are to follow all behavior expectations during school events and assemblies. Violations of rules or inappropriate behavior may result in removal from the event, activity, or assembly. Additional consequences may be administered.

It is the hope of Wrenshall School Staff and Administration that the student body will demonstrate their support for our athletic teams by attending home games. Once at the game, it is important that each student adheres to certain expectations that will make an enjoyable, safe evening for all.

1. Students are to enter the building through the main lobby entrance where tickets are sold.
2. Once students are admitted to the school activity, they are to remain in the building throughout the activity. If students choose to leave, they are subject to not being readmitted.
3. For the safety of players, the individual's safety, and respect for spectators viewing the game, student fans are asked to limit movement in and out of the gym while play is in progress. The game supervisor may monitor traffic and choose to readmit students only at quarter breaks, time-outs, and/or other stoppages of play.
4. Students are asked to NOT sit on concession tables or stairways.
5. We should support our team in the gymnasium. Socializing with friends should be done primarily in the gym. Students spending extensive amounts of time in the halls or lobby will be asked to return to the gym.
6. Students are expected to utilize positive methods and expressions of support for our team and display good sportsmanship toward the opposing team and fans.
7. All activities are an extension of the school day and school rules apply to those in attendance.
8. Locker and classroom hallways are off limits during games. Students must seek permission from game supervisor, administration, or ticket seller to enter these areas.
9. Elementary students attending after school events must be accompanied by an adult.
10. Students are to respect all staff members, ticket sellers, etc.

## **SCHOOL DANCES**

**Students must be in good academic standing with a passing grade in all classes in order to participate in School Dances/Prom.**

All school dances and parties must be sponsored by a recognized school organization and have the approval of the Principal **2 weeks in advance**. Students must make a request to their class advisors and the advisors will complete the appropriate forms and submit them to the Principal for approval.

### **Prom**

Wrenshall students in grades 11 and 12 may invite a guest to the Prom. The guest **must** be at least in grade 10 and **may not be more than 19 years old**.

### **Closed Dances**

Admission shall be open only to Wrenshall High School students and invited guests. Any student may invite a guest but is responsible for his/her guest's conduct. Guest's must be approved by the Principal. In order to be approved, paperwork which can be found in the main office, must be signed by the guest's school administration and returned to the Principal **prior** to the end of the school day a day before the dance. It is the **student's responsibility** to make sure this signed paperwork gets to the Principal.

### **Dance rules are as follows:**

- Dances will be chaperoned by staff members and will not last past 11:30 p.m. (in some cases 12:00 midnight).
- Students who leave the school will not be readmitted.
- Tobacco, alcoholic beverages, and drugs will not be tolerated.
- Fighting, threats, and bullying will not be tolerated.
- Physical horseplay and running around will not be tolerated.
- Students are to respect the school grounds, the equipment, and the facilities.
- The school dress code must be followed. Tube tops, lingerie-looking tops, see through or partially see through tops are not allowed. Underwear should not be seen through or outside of clothing. Skirts and dresses must be appropriate length and not too revealing.
- Inappropriate dancing (grinding, mosh pits, sexually suggestive dancing, crowd surfing, etc.) will not be allowed
- Students shouldn't be anywhere there isn't supervision unless they have received permission by a staff chaperone
- Students are to respect and follow the instructions of every chaperone
- The sponsoring group is responsible for all debts and necessary clean up.
- Students must arrange for rides prior to the end of the dance.
- Students should be picked up **within 15 minutes** following the dance.

**\*\*\*Violations of these rules may result in a student being asked to leave with no refund.**

**\*\*\*Violations of these rules may result in loss of attending dances for the remainder of the school year.**

### **Open Dances**

Any dance open to the public must be cleared with administration. The sponsoring group will be responsible for hiring law enforcement for security purposes.

## **FIELD TRIPS**

Field trip proposals should be directed to district administration for pre-approval one month prior to the proposed field trip.

The teacher or advisor should make field trip requests. All overnight field trips must be approved by the school board.

Students on a field trip will conduct themselves appropriately, follow the direction of the chaperone/s, and abide by all school rules and regulations while on a field trip.

Parents must give written permission for the student to go on field trips. Students need to be responsible to take slips home and return them on time.

**\*Students must maintain student status to be eligible to participate in or attend field trips.**

**\*Regular attendance is mandatory. Any student with 7 or more days of unexcused absences in a single class period over the course of the school year will be ineligible to attend any field trips including the senior class trip. It is important to remember that a student can only be excused 15 times in a class period over the course of the school year. After 15 excused absences in a class period, the school will no longer accept parent excused absences and absences accrued after that point will all be unexcused.**

Students not attending field trips are expected to attend school during the field trip. Any absences will count toward the school's attendance policy and potential truancy.

## **FUND RAISING**

All fund raising projects must be approved and scheduled through the district administration. Non-school activity fund raising is not allowed. All funds raised will be deposited into the appropriate school accounts.

## **SENIOR CLASS TRIP**

Each year, the senior class at Wrenshall takes an extended class trip. The purpose of the trip is to help the class set long-term goals, group interaction toward the meeting of these goals, personal responsibility, and the educational impact of traveling to our nation's capital. The trip will be scheduled for approximately one week and will be non-intrusive to the sport seasons.

### **Fundraising**

Fundraisers for students in grades 7 through 12 are designed to allow students to earn the money necessary for homecoming, prom, and the senior class trip over a period of six years. It is important to remember that students are not required to participate in fundraising events. The fundraisers are provided to help parents offset the costs of school activities. They are also provided to give the students the opportunity to earn their own way on the class trip.

Each student, beginning in the seventh grade, has an account that itemizes how much money that student has contributed to each fund raising event. The method of applying credit for money raised by class members will be consistent for every class. Individual students will be assigned a dollar amount credit based on their individual effort toward any particular fund raiser. This money is **NOT** refundable. If the student chooses not to go on the class trip or moves out of the district, the balance will be divided among those students who go on the class trip.

### **Participation**

A student will be eligible to participate in the class trip the academic year he/she will be receiving a diploma. **The student MUST be passing and making academic progress toward the diploma in order to participate.** Students must make a commitment to participate in the trip in the fall of

the year they will be going and must have the amount of the plane fare in their school account prior to the purchase of the tickets. This money may be gotten through fundraising, personal payment, or a combination of the two.

Foreign exchange students are encouraged to attend at their own expense.

Students not attending the senior class trip are expected to attend school during the trip. Any absences will count toward the school's attendance policy and potential truancy as well as Loss of Student Status. A reminder that any senior with 25 or more absences in a class period is ineligible to walk for graduation.

### **Advisors**

Each class will be assigned at least two advisors. Changes in these assignments will be made by arrangements with the teachers involved. These advisors will manage and chaperone all class sponsored events and fundraisers unless there is proper adult supervision. The class advisors will deposit money raised in an activity account and monitor all student accounts. Advisors are given the responsibility to keep the costs manageable.

Any monies raised by the class that are in excess of the amount required for the trip may be used to expand the experience for all or may be used in such a way that all members of the class may benefit through a class sponsored activity or shared equally toward a school-related expense. Monies may not be distributed directly to the students. If there is a large amount remaining, the class may decide what to do with it with the approval of their advisors.

### **ENTRANCE AND CLEARANCE OF THE BUILDING**

Classes begin at 8:20 a.m. and we ask that students **not** arrive earlier than 8:00 a.m. as supervision of students isn't provided until that time.

The building is to be cleared by 3:30 p.m. each day, unless you have an appointment with a teacher or an after-school activity.

School facilities such as the gym, rec building, or weight room cannot be used without adult supervision. The adult supervisor/s must be approved by the school.

\*\*\*The school is not liable for injuries sustained on school grounds after 3:30 p.m. for any students that are not involved in extracurricular activities.

### **EXTRACURRICULAR ELIGIBILITY RULES**

It is each student's and parent's/guardian's responsibility to know and follow the rules as set down by the Minnesota State High School League Eligibility Information Bulletins and the Wrenshall School District.

Any violation of eligibility rules shall make the student ineligible to represent the school in any club, organization, dances, games, contest, festival, trip, or public appearance or actively participate or perform in activities or performances.

#### **Examples that are subject to these rules include but are not limited to:**

Athletics	Music Contest	Student Council
Class Government	National Honor Society	Speech
Homecoming	Plays	BPA
Homecoming Court	Robotics	Pep Band
Math Contest	Trap Shooting	Show Choir
Math League	Science Fair	Knowledge Bowl
Senior Trip	Art Club	Prom/Dances

# Attendance and Truancy Policy

PARENTS: For tips on helping your student attend school go to [www.absencesaddup.org](http://www.absencesaddup.org)

Regular and punctual attendance is required by Minnesota law and is essential for academic success. Absences should occur only when unavoidable. Students, parents/guardians, and the school share responsibility for ensuring good attendance.

**\*Absences from School for Religious and Cultural Observances-** American Indian students are permitted to be absent from school for instruction conducted by tribal spiritual or cultural advisors.

## Attendance Guidelines

- **Verification:** Parents/guardians must notify the school by 8:30 a.m. on the day of absence or provide written/email verification within 24 hours.
- **Excused Absences:** Illness (doctor's note may be required), medical/dental/mental health appointments, religious observances, family emergencies, funerals, official school activities, college visits, and active military duty.
- **Unexcused Absences:** Oversleeping, missing the bus, babysitting, vacations, work, being "needed at home," or other reasons not approved by the school.
- **Early Dismissal:** Requires a signed parent/guardian note submitted before first period. Early dismissals should be limited to essential appointments.
- **Tardies:** Six (6) or more tardies in a class per quarter will be recorded as one (1) unexcused absence. Missing more than ten (10) minutes of class counts as an absence for the entire period.

## Truancy Prevention Program

Wrenshall School participates in the Carlton County Truancy Prevention Program.

## Interventions and Consequences

The school may use the following supports and interventions:

- Parent/guardian notification and conferences
- Referral to school counselor, psychologist, or mental health services
- Collaboration with the Carlton County Truancy Officer
- In-school attendance contract

## **Progressive disciplinary measures include:**

Step 1: After 3 unexcused or 8 combined total absences the student will meet with the Guidance counselor.

Step 2: After 5 unexcused absences or 10 combined total absences the student and parent/guardian will meet with the Principal and Guidance Counselor.

Step 3: After 7 unexcused absences or 15 combined total absences the student will be referred to Carlton County Truancy.

Step 4: Any absences beyond the 15 will result **in loss of course credit in a semester.**

\*The Wrenshall School District may approve additional absences at the school's discretion.

## **Habitual Truancy**

A student under 18 is considered a *habitual truant* if absent without lawful excuse for:

- **7 school days** (elementary)
- **7 class periods on 7 school days** (secondary)

**Open- Enrolled Students:** *The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8 .*

Definition of a Habitual Truant – A student who has been absent without lawful excuse for 3 or more class periods on 3 days may be referred. A Habitual Truant is a child under the age of 18 who is absent from attendance at school without lawful excuse for 7 school days if in elementary school or for 1 or more class periods on 7 school days if the child is in secondary school.

Excused Absences – The burden of a child being excused from school is placed on the parent/guardian of the child. A school has the right to accept or deny an application for an excused absence. Therefore, schools can develop reasonable policies for school attendance and reject invalid excuses offered by the child or parent.

TRUANCY/SKIPPING—Truancy is willful absence from school without parental permission or not following an assigned school schedule. Leaving a class early and excessive time for tardiness will be considered truancy. Offenses: Zero grades for all assignments and/or tests that day.

EXCUSED TARDIES—The office manager will write excused or unexcused on the first and fifth period admit slips for students who arrive after 1st hour or after lunch. For all other periods of

the day, teachers are responsible for determining if a tardy is to be excused for their class. Tardies will be entered into the computer system and tabulated by the high school office.

**UNEXCUSED TARDIES**—Students are expected to be prompt in attending class with consequences for tardiness determined by school administration. 6 or more tardies in a class in a quarter is treated as an unexcused absence.

### **WHS TARDY PROCEDURES**

**Students are expected to be in their assigned class on time everyday.**

Frequent tardiness disrupts learning for everyone and negatively affects the late student's own education. While some tardies may be unavoidable, others result from poor habits.

A student who is tardy to class four (4) times in a semester will receive an after-school detention. Continued tardiness may lead to additional consequences, including further detentions, in-school suspension (ISS), or loss of privileges for school-sponsored activities.

1. The individual teacher whose class the student arrived late to will decide class tardiness.
2. A student will be considered tardy if they are either late to class or are unprepared for class (i.e.- Have to go back to their locker to get a book, notebook, writing utensil, assignment, etc.). Tardy rules are at the teacher's discretion (i.e.- being seated before the bell rings, excessive requests to use the bathroom, etc.).
3. Students over 10 minutes late for a class without an excused pass are considered both absent unexcused and tardy. Unexcused absences will be treated as skipping which will result in an after school detention.
4. Students who have unexcused absences for 1<sup>st</sup> hour can be considered BOTH absent and tardy (from school). It is the school's discretion to accept a parental excuse.
5. First three tardies: The teacher warns the student of the consequences of arriving late to class. The teacher will contact the parents to discuss the issue.
6. Fourth unexcused tardy and beyond will require a pass to come to class.

### **Participation or Attendance of Extracurricular Activities:**

**Students/Athletes arriving home late from road trips are expected to be in class on time the following morning. Coaches will monitor their participants. If this becomes a problem, disciplinary action may be taken including loss of eligibility for the following game, contest, or performance.**

Students must be in attendance for **at least half of the school day** prior to an event or leave time in order to practice, perform, or attend drama, pep band, athletics, dances etc. Exceptions to absences include authorized field trips, confirmed medical appointments, etc. An exception to this rule will be made if a student brings in a signed medical excuse from their doctor that excuses the child of their absences **prior to participating (A student will only be medically excused for at most a ½ day unless otherwise specifically noted by a medical professional)**. Students in violation of this rule will be suspended from the next activity or in the case that they already participated, the next similar activity.

Student athletes are expected to be just that, students first and athletes second. Students are expected to be in school during the course of the school day (including during lunch). Students should be responsible and bring all items they will need for practice, games, contests, events, etc. to school on time. Students should not be leaving school early (For any amount of time) to

retrieve items, get food, etc. These absences violate the school's closed campus policy and are not allowed by the school nor will they be approved as excused absences. While parents have the right to excuse their children from school, it is the school's discretion on whether or not to accept those excuses. Students that willfully break the school's closed campus policy, even with parent approval, may be subject to ineligibility in the upcoming game, contest, or event and may face other disciplinary measures

#### **Checkout Procedures**

1. **Students who leave the building during school hours for any reason (except early release) must have an out of building pass issued from the main office.** Any student leaving the building without this out of building pass will receive unexcused absences for every hour they are absent. These unexcused absences cannot be excused by later parent approval and may be subject to disciplinary action.
2. Parental permission must be obtained before permission to leave the building will be granted.
3. Under no circumstances is a student allowed to leave the building without first checking out through the office. Disciplinary action will be taken for those who violate this policy.

#### **Check in Procedure**

1. Students who have been absent are to bring a written excuse (indicating reason for their absence(s) ) signed by parent/guardian or medical professional to the office upon returning to school. They will receive a white slip that admits the student to class. This applies to students who return to school at any time during the day.
2. Disciplinary action may be taken for any student who is tardy and/or was absent and does not check into the office upon arrival at school.

K. In-school and out-of-school suspensions are disciplinary actions directed by the school but do not count against a student's attendance as long as they attend the entire session. Suspensions carry their own punishments such as **Loss of Student Status** or required parental meetings. Make-up work is required of suspended students.

#### **L. Participation Grade:**

As an integral part of the course and as an incentive to active involvement in classroom discussions and activities, many classes have a daily participation grade. Students who are absent may lose a portion up to all of these points.

#### **M. Class/Group Truancies:**

Group or class absences (skip days) will be considered truancy and will be dealt with accordingly. The school administration reserves the right to determine what constitutes truancy and to administer consequences for group or class truancies which may exceed individual truant behavior. Cases may exist where the school may not accept parent endorsement of a student absence/truancy.

Consequences may include, but are not limited to, make-up time, restrictions from participation in extracurricular activities and field trips (Including senior class trip), termination of National Honor Society membership, and being denied the ability to walk at graduation.

#### **Graduation Attendance Requirement:**

Graduating seniors participating in the graduation ceremony cannot have 25 absences (These absences don't include school functions or medically excused absences) or more in a class period over the course of the school year.

## **GRADES**

Wrenshall School believes strongly in academics. Furthermore, our school district believes prioritizing academics and activities/athletics come after. With that said, students in grades 7-12 are required to pass all of their classes in order to remain eligible to participate in games, contests, and events.

### **MSHSL Eligibility:**

Under Minnesota State High School (MSHSL) regulations, students who fail a class and are not on track to graduate are suspended from 2 events or 2 weeks whichever is longer. Students are allowed to practice during this time but they are not allowed to participate in games, events, or contests until the suspension has been fulfilled.

### **Failing at Midterm:**

Wrenshall has its own academic policy that states that if a student in grades 7-12 fails a class for midterm, the student is ineligible to participate in events listed above until he or she gets their failing grade(s) to above passing. While students are still allowed to practice during this time, they are not allowed to participate in games, events, or contests. The moment a student gets all failing midterm grades above passing, they become immediately eligible. This ineligibility lasts until the end of the quarter if their failing grades do not come up above passing.

### **Failing at Quarter:**

Wrenshall also has an academic policy that states that if a student in grades 7-12 is failing a class at the end of the quarter then he or she is ineligible for 2 events or 2 weeks whichever is greater. After the 2 events or 2 weeks have been served, the student becomes eligible.

**\*Failing grades at the end of 4th quarter are rolled over to the following school year if they cannot be served during the school year they were earned.**

### **C. Behavior/Conduct:**

Any student that has not fulfilled detentions, I.S.S., O.S.S., or other consequences will experience "Loss of Student Status" and not be allowed to participate in or attend extra-curricular events (practices, games, performances, contests, etc.) until the consequences have been served.

Any detention earned the day of an event automatically disqualifies a student from participating in a same day event (practices, games, performances, contests, etc.).

## **ILLNESS AT SCHOOL**

Should a student become ill while at school and is unable to attend classes, the student is to report to the nurse's office as soon as possible. The nurse is on duty daily. If a student should become ill when the nurse is not on duty, the student is to report to the main office secretary as soon as possible.

If necessary, the nurse or main office secretary will make arrangements for the student to go home. **Under no circumstances should a student leave for home without checking out through the main office.** (See "Check Out Procedures" above and "Passes: Out-of-Building Pass") If the nurse feels that student needs to go home the absence will be considered medically excused and won't count against the child's attendance.

Students must notify nurse or office staff if checking in or out of the nurse's office.

\*It is imperative that your child's emergency card stays up to date so that you can be notified in the event of an illness or emergency. Please notify the school if there are any changes that need to be made to your child's emergency card.

### IMMUNIZATIONS

Minnesota state law requires immunizations for students in kindergarten through 6th grade:

**DTaP:** (Tetanus, diphtheria, pertussis): **5 doses**

**Polio:** **4 doses**

**MMR:** (Measles, mumps, rubella): **2 doses after birthday**

**Hepatitis B:** **3 doses** over 6 months

**Varicella** (Chicken pox): **2 doses after first birthday OR medical documentation of disease history**

Minnesota state law required immunizations for students in 7th through 12th grade:

**DTaP:** (Tetanus, diphtheria, pertussis): **5 doses**

**Polio:** **4 doses**

**MMR:** (Measles, mumps, rubella): **2 doses after birthday**

**MCV4:** (Meningococcal) **1 dose** after completing 5th grade

**Hepatitis B:** **3 doses** over 6 months

**Tdap** (Tetanus, diphtheria, pertussis Booster) **1 dose** after completing 5th grade

**Varicella** (Chicken pox): **2 doses after first birthday OR medical documentation of disease history**

Minnesota immunization law: Statute 212A.15 sub.2 REQUIRES that in order for a child to enroll in school a parent must show they have received the required immunizations or an exemption.

Please make sure that your child has all the necessary immunizations/paperwork into the nurse's office BEFORE your child attends class. Immunization/exemption forms (exemption forms must be notarized) are available in the nurse's office or on the Wrenshall website, under services, then under health. Parents can call their child's doctor's office and have their immunization records faxed to the school (fax: 218-384-4293 Attn: NURSE)

### ADMINISTRATION OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATION AT SCHOOL

These steps must be completed before any medication will be given at school. Medication forms are available in the nurse's office. Whenever possible, medication should be given at home and every effort should be made to avoid school hours.

1. A "Wrenshall School Medication Administration Authorization" form must be fully completed annually (once per year) **and** when any change in the prescription or requirements for administration occurs. This form is available from the school nurse or can be found on the Wrenshall school website, under services, then under health.
2. All medication(s) must come to school in the original container, if prescription, it must also be labeled for the student in accordance with the law and must be administered in a manner consistent with the instructions on the label or an updated medication order by a medical doctor.
3. All medication(s) are provided by the parent or guardian. **The school does not supply any medications for students or faculty.**
4. **Medications are not to be carried by the students, and will be left with the appropriate school district personnel** (i.e.- school nurse, secretary, office staff, etc.). The only exceptions to the requirement that students cannot carry medications are: prescription asthma medications that are self-administered with an inhaler, and medications administered as noted in a written agreement between the school district and the parent.

### **Non-Prescription:**

1. Elementary students must follow all steps listed above for both prescription and non-prescription medications; this includes Tylenol, Ibuprofen, Motrin, cold medications, etc. Elementary students do not have the ability to self administer medication or have medication on their person at all.
2. The school must receive signed authorization on the school's non-prescription medication form (This form can be obtained in the nurse's office) from a parent/guardian permitting high school students to self-administer specific medication(s). Elementary students do not have this ability and all medication must be administered by the school nurse.
3. No medications will be provided by the school.
4. Medications must be brought in the original bottle.
5. The school may revoke a student's privilege to possess and use non-prescription pain relievers if there is any concern of abuse of this privilege.

\*\*\*Any violations of these rules may result in disciplinary measures.

### **HEAD LICE POLICY**

Wrenshall School has a no nits, no head lice policy. We strongly suggest that **you** check your child's head for head lice and nits **weekly**. If you have any questions about how to do this or what to look for, you may contact the Wrenshall school nurse at extension 2005.

If you find head lice or nits on your child at home, please notify the school so we can check the other classroom students to prevent the spreading of lice as well as to prevent your child from being re-infected.

If head lice or nits are found at school these steps will be followed:

1. Parent/guardian or emergency contact will be called and the student will be sent home.
2. The child will be excluded from school until the day after treatment.
3. The child must be checked by appropriate school staff before being allowed back into the classroom. If nits or lice are found, students will be sent home.
4. You may contact the nurse to get methods, techniques, and tips for the treating of head lice.

### **ACCIDENTS AT SCHOOL**

If your child is seriously injured at school, you will be notified. If emergency treatment is needed, and we cannot contact you, we will notify your family physician or take the child to the hospital. The school carries no insurance on students and is not responsible for accidental injuries. Be certain the emergency information form is up to date and complete in the main office.

Emergency forms are sent to each family annually and should be returned immediately. It is important to your child(ren) that we have this updated information. Please notify the main office during the school year if phone numbers change, or if you have any special requests (i.e. hospital preference), who we should call first, special health problems, etc. **It's very important that you indicate on the emergency form, any current medical issues and medications.**

### **Reporting Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported to the person in charge (immediately) and to the school nurse or main office if possible. An accident report must be filed by the supervising adult within 24 hours and the completed form must be sent to the nurse's office.

## VISION AND HEARING SCREENING

Vision and hearing screening will be done in the fall for first, second, third, fifth, eighth and eleventh grades. A screening can also be done for any child anytime during the school year if a problem is suspected. Contact the school nurse at extension 2005 if you have questions or concerns.

## RESTORATIVE JUSTICE/PRACTICES

Wrenshall School District is modeling a more restorative approach to discipline.

**Restorative Practices-** A framework for a broad range of restorative justice approaches that proactively build a school community based on cooperation, mutual understanding, trust and respect, and respond to conflict by including all people impacted by a conflict in finding solutions that restore relationships and repair the harm done to the school community. These practices can be used to implement positive behavior in classrooms and on school campuses.

### **Restorative Justice/Practices:**

- Addresses misbehavior and harm in a way that strengthens relationships and enhances responsibility.
- Focuses on harm done rather than only rule-breaking.
- Gives voice to the person harmed and others impacted by the harm.
- Utilizes collaborative problem-solving approaches.

**Third Parties such as the Carlton County Restorative Justice Program may be permitted to provide assistance in regards to restorative practices.**

In order to ensure a sound and safe school environment essential to learning, it is critical that certain expectations, policies, and procedures be observed in the school setting.

Students should display respect in attitude, behavior, and language. Halls and classrooms shall be kept clean and safe. **Our expectations are never intended to restrict individuals; rather they are intended to protect their rights.** Expectations should be followed whether or not a teacher is present.

As school staff/students, we have an obligation to maintain and protect the facility and its contents. **We must and will take this role seriously!**



## STUDENT BULLYING PROHIBITION POLICY

### **MALICIOUS AND SADISTIC CONDUCT- POLICY**

”Malicious and sadistic conduct” means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty. • Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as

defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

**BULLYING PROHIBITION – POLICY 514:** A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students’ ability to learn and teachers’ ability to educate students in a safe environment. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions.

Bullying means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student
2. damaging a student’s property
3. placing a student in reasonable fear of harm to his or her person or property, or
4. creating a hostile educational environment for a student

Discipline procedures for a student found to be in violation of this policy may include, but are not limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

\*This also includes cyber-bullying and other forms of bullying via the internet, and social networking applications.

### **IS IT BULLYING?**

**Rude**=Inadvertently saying or doing something that hurts someone else

**Mean** = Purposefully saying or doing something to hurt someone once (or maybe twice).

**Bullying** = Intentionally aggressive behavior, repeated over time, that involves an imbalance of power.

#### **Examples of bullying behaviors:**

	<b><u>Direct Bullying</u></b>	<b><u>Indirect Bullying</u></b>
<b>Physical</b>	hitting, kicking, shoving, spitting	getting another person to assault someone
<b>Verbal:</b>	taunting, teasing, racial slurs, verbal sexual harassment	spreading rumors
<b>Non-Verbal:</b> group activities,	threatening, obscene gestures, eye rolling, seat saving	deliberate exclusion from cyber bullying

#### **Responsibility for Safe Behavior**

Students are expected to be physically under control at all times to avoid injury to themselves and others; thus running in halls, rough play, fighting, etc. are prohibited!

### **Behavior Record/Referral Slips**

Instructional staff and administration will have these in their possession. Referral slips will be issued to students following acts of inappropriate behavior. The purpose is to:

- address inappropriate student behavior
- inform parents of inappropriate behavior exhibited by their child
- serve as documentation for repeated acts of inappropriate behavior
- serve as a referral to the school counselor, psychologist, or Principal
- serve as documentation of consequences administered to students
- serve as documentation for the Discipline Review Committee

#### **Law enforcement will be contacted:**

- In the event of an assault (verbal or physical)
- In the event of a weapons violation
- In the event of tobacco/alcohol/drug violations
- When a law appears to have been broken
- In the event of significant theft
- In the event of significant vandalism
- In the event of disorderly conduct on school premises

#### **County Attorney's Office will be contacted:**

- In the event of excessive absenteeism/truancy

## **Wrenshall High School – Standards of Conduct**

Standards of conduct are in place to support academic achievement and to provide a safe, welcoming environment. Discipline is intended to correct behavior, teach responsibility, and promote growth.

### **Core Expectations**

- **Be Prompt and Prepared** – Arrive on time with materials and assignments ready.
- **Respect Staff** – Listen actively, follow directions, and take responsibility for actions.
- **Respect Others** – Use appropriate voices, allow others to speak, and value differences. Harassment is not tolerated.
- **Respect Property** – Care for personal and school property; maintain a clean environment.
- **Value Learning** – Stay on task, respect the right of others to learn, and respect the teacher's right to teach.
- **Show Positive Social Skills** – Handle disagreements and feedback respectfully, show courtesy, and care for others.

- Bullying – Bullying is defined as repeated harmful behavior and will not be tolerated. Consequences may include suspension or expulsion.

## Philosophy on Discipline

- Learning is best in a safe, respectful setting.
- Students, staff, parents, and the community share responsibility for the school climate.
- Discipline is a teaching process that develops self-control, respect, and responsibility.
- Consequences are fair, respectful, and intended to change behavior.

## Roles and Responsibilities

- School Board: Supports staff and policy.
- Superintendent: Establishes guidelines and resources.
- Principal: Creates building rules, enforces policy, and partners with families.
- Teachers: Provide structured learning and address behavior.
- Staff: Promote respect and support discipline efforts.
- Parents/Guardians: Guide children’s behavior and partner with the school.
- Students: Take responsibility for behavior and follow the Code of Conduct.

## Discipline Guidelines

- Discipline decisions are based on the severity of behavior and may not follow a step-by-step progression.
- Restorative practices or restitution may be used when appropriate.
- The principal has discretion to consider age, culture, and ability when enforcing policy.
- A discipline grid outlines typical violations and potential consequences.

## Major and Minor Behaviors

	Tier	Type of Behavior	Action	Managed by
Minor	1	Incidental violations	Not documented	Staff/Teacher
Minor	2	Minor Violations	Minor Referral	Staff/Teacher
Major	3	Major Violations	Major Referral	Administration
Major	4	Unlawful Violations	Major Referral	Administration

Tier 1

Behaviors can be disruptive to the school environment of self and/or others. Primarily handled with redirections or reteaching in the classroom.

Tier 1: Incidental Staff/Teacher Managed Behaviors	Potential Interventions
<p>Doesn't significantly violate the rights of others Doesn't put others at risk Not chronic. Consensual display of affection Dress Code Horseplay Loud noise Minor arguments Missing homework Noise making Out of seat Refusal to follow directions (non chronic) Running in hallway Unprepared for class Unapproved Food &amp; Drink</p>	<ul style="list-style-type: none"> <li>➤ Communication with family/Family Involvement</li> <li>➤ Reset Break</li> <li>➤ Check In/Check Out</li> <li>➤ Restorative Conversation with teacher/student/Dean/Counselor/Social Worker</li> <li>➤ Meeting with student/family/Principal/Counselor/Social Worker</li> <li>➤ Connect with Staff or Peer Mentor</li> <li>➤ Referral to problem-solving team if behaviors persist</li> <li>➤ Written Student Agreement created with Principal</li> <li>➤ Determine and provide needed academic supports</li> <li>➤ Support for impacted person</li> <li>➤ Mandated education</li> </ul>

**DRESS CODE**

Attire or personal grooming that presents a risk to health, safety, property, interferes with education, or violates harassment and violence is prohibited. Please refer to dress code policies

Tier 2/ Behaviors that don't significantly violate the rights or put others at risk.  
\*Office referral if behaviors are persistent.

Tier 2/Minor: Staff/Teacher Managed Behaviors	Potential Interventions
<p>Doesn't significantly violate the rights of others. Doesn't put others at risk Not chronic Academic dishonesty Avoiding staff Cell phone violation Defiance Disrespect Disruption Inappropriate language Interruptions Leaving assigned area Misuse of technology Property misuse Refusal to follow directions Refusal to participate in class</p>	<ul style="list-style-type: none"> <li>➤ Communication with family/Family Involvement</li> <li>➤ Reset Break</li> <li>➤ Check In/Check Out</li> <li>➤ Restorative Conversation with teacher/student/Dean/Counselor/Social Worker</li> <li>➤ Meeting with student/family/Principal/Counselor/Social Worker</li> <li>➤ Connect with Staff or Peer Mentor</li> <li>➤ Referral to problem-solving team if behaviors persist</li> <li>➤ Written Student Agreement created with Principal</li> <li>➤ Determine and provide needed academic supports</li> <li>➤ Support for impacted person</li> <li>➤ Mandated education</li> </ul>

**ACADEMIC DISHONESTY**

A student shall not cheat in any form on school grounds or in any school-related activity. This includes plagiarizing (copying from print, the Internet, or other electronic resources, purchasing or copying another person’s work, and paraphrasing without citing the source).

**CELLPHONES**

Students may not use cell phones or personal electronic mobile devices during the day. All cell phones must be stored in cell phone lockers before the first bell rings until the bell rings at 3:13. School administration **will not** spend time investigating any lost or stolen electronic devices that are not locked in the assigned cell phone lockers.

**DISRUPTIVE/DISORDERLY CONDUCT AND INSUBORDINATION**

Disorderly conduct is prohibited. Disorderly conduct is an act that the student knows or has reasonable grounds to know will alarm, anger, disturb, others or provoke an assault or breach of the learning environment. Disorderly conduct may also be engaging in offensive, obscene, abusive, boisterous or noisy conduct or gestures or offensive, obscene or abusive language tending reasonably to arouse alarm, anger or resentment in others. Insubordination: Persistent refusal to follow school rules or regulations, persistent refusal to follow directions given by a staff member or persistent confrontational and aggressive arguing with a staff member.

**MOTOR VEHICLE INFRACTIONS**

Parking - A student shall not park in an unauthorized area on school property or park on school property without a form on file or violate any school district policy with his/her vehicle. 2.

Reckless or Careless Driving - A student shall not drive on or near school property in such a manner as to endanger persons or property. 3. Student vehicles may not display or promote discrimination of any kind, illegal activities or substances. This includes any symbols or graphics that are affiliated with hate groups (Example: confederate flag or swastika)

1st offense	2nd offense	3rd offense
consideration for loss of parking privileges and towing at owner’s expense; consideration for suspension and intervention; consideration for notification of police and parent(s) or guardian(s)		

**Tier 3. Behaviors targeted at others and interfering with self or safety of others, may be illegal. Disruption to the learning environment. Office referred behaviors.**

<b>Tier 3/ Major: Admin/Office Managed</b>	<b>Potential Interventions</b>
<b>Violates the rights of others.</b> <b>Puts self or others at risk, or chronic</b> Attendance issues Bullying/Cyberbullying Extortion Gambling Gang display Harassment Hazing Intimidation Leaving building without permission Minor property damage/vandalism Photographic or recording misuse Physical aggression Record and identification falsification Repeated or prolonged defiance or disrespect	<ul style="list-style-type: none"> <li>➤ Communication with family/ Family Involvement</li> <li>➤ Threat Assessment</li> <li>➤ Restorative Conversation with teacher/student/Principal/Counselor/Social Worker</li> <li>➤ Restorative work/payment to reverse damage</li> <li>➤ Meeting w/student/family/Principal/Counselor/Social Worker</li> <li>➤ Connect with Staff or Peer Mentor</li> <li>➤ Written Student Re-Entry Agreement created with administrator or designee</li> <li>➤ Referral to support services (counselor, therapist, problem-solving team, special education)</li> <li>➤ Staff Hallway Escort</li> <li>➤ Schedule change, limiting contact</li> </ul>

Technology violation Theft Threats/intimidation Tobacco Verbal aggression/abusive language toward staff	<ul style="list-style-type: none"> <li>➤ Alternative passing times</li> <li>➤ Check In/Check Out</li> <li>➤ Schedule change, limiting contact</li> <li>➤ Alternative passing times</li> <li>➤ Support for impacted person</li> <li>➤ Mandated education</li> <li>➤ Support for making amends</li> <li>➤ Suspension or Expulsion</li> </ul>
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**BULLYING**

Bullying means intimidating, threatening, abusive, or harming conduct that is objectively offensive and: • There is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and • The conduct is repeated or forms a pattern; or The conduct materially and substantially interferes with a student’s educational opportunities, performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. Note: Bullying and conflicts are different. Conflicts are to disagree, argue, or fight. Conflicts have an increased balance of power, are usually spontaneous, and mutual.

**CYBER BULLYING**

Cyber Bullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data – including a post on a social network, website, or forum – that is transmitted through a computer, cell phone, or other electronic device.

**HARASSMENT**

Physical or verbal conduct that: Has the purpose or effect of creating an intimidating, hostile, or offensive work, business, or academic environment. Or, has the purpose or effect of substantially interfering with an individual’s work, business, or academic performance. Harassment may be sexual, related to “protected groups” (Race, Color, Creed, Religion, National Origin, Sex, Marital Status, Disability, Status with Regard to Public Assistance, Sexual Orientation, Age, Gender Identity, Gender Expression, and Any and All Other Protected Groups as identified by state and/or federal statute) or general.

**HAZING**

“Hazing” means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization. “Student organization” means a group, club, or organization having students as its primary members or participants. Hazing may be reported to any staff member or administrator

**PHOTOGRAPHIC OR RECORDING DEVICE MISUSE**

Use of any photographic or recording device, film camera, digital camera, cell phone camera and video camera that impinges upon the rights of others is prohibited. Use of a device that incites or encourages violence is prohibited. This prohibition includes the distribution of a picture(s)/recording that impinges upon the personal privacy of another. Also included is the creation, possession, or dissemination of sexually explicit images, videos, text messages or emails, usually by digital medium. Receipt of inappropriate data should be reported to Administration immediately. Use of any device in a school locker room, school bathroom or elsewhere in a way that violates the personal privacy of the individual may result in the immediate initiation of the expulsion process depending upon severity of violation. Upon investigation by administration evidence may be reported to law enforcement.

**THEFT**

A student shall not intentionally take, use, transfer, conceal, or retain possession of personal property of another without the other’s consent and with intent to deprive the owner permanently of possession of the personal property.

**TOBACCO**

Smoking and the use of tobacco products or tobacco related devices including electronic cigarettes shall be prohibited on school district facilities. School district facilities include school buildings, school grounds, school owned and leased vehicles, and sites leased by the school district. No one will use tobacco products or tobacco related devices while in or on school district facilities. Students who congregate in an area where tobacco use has recently occurred (e.g., bathroom stall) will each be considered to have been using tobacco.

In addition, it is prohibited to have tobacco products or tobacco related devices in public sight while in or on school district facilities. Exception - (MN Statute 144.4169) An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices

**VERBAL ABUSE**

A student shall not engage in name calling, insults, or otherwise obscene or harmful language/comments directed at someone or a group of people. Note: Need to differentiate from threats, bullying, harassment, and disruption/insubordinate

**Tier 4/Behavior that is considered illegal or disrupts the educational environment, students learning or staff and could pose a risk of severe harm to self or others. Office referred behaviors**

<b>Tier 4 Unlawful: Admin/Office Managed</b>	<b>Potential Interventions</b>
<p><b>Unlawfully violates the rights of others.</b>  <b>Puts self or others at risk, or are chronic.</b>            Arson            Assault            Bomb threats            Fighting            Gang activity            Homicide            Illegal or prescription drug, alcohol possession            Pyrotechnics ·            Robbery            Sexual assault            Significant property damage/ vandalism            Terroristic Threats            Trespassing            Weapon possession</p>	<ul style="list-style-type: none"> <li>➤ Communication with family/ Family Involvement</li> <li>➤ Threat Assessment</li> <li>➤ Restorative Conversation with teacher/student/Principal/Counselor/Social Worker</li> <li>➤ Restorative work/payment to reverse damage</li> <li>➤ Meeting w/student/family/Principal/Counselor/Social Worker</li> <li>➤ Connect with Staff or Peer Mentor</li> <li>➤ Written Student Re-Entry Agreement created with administrator or designee</li> <li>➤ Referral to support services (counselor, therapist, problem-solving team, special education)</li> <li>➤ Staff Hallway Escort</li> <li>➤ Schedule change, limiting contact</li> <li>➤ Alternative passing times</li> <li>➤ Check In/Check Out</li> <li>➤ Schedule change, limiting contact</li> <li>➤ Alternative passing times</li> <li>➤ Support for impacted person</li> <li>➤ Mandated education</li> <li>➤ Support for making amends</li> <li>➤ Suspension or Expulsion</li> </ul>

**ALCOHOL**

A student shall not possess, use, transmit, or be under the influence of alcoholic beverages of any kind: · On school grounds immediately before, during, or after school hours. · On school grounds at any time when the school is being used by any school group. · Off school grounds at a school activity, function, or event. · On any district-provided transportation. · In a school zone as defined by Minnesota Statutes.

**ASSAULT**

“Assault” is acting to cause fear in another of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another

**CONTROLLED SUBSTANCE (PRESCRIPTION)**

A student shall not possess, use, transmit or be under the influence of a controlled substance that is not prescribed to the student by a licensed healthcare professional: • In a school zone as defined by Minnesota Statutes immediately before, during, or after school hours. • On school grounds at any time when the school is being used by any school group. • Off school grounds at a school activity, function, or event. • On any district-provided transportation.

NOTE: Students who sell or deal controlled substances on school premises may be subject to expulsion on the first offense.

**FIGHTING**

“Fighting” is mutual combat in which both parties have contributed to the situation by verbal and/or physical action.

**ILLEGAL DRUGS**

A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, intoxicants of any kind, look-alike Inspire Brilliance 87 drugs, or substances that may have the appearance of an illegal substance, such as catnip, oregano, flour, saccharin, or other items or paraphernalia: • On school grounds immediately before, during, or after school hours. • On school grounds at any time when the school is being used by any school group. • Off school grounds at a school activity, function, or event. • On any district-provided transportation. • In a school zone as defined by Minnesota Statutes.

**TRESPASSING**

A student shall not be physically present in a school building without permission, after being requested to leave by a school official, or after suspension or expulsion.

**VANDALISM**

A student shall not willfully cut, deface, or otherwise damage in any way any property, real or personal. This includes school busses. 2. A fee will be charged for lost or destroyed textbooks, workbooks, library books or other school property

**K-6 Behavior Violations and Leveled response**

	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>	<b>Tier 4</b>
1st offense	Behaviors managed by staff supervising, no office referral required	Conference with student document as a minor behavior	Conference with student document as a minor behavior	Notify parents/guardians; consideration of restorative intervention and or consideration of 1-5 day suspension In certain instances refer to law enforcement and/ or referral to expulsion
2nd offense	Behaviors managed by staff supervising, no office referral required	Conference with student document as a minor behavior;notify parent/guardians	Conference with student document as a major behavior	Notify parents/guardians; consideration of restorative intervention and or 1-5 day suspension In certain instances refer to law enforcement and/ or referral to expulsion

3rd offense	Behaviors managed by staff supervising, office referral may be necessary notify consideration of parent/guardian and/or staff intervention	Conference with student document as a minor behavior;notify parent/guardians document as a minor behavior	Notify parents/guardians; consideration of restorative intervention document as a major behavior	Notify parents/guardians; consideration of restorative intervention and/ or 1-5 day suspension In certain instances refer to law enforcement and/ or referral to expulsion
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**7-12 Behavior Violations and Leveled Response**

	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>	<b>Tier 4</b>
1st offense	Behaviors managed by staff supervising, no office referral required	Conference with student document as a minor behavior	Conference with student;notify parent/guardian; consideration of 1-2 days suspension and or restorative intervention document as a major behavior; consideration to refer to law enforcement	Notify parents/guardians; consideration of 1-5 day suspension and/or restorative intervention;possible referral to building resources document as a major behavior  In certain instances refer to law enforcement and/ or referral to expulsion
2nd offense	Behaviors managed by staff supervising, no office referral required	Conference with student document as a minor behavior;notify parent/guardians	Notify parents/guardians;c consideration of 1-3 day suspension and/or restorative intervention document as a major behavior; consideration to refer to law enforcement	Notify parents/guardians; consideration of 1-5 day suspension and/or restorative intervention; possible referral to building resources document as a major behavior;  In certain instances refer to law enforcement and/ or referral to expulsion
3rd offense	Behaviors managed by staff supervising, office referral may be necessary notify consideration of parent/guardian and/or staff intervention	Conference with student behavior;notify parent/guardians document as a minor behavior; possible referral to building resources	Notify parents/guardians; consideration of 1-5 days suspension and/or restorative intervention; possible referral to building resources; document as a major behavior; consideration to refer to law enforcement	Notify parents/guardians; consideration of 1-5 day suspension and/or restorative intervention;possible referral to building resources document as a major behavior  In certain instances refer to law enforcement and/ or referral to expulsion

## **Definitions of Interventions and Disciplinary Actions**

**DETENTION** - A student may be asked to stay in during lunch/recess, or remain after school by a teacher or principal for the purpose of correcting a violation. Reasonable attempts will be made to contact parent(s) or guardian(s) prior to implementation.

**IN-SCHOOL SUSPENSION (ISS)** - An action by school administration where a child is temporarily removed from his or her regular classroom(s) but remains under the direct supervision of school personnel.

**OFFICE INTERVENTION** - Any disciplinary intervention resulting from a violation of district standards of conduct applied by building administration.

**OUT-OF-SCHOOL SUSPENSION (OSS)** - Out-of-school suspension is used for the purpose of creating separation and safety during investigation and intervention planning in response to a behavioral incident. At all age levels, use of out-of-school suspension should be paired with environmental, instructional, and/or restorative intervention. An action by school administration prohibiting a student from attending school for a period of no more than 10 days. Each suspension action may include a re-entry meeting and readmission plan.

**PARENT(S) OR GUARDIAN(S) CONFERENCE** - A parent(s) or guardian(s) conference is required if a student has committed a serious rule violation or has been suspended out of school. If a parent or guardian is unable to be present, the principal shall contact the parent(s) or guardian(s). **REFERRAL TO SCHOOL BEHAVIOR TEAM OR STUDENT SUCCESS TEAM (Building resources)** - Wrenshall School uses a multi-tiered system of support. Students can be referred to a small school team for academic or social-emotional-behavioral interventions. The process varies a bit at each school but includes a brief meeting, determining an intervention, trying it for approximately 30 school days, and reviewing outcomes.

**REFERRAL TO COMMUNITY SERVICE(S)** - School staff may work with parents or guardians to support the consideration of accessing community services. The process of helping a family connect to a community service, sharing information (with permission), or making introductions to a community service are all part of a "referral".

### **AFTER SCHOOL DETENTION**

Restrictions from the classroom or other school related activities, lunch/recess detention, after school detention, Saturday school, in-school suspension, out-of-school suspension, and/or other consequences deemed appropriate will be administered for inappropriate behavior. **Detention for the high school will be served on predetermined weekdays from 3:30 p.m. to 5:00 p.m.** Students who fail to serve detention that they were assigned may be assigned an additional detention to serve on top of the original detention missed. Failure to attend detention/s may result in continued lunch detentions, I.S.S. until the detentions owed have been made up. Students with detention/s will also experience "Loss of Student Status" (See Below). **Detention Expectations:**

1. Show up by 3:30 and follow the directions of the detention supervisor
2. Bring homework to work on
3. No electronic devices/phones
4. No sleeping or resting eyes
5. No leaving the room or getting out of seat without permission from the supervisor

### **IN-SCHOOL SUSPENSION (ISS)**

If directed to report to I.S.S., a student must go directly to the main office after they arrive on school grounds and wait for an I.S.S. supervisor to come get them.

Once assigned, the student may have to spend a full seven class periods in I.S.S., completing the consequence the following day if necessary. He or she will not be permitted back to class until the consequence is served. On some occasions, multiple days of I.S.S. or a combination of I.S.S. and other consequences may be assigned.

### **In-School Suspension Expectations**

1. All students assigned will begin with a Behavior Reflection sheet.
2. No electronic devices/phones

3. No sleeping
4. Bring Homework or something to read
5. Bathroom breaks will be scheduled
6. Student will receive lunch during the scheduled time.
7. Listen, respect and follow all instructions of the I.S.S. supervisor (Other rules are at the discretion of the I.S.S. supervisor)

#### **Other In-School Suspension Expectations Include:**

1. No hall-time without an adult
2. Students that are assigned I.S.S. will receive credit for work they complete in a timely manner (at the discretion of the teacher) that they missed due to their having served I.S.S.
3. If a student fails or refuses to serve an assigned I.S.S., he or she will not return to classes until the full ISS has been completed in a manner acceptable to administration. In such cases, the student will receive no class credit for missed assignments and they will be marked absent unexcused. Additional consequences may be assigned including additional suspensions.

#### **OUT-OF-SCHOOL SUSPENSION**

Students who are assigned out-of-school suspension are subject to the following academic considerations on the day(s) of the suspension:

1. The teacher may require make-up of work missed and/or compensatory assignments.
2. Chapter or larger tests may be made up under usual make-up arrangements.

It is the student's obligation to follow up on academic work missed during suspension.

Students under out-of-school suspension are restricted from school grounds and all school related events/activities during the period of the suspension.

#### **LOSS OF STUDENT STATUS**

Any student receiving an after school detention or suspension will receive "Loss of Student Status." "Loss of Student Status" includes, but is not limited to restrictions from attending: class trips, certain band/choir functions, school functions (games, dances, programs, plays, concerts, recreation/fun nights, etc.), and curricular/extracurricular activities in general.

A student that receives an after school detention, I.S.S., O.S.S., etc. will immediately receive "Loss of Student Status" and as a result, will not be able to attend or participate in any school related events on the day the consequence was issued. Furthermore, the "Loss of Student Status" will not be removed until all consequences owed are served and requirements fulfilled.

#### **ALCOHOLIC / NON ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS**

No student or guest of a student shall possess, consume, or show evidence of having used an alcoholic beverage or illegal drug during the school day, while in the school building, on school grounds, on the bus, at the bus stop, or at any school activity, regardless of age. Minnesota State High School League (MSHSL) consequences will result and referral to a law enforcement agency and/or juvenile court may also be made. Students may not possess or consume non-alcoholic wines, wine coolers, or beer on school property, at school functions, at bus stops, or in transportation to or from school related functions.

## **SMOKING / TOBACCO PRODUCTS**

Student possession and/or use of tobacco products are prohibited in the school building, on school grounds, at bus stops, on the bus, or at school activities (home or away). Students may not have tobacco products or devices that are known to deliver nicotine or tobacco in lockers or on their person.

Possession or smoking in the school building, on school grounds, at the bus stop, on the bus, or at any school function (home or away) will result in referral to law enforcement as well as the Minnesota State High School League (MSHSL). A referral to a juvenile court may also be made. Additional consequences can also be given at the administration's discretion.

Smudging permitted—American Indian students or staff members are permitted to use tobacco, sage, sweetgrass, or cedar to conduct smudging in a public school and must be conducted under the direct supervision of a staff member.

## **DRUG-FREE & WEAPON-FREE ZONE**

**Drug-Free and Weapon-Free Zone:** Minnesota Law considers the school as a drug-free and weapon-free zone. The zone includes school grounds and extends one city block, or 300 feet, beyond the boundaries of school property.

The law is tough on anyone caught selling or possessing illegal drugs in this zone. The law is also tough on anyone caught possessing or using a dangerous weapon in this area.

Juveniles convicted of these crimes, who are at least 14 years old, can be treated as an adult and sentenced in an adult court.

## **SCHOOL WEAPONS POLICY**

Students are forbidden to possess any instrument, in school, on school grounds, at the bus stop, on the bus, or at a school-sponsored activity, that is a weapon or ammunition.

Weapons violations include any kind of weapon (loaded or unloaded) or ammunition on a person, inside their locker, or in their vehicle including **pocket knives, hunting rifles, bows, etc.**, and any other dangerous article or substance being unlawfully used as a weapon against another.

**Offense:** For students in grades K-12, possession of a weapon will result in the following action by the school authority:

1. Notification of the police
2. Confiscation of the weapon if feasible
3. An initial suspension of 5 days & a conference with parent/guardian prior to the student returning to school
4. A recommendation for expulsion may be made by the Superintendent

"Possession" is defined as having a weapon on one's person or in an area subject to one's control on school property, at the bus stop, on the bus, or at a school-sponsored activity.

\*\*\*If a student has accidentally brought a weapon or ammunition to school they are to turn it in immediately to administration or an adult supervisor if administration isn't available (i.e.- on the school bus). If it is determined that it was a complete accident, no one was threatened or harmed, and the student turned it in immediately upon discovering it, no consequences will be administered. All weapons and ammunition turned over will not be given back to the student and parents will be called to come pick it up.

## **EXPULSION FOR POSSESSION OF FIREARM**

The Minnesota State Crime Bill of 1995 states: A school board must expel, for a period of at least one year, a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purpose of this section, a firearm is defined in United States Code, title 18, section 921.

## **SAFETY HAZARD VIOLATIONS**

Potential safety hazards exist for students in the following areas:

1. *Fire alarms* - Students who tamper with or set off the fire alarm system will be suspended and turned over to the appropriate local authorities for prosecution.
2. *Fire crackers* - Possession or use of any firecrackers, smoke bombs, or any other pyrotechnical device in the building, at the bus stop, on the bus, on school grounds or at school activities is forbidden because of the health and safety of the student body. Violators will be turned over to the appropriate local authorities for prosecution.
3. *Firearms and knives* - Guns and knives are not permitted on school property and will be confiscated. Law enforcement may be called depending on the circumstances.
4. *Threats & Assault*- Students that threaten physical violence against any staff member or student or actually assault a staff member or student will be assigned appropriate consequences that may include suspension or expulsion.

## **WRENSHALL SCHOOL DISTRICT NO. 100's POLICY AGAINST HARASSMENT, HAZING, DISCRIMINATION, AND VIOLENCE**

Everyone at Wrenshall School District No. 100 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, or sexual harassment (includes harassment because of sexual orientation), as well as hazing, and violence of any kind.

1. A harasser may be a student or an adult. Harassment may include, but is not limited to, the following, when related to religion, race, or sex:
  - name calling, jokes, or rumors
  - graffiti
  - notes or cartoons
  - unwelcome touching of a person or clothing
  - offensive or graphic posters, book covers, clothing, etc.
  - any words or actions that make a student or staff member feel uncomfortable, embarrassed, or upset.
2. If any words or actions make a student feel uncomfortable or fearful, they need to tell a teacher, counselor, administrator, or the district's Human Rights Officer as soon as possible.
3. Students may also make a written report. It should be given to a teacher, counselor, administrator, or the district's Human Rights Officer.
4. A student's right to privacy will be respected as much as possible.
5. We take all reports of religious, racial, or sexual harassment or violence seriously and will take all appropriate actions based on your report
6. The school district will also take action if anyone tries to intimidate you or tries to take action to harm you because you have reported.

This is a summary of the school district policy against religious, racial, and sexual harassment and violence. Complete policies are available on the school district's website and in the district office upon request.

**INDEPENDENT SCHOOL DISTRICT NO. 100  
HARASSMENT AND VIOLENCE REPORT FORM**

**General Statement of Policy Prohibiting Harassment and Violence**

Independent School District No. 100 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant \_\_\_\_\_

Home Address \_\_\_\_\_

Work Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, including gender identity and expression \ disability

Name of person you believe harassed or was violent toward you or another person or group.

\_\_\_\_\_

If the alleged harassment or violence was toward another person or group, identify that person or group.

\_\_\_\_\_  
Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where and when did the incident(s) occur? \_\_\_\_\_

\_\_\_\_\_

List any witnesses that were present \_\_\_\_\_

\_\_\_\_\_ This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Signature) (Date) \_\_\_\_\_(Complainant

Received by \_\_\_\_\_ (Date) \_\_\_\_\_

## **HAZING**

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of **HARM** to a person, in order for the student to be initiated into or affiliated with a student organization or for any other purpose.

1. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
2. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. This policy applies to behavior that occurs on or off school property and during and after school hours.
5. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
6. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

The complete policy on hazing is on file in the district office and can be found on the school’s website.

## **COUNSELING/SCHOOL SOCIAL WORK SERVICES**

Services offered at Wrenshall include social and emotional, academic, career counseling, and guidance. In addition, the counselor/school social worker can assist in referrals to other agencies. Students wishing to see the counselor/school social worker are encouraged to stop by and sign up for an appointment.

## **SECTION 504**

Section 504 is an Act that prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance.

ISD #100 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under this Act, which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

A complete 504 policy is on file in the district office. Please contact district administration for more information on this policy

## **CHILD ABUSE AND NEGLECT REPORTING**

School District employees are **required** to report evidence of child physical or sexual abuse, neglect, emotional maltreatment, or prenatal exposure to controlled substances. Any person who is required to report this evidence and who willfully fails to do so will be guilty of a misdemeanor. At the same time, any person who reports child neglect, physical or sexual abuse, emotional maltreatment, or prenatal exposure to controlled substances is immune from civil or criminal liability that otherwise might result from such action.

The district administration, school nurse, counselor, and/or reporter of the incident may discuss the situation with the child or youth and emphasize that the school is not interested in accusing or punishing anyone, but rather, is interested in helping ensure that the maltreatment does not continue.

Upon receiving a report of suspected neglect, physical or sexual abuse, emotional maltreatment, or prenatal exposure to controlled substances, the reporter of the incident must call the proper authorities within 24 hours. Each local social service agency and law enforcement agency has legal authority to interview at school, without parental consent, the alleged victim and any other minors who currently reside with or who have resided with the alleged perpetrator.

## **STUDENT DRESS CODE POLICY**

**Students are expected to dress appropriately for the public school setting at all times.**

### **Headgear:**

Students are not allowed to wear hoods during the school day.

### **Clothing:**

Clothing that includes words or pictures that are obscene, vulgar, sexually explicit, convey sexual innuendo, abuse or discrimination, or which promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors and illegal on school property, will not be allowed. Objectionable emblems, badges, symbols (including confederate flags & swastika's), derogatory mascots, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to any group, evidences of gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals is not allowed.

Physically revealing clothing is also unacceptable in the school setting. **This includes, but is not limited to, spaghetti straps, halter tops, cut-out shirts, and clothing that reveals underwear or bare midriffs.**

When an item of clothing is determined by school staff to be inappropriate it will be reported to administration. If administration then determines the attire is inappropriate, the student will be expected to turn the clothing inside-out, change, or cover prior to continuing participation at school. The student will be asked to refrain from wearing such items in the future. Failure to comply or repeated offenses will result in disciplinary action.

### **Shoes**

Shoes are to be worn in the school setting at all times.

### **Sunglasses**

Sunglasses are not necessary in the school building and are not to be worn in class or during indoor school functions.

### **Gang Related Apparel**

The School District, in its desire to keep students free from threats or harmful influence of gangs or other violent groups, believes that apparel identified as "gang-related" can be reasonably construed as hazardous to the health and safety of the school environment.

Gang symbols, signs, slang, attire, and graffiti will not be allowed in the school setting. Students, staff, and parents who have evidence of these influences in our school should report the concern to school administration immediately. Behavior or dress suspected as being gang related will be reported to the Sheriff's Department.

### **Chains, Extreme Jewelry, Etc.**

Heavy link chains may not be worn as a necklace, bracelet, belt, or wallet attachment. If it is determined that the chain is heavy enough to be used as a weapon or could jeopardize the safety of the student in possession or any other student or staff member, the student will be asked to remove the item and refrain from wearing the item in the future. Failure to comply or repeated offenses will result in disciplinary action.

Spike collars, chains, heavy locks, some rings/earrings or other extreme wear, will not be allowed if determined to be hazardous to health/safety or is considered to create a distraction to the educational process.

**Blankets-** Blankets are not allowed in school.

## **PASSES**

### **E-Hall Pass**

Passes are required for building movement except during scheduled passing time between classes. If you have been detained by a teacher and anticipate being tardy to your next class, request a pass from the detaining teacher.

### **Absence Admit Slip**

An absence admit slip (excused or unexcused) will be issued by the high school office after an absence or tardy and is required for admittance to class.

### **Out-of-Building Pass**

This pass is issued to the student from the high school office. It is issued to students leaving the building during school hours for special appointments (i.e. medical or dental appointments, illness, court appearance, driver's exams, etc.) Students and parents are encouraged to transact personal business at times other than the normal school day. During school hours, students must sign out when leaving and sign back in when returning to school. Students are not to leave before receiving this pass from the office. Anyone leaving the building without receiving this pass is subject to disciplinary action.

Routine errands and incidental personal business should also be conducted before or after school. While parents have the right to excuse their children from school, it is the school's discretion on whether or not to accept those excuses.

## **CLOSED CAMPUS**

The Wrenshall School operates as a K-12 closed campus. Grades 7-12 students will remain inside the building and on school grounds from the time of arrival at school in the morning until the close of school in the afternoon.

Students must have permission from the office to go to their cars during the school day. Anyone caught outside the building without permission (even in the parking lot) may be subject to disciplinary consequences.

Students leaving the school building without receiving permission from the office will be unexcused and may face consequences for violating the district's closed campus policy. Furthermore, parents/guardians cannot excuse these absences after the fact.

Students should be responsible and bring all items they will need for school, practice, games, contests, events, etc. to school on time. Students should not be leaving school early (For any amount of time) to retrieve items, get food, etc. These absences violate the school's closed campus policy and are not allowed by the school nor will they be approved as excused absences. While parents have the right to excuse their children from school, it is the school's discretion on whether or not to accept those excuses. Students that willfully break the school's closed campus policy, even with parent approval, may be subject to ineligibility in the upcoming game, contest, or event and may face other disciplinary measures.

## **LOCKERS AND LOCKS**

Students will be assigned a locker on the first day of school. Students are not to change lockers without approval. If the need to change lockers exists, students are expected to make the request with the admin or the main office. Students are expected to keep their lockers locked at all times as they are responsible for anything in the locker they were assigned. Locker combinations are to be given to the office. The school will sometimes sell locks for students to use.

## **LOCKER CONTENT / SECURITY**

It is suggested that students not keep valuable items or large sums of money in their locker. Students do have the opportunity to store valuables or money in the main office if they wish. The school is not responsible for any theft.

## **LOCKER DECORATIONS**

Many students choose to decorate the inside of their lockers. Pictures, posters, or other decorations should reflect the same expectations as the student dress policy. The student should refrain from posting items or photos advertising alcohol, drugs, or tobacco. Furthermore, students should also refrain from posting items or photos that are sexually suggestive, or contain inappropriate language. Physically revealing pictures or posters are also unacceptable. The student will have one opportunity to remove such items. Non-compliance or repeated behavior will lead to school officials taking action to remove the inappropriate material and possible disciplinary action.

Writing on the outside of lockers is not permitted and it will be the responsibility of the student who uses the locker to remove the graffiti.

## **LOCKER SEARCHES**

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

## **BACKPACKS**

Backpacks will **NOT** be allowed in the classrooms. They must be left in the student's locker, unless arrangements have been made with a teacher or administrator. If a backpack is brought to the classroom and there is a drug dog search, the bag must be left in the room.

## **BUS TRANSPORTATION**

All students are entitled to be emotionally and physically safe while being transported to and from school. Certain laws and regulations govern the operation of school buses. Minnesota Statute, section 123.7991 lists as one of seven concepts that: ***Transportation by school bus is a privilege, not a right.*** Safety on the buses is our prime consideration and thus riding privileges can be revoked. Cooperation and appropriate, safe behavior on the bus is expected of all students.

### **Bus Rider Policy**

1. The bus driver is in complete charge while on the bus
2. All riders shall remain seated when the bus is in motion and keep head, hands, arms, etc. inside the bus.
3. Scuffling, fighting, and obscene language are forbidden.
4. Bus riders will not litter the bus with food or other debris.
5. Damage to the bus other than regular usage will be paid for by the persons responsible.
6. Students must be at the designated loading site at the scheduled times.
7. Students must follow the recommended procedure when crossing the roadway.
8. Students must wait until the bus comes to a complete stop before stepping off the curb to board.
9. Students are to get on the bus at their designated stops and not get off before arriving at school.
10. Students going home may get off the bus at another designated destination only with a parent/guardian note initialed by one of the administration.
11. Because buses are loaded to capacity in the mornings, students will not be allowed to bring friends and/or guests on the buses. If you have an overnight guest on a school night, you are responsible for their transportation to school the next morning. Evening routes allow for prearranged guests because of after school activities.
12. Every bus rider must abide by these rules or jeopardize their right to ride the bus.
13. Bus drivers will report all misconduct to the Principal and parents/guardians will be notified of the misconduct.

## Consequences for Misbehavior on the Bus

### Kindergarten-6th grade

**First Offense:** The driver has given your student a verbal warning, and a bus incident report sent to parents. Your child could be assigned an alternate seat.

**Second Offense:** One-day bus suspension.

**Third Offense:** Three-day bus suspension; conference with student, parent, school, driver.

**Fourth Offense:** Five-day bus suspension.

**Fifth Offense:** Loss of bus riding privileges for the remainder of the school year.

### 7th -12th Grade

**First Offense:** The driver has given your student a verbal warning, and a bus incident report sent to parents. Your child could be assigned an alternate seat.

**Second Offense:** One to three-day bus suspension; conference with student, parent, school, driver.

**Third Offense:** Five to ten-day bus suspension.

**Fourth Offense:** Loss of bus riding privileges for the remainder of the school year

**\*The administration reserves the right to skip any of the above steps depending on the severity of the infraction/s. This will be handled at the discretion of school administration.**

#### Fan Bus

Students in high school will be taken to selected conference and district athletic contests for cost. The following rules will prevail:

1. Fan bus trips will be posted in the bulletins. Students must register and pay the transportation charge in advance of the event. Students may register in the main office during the school day.
2. Students riding a school bus to any school-sponsored event are reminded they are to ride the bus both ways. The only exception is if a parent or guardian has contacted the bus driver and wishes to take their son or daughter home. Students may not ride home with anyone but their parents or guardian.
3. All bus transportation rules/expectations will apply.

## **BREAKFAST/ LUNCH PROGRAM**

### Meal Prices for 2025-2026 School Year

Student First Breakfast with Milk Free

Student First Lunch with Milk Free

Ala Carte Milk \$ .55

Students are welcome to bring their own breakfast or lunch to eat during meal times.

Adult Breakfast \$ 2.40

Adult Lunch \$ 5.00

Second meals for students are charged the adult price.

Students must enter or scan their Personal Identification Number (PIN) to generate the reimbursement payment for district food service.

Families are encouraged to complete the federal education benefits application each year. Eligible students generate significant compensatory aid for the school district and may determine eligibility for grants, scholarships, internet assistance and more.

All lunches and beverages are to be consumed in the cafeteria. The only exception to this rule is high school students which are allowed to eat in the classroom/commons if they are participating in a club during lunch. The student is responsible for discarding unused food, wrappers, and containers, and for returning trays and utensils to the washing station.

The school hot lunch program provides balanced nutritional meals for students K-12. Menus are planned using Federal guidelines and standards.

Menus are posted in strategic areas of the building for the convenience of our students. In addition, the district/community news publication, *IMAGES*, provides lunch menus monthly.

Students are not permitted to order food from DoorDash, Uber Eats, or any other delivery service during the school day. This rule is in place to limit disruptions, maintain school safety, and ensure all students follow the same expectations. Food deliveries will be turned away, and students who violate this policy may face disciplinary action.

**\*In order to prevent food waste or shortages, it is the student's responsibility to sign up for a hot lunch at the beginning of their 1<sup>st</sup> hour class. If a student is late to school, it is their responsibility to check in with the main office and let them know whether they will be eating hot lunch. Anyone that doesn't register in a timely manner will be served last and it may result in them not getting what they wanted.**

If you have questions regarding your lunch account, please contact the administrative assistant in the district office at 384-4274 ext: 2006.

## **MORNING, NOON & OPEN GYM**

Expectations for student participation in noon and morning gym will be set by the monitoring supervisor. Students using the gym must wear appropriate gym shoes and respect the facilities and all equipment. There must also be an adult supervisor (Approved by the school) present during any open gym.

The school may provide basketballs. Students are not allowed to remove any school equipment from the gym unless checked out by a coach, supervisor, or the Principal.

### MAIN ENTRY / MAIN LOBBY / COMMONS

Students are asked to refrain from gathering on the sidewalk and/or stairway outside the main entry. In addition, the lobby areas should not be congested prior to morning classes or during noon hour. Alternative gathering sites may include the gym lobby, commons, or appropriate hallways. Student cooperation in this effort will be greatly appreciated.

Students are prohibited from opening doors coming into the school for any students, staff, or guests (even if they know them) during the school day. All people entering the building after the school is in lockdown (Approximately at 8:20 a.m.) must be buzzed in by office staff. Students that are in violation of this may face consequences. Please keep in mind this rule is in place to protect the safety of all students and staff.

The student commons in the high school music wing has been designated as a quiet area. Students are encouraged to use this area for reading, study, and casual socialization when the time is appropriate and when permission has been given.

### (STUDENT)TEACHING ASSISTANTS

Students may opt to serve as teaching assistants each semester. Teaching assistants must be responsible students who will report to the teacher or staff member promptly during the class time assigned. To be considered for a TA position, students must have at least a 2.5 GPA. Students will receive a pass/fail grade from the assigned teacher. Students may earn a **maximum of 4 credits** for being assigned a teacher assistant during their four years of high school.

### STUDENT DRIVING/ PARKING LOT

Student drivers are allowed to park in the main lot as far back as possible. The spaces towards the front are reserved for staff and visitors only. All students must have a parking permit and a parking form on file every year to park in our school lots. Students are to comply with the parking pattern established by painted lines in the lot. Repeat offenses may result in the inability to park on school grounds or possibly even lead to the vehicle being towed at the owner's expense.

The parking lot is off limits to students as a gathering place during school hours and over the noon hour. If you break the closed campus rule and leave campus in your vehicle without permission you may lose the right to park in the school parking lot.

If you park in any school parking lot, or on school property, your vehicle may be exposed to the drug dog that visits the school periodically.

**All student drivers are required to fill out the Wrenshall Student parking pass. (Located in the back of the handbook. This should be read and signed by both student and parent/guardian.** Students who choose to drive to school are expected to drive with caution in the area of the School Zone. This is obviously in consideration for the safety of all in a busy traffic/pedestrian area.

Consequences for not complying with this request may include detention, suspension, parent conferences, losing the ability to park in the school parking lot, and/or referral to local law enforcement.

1. All drivers should operate their vehicles with caution in the School Zone.
2. Students may not drive vehicles while on school-sponsored trips or to or from vocational or paired/shared classes without the prior approval of the school administration.

3. Students are not to sit in, visit at, drive, or ride in motor vehicles during the school day (includes noon hour).
4. Student parking is provided in the lot across the street from the school's main entry. **The first two rows of parking spaces closest to the school are reserved for school staff and visitors only.**

Other directives/changes regarding student parking may be communicated during the school year based on need.

### **BEVERAGE POLICY**

There are beverage machines where water may be purchased during the school day. After school other varieties may be purchased. Students are responsible for monitoring litter and spills. A beverage violation occurs when a container is not disposed of properly or a spill is not cleaned up. Consuming a beverage in a computer lab will automatically become a beverage violation. When three or more violations occur in a day, the beverage machines will be turned off the following day. All beverage violations should be reported to the Principal.

### **CHANGE**

Change will **not** be available in either the main office, the district office, or the business manager's office. Checks will also not be cashed. Students who use the pop machines should come to school with proper change.

### **TELEPHONES AND MESSAGES**

The office telephone is a business phone and will be used by students **only when necessary as determined by main office personnel**. Students will be called from class to receive **emergency messages only**. A common goal of teachers and parents is to develop in each child a sense of responsibility. We discourage and will limit calls home for items students have forgotten unless it is deemed essential by the child's teacher. Office phone use should be limited to matters affecting health and safety.

Parents/guardians are asked to leave messages and not text students during school hours and not request students be pulled from class **except in the case of an emergency**.

### **CELL PHONES & COMMUNICATION DEVICE AWAY FOR THE DAY**

Wrenshall School recognizes the importance of communication and collaboration, and provides chromebooks for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, we will enforce the following.

- Cell phones and all mobile devices will be **TURNED OFF** before the first bell rings and stored in cell phone lock boxes until the end of the day.
- Smart watches can be worn but only used to check the time.
- Earbuds should not be worn during a teachers lesson.
- Cell phones and all mobile devices are not allowed to be used in a classroom,

library, common areas, outdoors or in restrooms.

- Cell phones and all mobile devices can be turned back on at the end of school day.
- Cell phones and all mobile devices are not allowed to be used during transition times or between classes
- Picture phones are prohibited in locker rooms in compliance with MSHSL rules.
- Students bringing communication devices to school should recognize the risk of theft. The school is not responsible for stolen property.
- If a student needs to make an emergency call during the school day they are to go to the office.,

#### **CONSEQUENCES:**

- First Offense-Student's phone will be confiscated and the device will be placed in the cell phone lock box. The student will receive an automatic after school detention.
- Second Offense-The device will remain in the student lock box located in the main office until the end of the day. Student will receive an automatic after school detention. Admin will call parents/guardians to notify and remind them of the policy.
- Third Offense -Parent/guardian will be called to pick up the student's phone. The student will receive I.S.S. If the student still refuses to give up the phone in the ISS room, the student will be sent home.
- It should be noted that refusal to surrender a cell phone or other electronic device not authorized to use when directed to do so by a school staff member, teacher or administrator is a violation of our school's Code of Conduct. Insubordinate behavior will lead to detention, suspension or exclusion from school events.

#### **AUDIO/VIDEO DEVICES**

Students may operate iPods, MP3 players, radios, tape players, CD players, and any similar devices only with headphones and only in the following circumstances: on the bus to and from school; in school prior to the start of classes in the morning, and after school. Violations of the aforementioned policy will result in the same consequences as cell phone violations (See "Communication Devices" ) Classroom teachers reserve the right to follow their own classroom policies regarding device usage. Students bringing audio/video devices to school should recognize the risk of theft. The school is not responsible for stolen property.

### **TEXTBOOKS, LIBRARY BOOKS, LUNCH ACCT. FINES/BILLS, NEGATIVE ACCOUNT BALANCES**

Wrenshall students are provided with textbooks, reference books, workbooks, and a wide selection of library books. These should be treated with care to assure the future availability to other students. Students and parents are responsible for the care of the books issued to them and will be expected to pay fines up to the cost of replacement for lost or damaged books. Costs of new textbooks range from \$30 to over \$100 (An effort will be made to purchase used replacement texts). Students that lose textbooks may be required to pay replacement costs or their parents may be required to pay replacement costs before another text is issued. Students that lose library books may be required to replace the missing books or their parents may be required to replace the missing books before they are allowed to take out additional library books.

### **VALUABLES**

Students are encouraged to leave valuables and large sums of money at home. Student lockers and locker rooms are unfortunately not the most secure places in a building with so many people. Please consult with office staff if you wish to have items placed in safe keeping for the day.

### **THEFTS**

All thefts should be reported to school staff or administration immediately. **The school cannot and will not assume responsibility for theft of personal property.**

### **PUBLIC DISPLAYS OF AFFECTION**

Inappropriate displays of affection such as kissing, embracing, sitting on laps etc. are not acceptable in or around the school. Such behaviors may result in consequences deemed appropriate by the Principal. **It is expected that students and faculty will share in establishing an environment that encourages desirable school friendships.**

### **SCHOOL CLOSING & EMERGENCY ANNOUNCEMENTS**

Emergency school closings and information on late starts will be announced through our Instant Alert telephone system and on our school website at [isd100.net](http://isd100.net) **No announcement means school is in session. Please have updated telephone numbers or emails listed in Infinite Campus to receive these messages.**

**Parents/guardians should arrange for and thoroughly discuss with their child what should be done if they are transported home early due to an emergency.** In addition, the school strongly encourages parents/guardians to have emergency transportation plans on file for each child.

### **CHANGE OF ADDRESS**

Changes of address, telephone number, or emergency information during the school year should be reported to the main office as soon as possible so that emergency forms and instant alert information can be updated.

## **FIRE/TORNADO/LOCKDOWN DRILLS**

Fire, tornado, and lockdown drills at regular intervals are required by law and are an important safety precaution to help ensure the safety of our students. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route or goes to their assigned spots as quickly and orderly as possible. The teacher in each classroom will give students proper instructions on how to carry out the drill. Students misbehaving or disrupting these drills will be subject to disciplinary consequences. The district will perform 5 fire drills, 5 lockdown drills, 1 tornado drill throughout the school year.

## **LOST AND FOUND**

Many of our students possess the same brand and/or color of jackets, snow pants, boots, backpacks, athletic gear, balls, etc. Labeling of personal items will minimize confusion in locating owners of lost items. Please label your child's possessions.

Items that have been turned in as lost will be kept in the lost and found which is located at the bottom of the elementary staircase next to the cafeteria. Each year numerous items from lost and found are unclaimed. Items left in lost and found for three weeks will be given to a local charity due to the lack of storage space. Students should check in the main office to recover lost textbooks or items of value.

## **VISITORS**

Any persons other than Wrenshall High School students, staff, or school board personnel, are regarded as visitors and must report to the main office for clearance before going anywhere in the building or on school grounds. This request is for the safety of our students.

If a parent arrives to pick up a student, he or she should report to the office and one of the office staff will go to the classroom to get the child. Parents should not go directly to the classroom.

No student guests will be allowed due to security and liability issues.

## **PETS**

If you would like to share a family pet with the class, please contact the teacher in advance to arrange for the visit. Once you arrive at school with the pet, be sure to have control over it at all times. A large group of excited children can cause some unusual reactions in pets. We generally ask parents/guardians to return the pet home with them on the same trip. Any extended stay for the pet should be pre-arranged with the classroom teacher.

**Unless the pet is part of a show and tell or a medical necessity, there should be no pets brought into the building or onto school grounds to protect the safety of our staff and students.** Parents bringing pets are not to go directly to the classroom and are still required to first check in to the main office.

## **SUGGESTED SCHOOL SUPPLIES**

Notebooks, folders, pencils for your 7 classes and a lock for your locker. Tennis shoes for outdoor or indoor gym class. Your backpack must be kept in your locker during the day.

## **COMPUTER USE / INTERNET**

Wrenshall students are provided the opportunity to access the Internet for educational research and information. Electronic information research skills are now fundamental and vital to the education of citizens, the work force, and for higher education. Unless parents/guardians specifically request their child not to have Internet access (See Denial of Access Form), the school district will allow student access to the Internet.

The Computer and Internet Acceptable Use Policy establishes the policies and guidelines for acceptable, responsible, and safe use of the Wrenshall School District's technology resources. Violation of the policy, or any other inappropriate use of the system, may result in computer and/or Internet privileges being revoked. In addition, disciplinary action, and/or legal action may be taken.

### **COMPUTER AND INTERNET ACCEPTABLE USE POLICY PURPOSE**

The intent of this policy is to establish policies and guidelines for acceptable and safe use of the Wrenshall School District technology resources by students, staff, and any other users. Technology resources include all data, video, and telecommunication equipment and systems, including but not limited to computers, networks, Internet resources, printers, scanners, cameras, projectors, and telephones. This policy complies with guidelines of the Children's Internet Protection Act (CIPA) and other applicable federal and state regulations including FERPA-Family Education Rights and Privacy Act.

### **GENERAL STATEMENT OF POLICY**

Electronic information research skills are now fundamental and vital to the education of citizens, the work force, and for higher education. Access to the Internet enables students and employees to explore thousands of libraries, databases, and other information resources around the world. The school district expects that teachers will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its proper use. Unless parents/guardians specifically request their child not to have Internet access, the school district will allow student access to the Internet.

### **RESPONSIBLE & ETHICAL USE**

#### **A. Expectations and Responsibilities**

1. Use of school district Internet access is limited to educational purposes such as research, class assignments, instruction, collaborative educational projects, and professional development.
2. Users will protect their individual accounts by keeping passwords secure, not using another person's account, and reporting any computer account or security problems to a teacher, technology staff, administrator, supervisor, or other appropriate authority.
3. Users will respect the legal protection provided by copyright, trademark, and licenses.
4. All users will use school district services and facilities in a manner that does not interfere with or disrupt other network users, services, or equipment.
5. Users storing data and information on district diskettes, hard drives, or servers do so at their own risk. The district will not be responsible for any loss of data, assignments, or projects.
6. The school district is not responsible for unauthorized financial obligations resulting from staff or student users of the district's Internet access accounts.
7. Users will be polite, appropriate, and adhere to all generally accepted standards of courtesy and etiquette.
8. If a user inadvertently accesses unacceptable material or an unacceptable Internet

site, the user should immediately notify the most immediate teacher, supervisor, tech director, or administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

9. The School district does not support personal equipment. Users will not install any personal equipment or software on any district owned device or systems.

## **B. Unacceptable Uses and Restrictions**

1. Users will not access, review, upload, download, store, print, post, receive, transmit, or distribute:
  - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
  - b. materials with obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or could cause damage, danger, or disruption to the educational process; or
  - d. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or may constitute harassment or discrimination.
2. Users will not post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to addresses, telephone numbers, access codes, passwords, labeled photographs, any information that would make the individual's identity easily traceable, and any unauthorized disclosure, use, or dissemination of personal information regarding minors.
  - a. This includes, but is not limited to, any use or accessing of online social networking sites or social chat sites.
3. Users will not attempt to gain unauthorized access to the school district systems or any other system ("hacking") through the school district system.
4. Users will not knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, harass another person, or engage in personal attacks, including prejudicial or discriminatory attacks.
5. Users will not attempt to login through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user.
6. Users will not violate copyright laws or usage licensing agreements, or otherwise use another person's intellectual property without the person's prior approval or proper citation. This includes the downloading, copying, or exchanging of pirated Software or music to or from any School computer, and plagiarizing works found on the Internet.
7. Users will not vandalize, damage, disable, or physically abuse the property of the school district, another person, or organization.
8. Users will not access or attempt to gain access to unauthorized information or another person's materials, information, or files without the direct permission of that person.

9. Users will not knowingly waste school district technology resources and supplies including the printing of any information or images that are not for assigned School projects or purposes.
  10. Users will not purposefully interfere or disrupt school district technology equipment, software, or systems, which includes but is not limited to:
    - a. deliberately crashing machine(s);
    - b. spreading computer viruses, worms, or other malicious software (malware);
    - c. unauthorized security probing or evaluation activities;
    - d. wide-scale distribution of messages to forums or mailing lists unrelated to current classroom or school district topics.
  11. Users will not engage in any illegal act or violate any local, state, or federal statutes.
  12. Users will not use school district Internet access or accounts for unauthorized commercial use and/or financial gain unrelated to the mission of the School district.
- C. **Vandalism and harassment will not be tolerated.** Any instances of vandalism or harassment will result in the consequences listed in this policy or the Wrenshall Student Handbook.

*Vandalism* is defined as any intentional attempt to harm, modify, or destroy data of another user, Internet, school district, or other networks that are connected to the school district network. This includes, but is not limited to, the uploading or creating of computer viruses.

*Harassment* is defined as the persistent unwanted annoyance of another user, or the interference in any way of another user's work.

## STUDENT EMAIL

- A. The school district provides student email accounts for educational purposes only. Provided email is limited in scope depending on student grade level.
  - Grades PK-6 can only send or receive emails from teachers and staff.
  - Grades 7-9 will receive district email addresses only. These students will not be able to email persons outside of the district, including parents/guardians.
  - Grades 10-12 will receive fully functioning email addresses. These students will be able to email persons inside and outside of the district, including parents/guardians.
- B. Student email communications are intended for educational purposes only. All email accounts belong to the school district and students are granted access at the sole discretion of the school district staff. All email communications are subject to monitoring for acceptable use.
- C. Students shall use their district provided email account for educational purposes only.

Students should not use this account for personal uses including, but not limited to, private social networking, online dating, blogging, etc.

- D. Students are *not* allowed to access their personal email accounts from school computers.

### **LEARNING MANAGEMENT SYSTEM**

The school district utilizes a Learning Management System (LMS) to facilitate student collaboration and create a 21st century learning environment (Not all teachers use it). Students will be able to receive and turn in some assignments through the LMS. Parents may be able to access student work online by requesting a user account for Infinite Campus through the district Technology Director. Persons not listed in the student's official school file as parents or guardians will not be granted access.

### **CONSEQUENCES**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences:

- Suspension or cancellation of computer use or access privileges;
- payment for damages and repairs;
- discipline under other appropriate school district policies, including Suspension;
- suspension or termination of employment; or
- civil or criminal liability under other applicable laws.

### **FILTERING**

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

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

*Harmful to minors* means any picture, image, graphic image file, or other visual depiction that:

- a) taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex, and/or other private bodily functions;
  - b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated, normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - c) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
4. The district is obligated to monitor and/or review filtering activities.
5. The district implements several methods to help protect the network from harmful viruses and reduce the amount of spam email (email filter, firewalls etc.) A privacy disclaimer is attached to all outgoing email messages. All of these methods address the need to keep our system

operational and protect the district from lawsuits.

#### **LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system and individual computers.
- B. Routine maintenance and monitoring of the School district's computer system may lead to a discovery that a user has violated a policy or the law.
- C. The technology network and equipment is owned and operated by the school district for the express use of staff and students in education-related activities. The district retains the right to monitor activity of users.
- D. An individual investigation or search may be conducted if the school authorities have reasonable suspicion that the search will uncover a violation of law or school district policy. In addition, data and other materials in files maintained on the school district systems may be subject to review, disclosure, or discovery under state and federal law.
- E. Parents have the right to request to review the contents of their child's files. Parents have the right to request the termination of their child's computer access at any time.
- F. The school district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies.
- G. The school district will cooperate fully with any legal requirements of any Federal Freedom of Information Act request, Family Educational Rights and Privacy Act (FERPA) request or Minnesota Data Practices Act request.

#### **LIMITATION ON SCHOOL DISTRICT LIABILITY**

Wrenshall School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. District networks are private networks used as an education tool by employees and students. District computer networks are monitored electronically. Use of the school district computer system is at the user's own risk. The system is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer, including but not limited to: loss, damage, or unavailability of data stored on the district's diskettes, tapes, hard drives, mailboxes, or servers. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district computer system. The district does not promise that any particular level or method of access will be given or continued and retains the authority to qualify, limit, or terminate any or all technology, telecommunication systems, Internet, or computer use.

#### **INTERNET USE AGREEMENT**

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

- B. The school district will assume children have permission to use the Internet unless a signed Denial of Access Form (attached) is returned to the school. The form must be filed in the school office.
- C. If the Denial of Access form is not signed and returned, acceptance of all terms and conditions in this policy is implied.

**Wrenshall Public Schools  
DENIAL OF ACCESS FORM**

Please complete, sign, and return this form only if you **DO NOT** want your child/children to have access to the Internet.

Dear Parents or Guardians:

Access to the Internet has become a standard teaching tool that enables students to explore thousands of libraries, databases, and other resources around the world. The school district expects that teachers will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. The Wrenshall Public Schools will assume your child has your permission to use the Internet unless this form is returned to the School's main office.

The School district has taken precautions to attempt to limit access to inappropriate or offensive materials with educational filters. However with changing web addresses and site titles, it is impossible for the district to restrict access to all inappropriate or offensive materials at all times, If you or your child finds a site that is inappropriate or offensive to you, please report the site address to your child's teacher, the library media specialist, technology coordinator, or Principal.

Teachers and staff will use this document to monitor the parent's requests. Please be aware, however, that the Internet is used extensively for research including access to district purchased databases. If you return this form, your child/children's use of technology resources will be limited to word processing, specific computer applications, and other non-electronic resources.

I, \_\_\_\_\_ (print name), do not want my child/children to have access to the Internet.

Please list the children you do not wish to have access to the Internet, along with their grade. Return this form to the school's main office.

Children's Name (s) Grade

\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

This restriction will remain in effect until the parent/guardian requests a release of access denial for their child/children in writing to the building Principal.

## **WRENSHALL SCHOOL DISTRICT POLICIES STUDENTS NEED TO KNOW**

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

**501 School Weapons Policy**-It is the policy of the Wrenshall School district to maintain a positive, safe learning and working environment.

**502 Search of Student lockers, Desks, Possessions and Person**-The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

**503 Student Attendance**-It is the responsibility of the Wrenshall School district to the community that all school members will work to challenge and support students in the pursuit of their highest levels of academic and personal achievement. Recognizing the strong relationship between regular attendance for each class and high academic achievement, the District will establish a clear attendance system. Such a system will promote this relationship and hold students accountable for regular attendance. It is essential that Wrenshall School students and their families take responsibility for knowing and following the Attendance Policy.

**504 Student Dress and Appearance**-The Wrenshall School District respects students' rights to express themselves in the way they dress and expects students to respect the school community and fellow students by dressing appropriately for a K-12 learning environment.

**505 Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees**-The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

**506 Student Discipline**- The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

**507 Corporal Punishment**-The purpose of this policy is to describe limitations on corporal punishment of students.

**508 Extended School Year for Certain Students With Individualized Education Programs**-The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

**509 Enrollment of Nonresident Students**-The school district desires to participate in the Enrollment Options Program established by Minnesota Statutes section 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

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

511 Student Fundraising-The purpose of this policy is to address student fundraising efforts.

512 School-Sponsored Student Publications and Activities-The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

513 Student Promotion, Retention, and Program Design-The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design.

514 Bullying Prohibition Policy-

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

515 Protection and Privacy of Pupil Records-The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

516 - Student Medication-The purpose of this policy is to set forth the provisions that must be followed when administering non emergency prescription medication to students at school.

517 Student Recruiting-The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

518 DNR - DNI Orders-The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

519 Interviews of Students by Outside Agencies-There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

520 Student Surveys–Occasionally, the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

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

522 Student Sex Nondiscrimination and Form–The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

523 Policies Incorporated by Reference–Certain policies as contained in the school district’s policies are applicable to students as well as to employees. To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies (see form)

524 – Internet Acceptable Use and Safety–The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

524 Form – Internet Use and Safety

525 Violence Prevention (Applicable to Students and Staff)–The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior. The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision.

526 – Hazing Prohibition.pdf–The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

527 Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches–The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

528 Student, Parental, Family, and Marital Status Nondiscrimination–Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

529 Staff Notification of Violent Behavior by Students–In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student. The purpose of this policy is to address

the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

530 Immunization Requirements–The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

531 The Pledge of Allegiance–The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

532 Use of Peace Officers and Crisis Teams to Remove Students with IEPs From School Grounds–The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

533 Wellness.pdf–The purpose of this policy is to assure a school environment that promotes and protects students’ health, well-being and ability to learn by supporting healthy eating, physical activity. The Wrenshall School District is committed to enhancing the development of lifelong wellness practices through active partnership with parents and community.

534 School Meals Policy–The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

**SUICIDE PREVENTION INFORMATION**

Minnesotan's have access, 24/7, via call, text or chat to the 988 Suicide & Crisis Lifeline! Simply dial 988 to call, text directly to 988, or scan in the QR code in the image below to connect with chat.



CALL OR  
TEXT TO  
**988**

CHAT WITH US



## Wrenshall Student Parking 25-26

In an effort to increase safety measures all students who utilize the school parking lot are required to keep a parking form on file.

Please read over the student handbook rules as listed below.

Students who choose to drive to school are expected to drive with caution in the area of the School Zone. This is obviously in consideration for the safety of all in a busy traffic/pedestrian area. Consequences for not complying with this request may include detention, suspension, parent conferences, losing the ability to park in the school parking lot, and/or referral to local law enforcement.

1. All drivers should operate their vehicles with caution in the School Zone.
2. Vehicles **cannot display vulgar language, confederate flags or any symbols, pictures or words that represent hate or discrimination.**
3. Students may not drive vehicles while on school-sponsored trips or to or from vocational or paired/shared classes without the prior approval of the school administration.
4. Students **are not allowed to leave during lunch** as we are a closed campus.
5. Students are not to sit in, visit at, drive, or ride in motor vehicles during the school day (includes noon hour).
6. The parking lot is off limits to students as a gathering place during school hours and over the noon hour. If you break the closed campus rule and leave campus in your vehicle without permission you may lose the right to park in the school parking lot.
7. If you park in any school parking lot, or on school property, your vehicle may be exposed to the drug dog that visits the school periodically.
8. During school hours all students will park in the farthest open spots in the back of the main parking lot entering and exiting out the **main door only.**
9. **You will receive a parking pass (please keep it visible during school hours) after your slip is signed and turned in.**

Other directives/changes regarding student parking may be communicated during the school year based on need.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

License Plate Number \_\_\_\_\_ Car Make/Model \_\_\_\_\_

**I have read and understand the Student Parking Policy and will follow all expectations listed.**

Signed Student \_\_\_\_\_

Signed Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

## **PARENT CONCERNS AND QUESTIONS PROTOCOL**

If you have a concern or question, please contact the appropriate staff member. We want to work with you to provide the best experience for your child. We do ask that you follow the chain of command in our school.

### **Here is a list of the steps to follow in order:**

1. Talk to the staff member directly involved (bus driver, teacher, paraprofessional, coach, etc.)
2. If not resolved, contact the Principal
3. If not resolved, contact the Superintendent
4. If not resolved, contact the School Board

We do understand there are some issues that require you to go directly to a supervisor. We will be glad to assist you in those situations.

When contacting School board members remember they are elected to represent the interest of all parents and district residents, and you should always feel free to tell them your point of view. School board members do not, however, have direct authority in day-to-day school operations. All authority is the result of official actions by a majority of the board at meetings open to the public. The board's primary responsibility is to make policies that guide the school district.

When should board members be contacted and what can they do? Contact a board member after other means to solve a problem have been attempted. A board member may take one or all of the following actions: informally discuss the issue with the superintendent, request that the board review the specific policies that relate to the situation, or propose new policies for the board's consideration. It is the intention of all school staff and School Board members of the Byron School District to listen to and resolve issues of concern as quickly and effectively as possible.

### **Wrenshall School Board Members** **wschoolboard@isd100.org**

<b>Mary Carlson</b>	<b>Board Chair</b>
<b>Eric Ankrum</b>	<b>Vice Chair</b>
<b>Ben Johnson</b>	<b>Board Treasurer</b>
<b>Erin Riley</b>	<b>Board Clerk</b>
<b>Ashley Laveau</b>	<b>Member</b>
<b>John Beck</b>	<b>Member</b>



WRENSHALL ELEMENTARY  
STUDENT AND FAMILY HANDBOOK

25-26



207 PIONEER DRIVE WRENSHALL, MN 55797

218-384-4274

FAX: 218-384-4293

MISSION~A SMALL SCHOOL WHERE WE CULTIVATE BIG FUTURES.

VISION~CELEBRATING AND INVESTING IN EACH STUDENT TO LAY THE FOUNDATION FOR LIMITLESS OPPORTUNITIES.

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### **INTRODUCTION**

Thank you for being a part of our school community. The Wrenshall High School Handbook is intended to inform students and families of the general expectations, policies, and procedures of our school. To help you be successful, this handbook containing an explanation of high school expectations and policies has been prepared for your reference. It is important that you become familiar with the procedures and policies that govern the school. All students are required to abide by the Rights and Responsibilities Handbook. Some rules are condensed in this handbook; however, complete policies are available on the district website. The student handbook can also be found on the homepage of the school website ([isd100.net](http://isd100.net))

Have a safe and successful school year!

Wrenshall School Staff, Administration and School Board

# Staff Directory

<p><b><u>Superintendent</u></b>          Dr. Frank Schill Ext. 2003  <a href="mailto:fschill@isd100.org">fschill@isd100.org</a></p>	<p><b><u>K-12 Principal</u></b>          Michelle Blanchard Ext. 2101  <a href="mailto:mblanchard@isd100.org">mblanchard@isd100.org</a></p>
<p><b><u>School Guidance Counselor</u></b>          Erik Holter ext  <a href="mailto:eholter@isd100.org">eholter@isd100.org</a></p>	<p><b><u>Family School Worker</u></b>          Riley Rourke Ext.3301  <a href="mailto:rrourke@isd100.org">rrourke@isd100.org</a></p>
<p><b><u>Main Office Manager</u></b>          Josie Hlava Ext. 2000  <a href="mailto:jhalava@isd100.org">jhalava@isd100.org</a></p>	<p><b><u>Student Records/MARRS</u></b>          Trish Swanson Ext.2002  <a href="mailto:tswanson@isd100.org">tswanson@isd100.org</a></p>
<p><b><u>District Office Clerk</u></b>          Rosy Bradley Ext. 2006  <a href="mailto:rbradley@isd100.org">rbradley@isd100.org</a></p>	<p><b><u>Business Manager</u></b>          Beth Peterson Ext. 2001  <a href="mailto:bpeterson@isd100.org">bpeterson@isd100.org</a></p>
<p><b><u>School Nurse</u></b>          Danielle Arneson Ext.2005  <a href="mailto:darneson@isd100.org">darneson@isd100.org</a></p>	<p><b><u>Images Newspaper</u></b>          Erin Riley  <a href="mailto:images@isd100.org">images@isd100.org</a></p>
<p><b><u>American Indian Liaison</u></b>  <u>Kevin Kot</u>  <a href="mailto:kkot@isd100.org">kkot@isd100.org</a></p>	<p><b><u>Community Ed Coordinator</u></b>  <u>Katie Beck</u>  <a href="mailto:kbeck@isd100.org">kbeck@isd100.org</a></p>

<b>Teachers</b>	<b>Grade</b>	<b>Email</b>
Jillian Engstrom Brula Shirley Vanguilder	Early Childhood Teacher Teacher Aide	<a href="mailto:jengstrombrula@isd100.org">jengstrombrula@isd100.org</a> <a href="mailto:svanguilder@isd100.org">svanguilder@isd100.org</a>
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Kenny Mattinen	Sixth Grade	<a href="mailto:kmattinen@isd100.org">kmattinen@isd100.org</a>
Molly Kidd	Art Elementary Specialist	<a href="mailto:mkidd@isd100.org">mkidd@isd100.org</a>
Laura Lembke	Phy Ed. Elementary Specialist	<a href="mailto:jbartczak@isd100.org">jbartczak@isd100.org</a>
Deb Fenlason	Elementary Music/Band	<a href="mailto:trahkola@isd100.org">trahkola@isd100.org</a>
Chloe Swanson	Library/ Elementary Specialist	<a href="mailto:cswanson@isd100.org">cswanson@isd100.org</a>
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Kelli Perrault	Paraprofessional/Title 1	<a href="mailto:kperrault@isd100.org">kperrault@isd100.org</a>
Lauren Borg	Paraprofessional	<a href="mailto:lborg@isd100.org">lborg@isd100.org</a>
Sara Hietala	Paraprofessional	<a href="mailto:shiетtila@isd100.org">shiетtila@isd100.org</a>
Renee Duncan	Paraprofessional	<a href="mailto:rduncan@isd100.org">rduncan@isd100.org</a>
Renee House	Food Service Director/Head Cook	<a href="mailto:rhousel@isd100.org">rhousel@isd100.org</a>
Erin Riley	Images Newspaper	<a href="mailto:images@isd100.org">images@isd100.org</a>

## ***Letter from your Principal***

Dear Wrenshall Families,

It is my pleasure to welcome you to a new school year at Wrenshall School. We look forward to working together to ensure that every student has a rewarding and successful experience as a Wrenshall Wren.

At Wrenshall, we believe children learn best in an environment built on **mutual respect, safety, and partnership** between students, families, and staff. Together, we can create a school community where students experience the excitement of learning and grow both academically and socially.

As we begin this year, we continue to strengthen our **Wrens Strong Positive Behavior Intervention framework** in the elementary grades, which promotes a common language and clear expectations for all students centered around Respect, Effort and Belonging. We are also implementing **Restorative Practices**, which focus on repairing harm, resolving conflict, and building strong relationships within our school community. These efforts ensure that our students not only thrive academically but also feel supported and safe.

This **Parent/Student Handbook** is designed to be a helpful guide to your child's school experience. After reviewing it, I encourage you to stay engaged and actively involved in your child's education. Together, there is no limit to what our students can achieve.

Best wishes for a successful and rewarding school year!

In Partnership,

Principal Blanchard

## Part I: General Information



### ELEMENTARY ENTRANCE AGE

Students may enroll in school at Wrenshall Elementary provided they are at least five years old on September 1st for Kindergarten, or at least six years of age for first grade. Please contact the school for more details.

### Arrival and Dismissal Times

Buses arrive	8:00 - 8:15 a.m.
Breakfast served/cafeteria	8:00 - 8:20 a.m.
Classes begin	8:20 a.m.
Lunch and recess (2 Sections)	10:50 a.m-11:55 a.m..
Walkers dismissed	3:05 p.m.
Bus students dismissed	3:10 p.m.
Buses depart	3:20 p.m.

### ENTRANCE AND END OF THE DAY PROCEDURES

If your child does not ride the bus please time his or her arrival for no earlier than 8:00 a.m. Although teachers arrive earlier they are not supervising hallways or the playground. Their time is spent preparing for the day.

Classes begin at 8:30 a.m. and we ask that students **not** arrive earlier than 8:00 a.m. as supervision of students isn't provided until that time. Elementary students arriving prior to 8:00 a.m. may only do so if they are attending Wrens Club (Advanced scheduling is required).

The building is to be cleared by 3:15 p.m. each day, unless you have an appointment with a teacher or an after-school activity.

Elementary students are to proceed directly home or to the residence of after-school care following 3:08 dismissal. Elementary students are not to stay after school unless their parent/guardian has made arrangements with the child's teacher, Principal or the student is involved in extracurricular activities. **Any non-participants must be accompanied by parents. Notes must be sent if students are staying for an after school activity.**

Students that are released early to walk home are expected to leave school grounds when dismissed.

\*\*\*The school is not liable for injuries sustained on school grounds after 3:15 p.m. for any students that are not involved in extracurricular activities.

### **ELEMENTARY EARLY DEPARTURE OR ALTERNATE PICKUP**

#### **Changes to Student Dismissal**

Any change to your child's usual dismissal routine (e.g., another adult picking them up) **requires a note or call from a parent/guardian**. Please notify classroom teachers by **2:30 p.m.**

For safety:

- Parents/guardians picking up children early must **report to the main office**, not the classroom.
- Students will be sent to the office for release.
- Students may **not make their own plans during the day** to go somewhere other than home.

These procedures help prevent confusion, minimize classroom interruptions, and ensure your child's safety.

### **PARENT CONCERNS AND QUESTIONS**

If you have a concern or question, please contact the appropriate staff member. We want to work with you to provide the best experience for your child. We do ask that you follow the chain of command in our school. Here is a list of the steps to follow in order:

1. Talk to the staff member directly involved (bus driver, teacher, paraprofessional, coach, etc.)
2. If not resolved, contact the Principal
3. If not resolved, contact the Superintendent
4. If not resolved, contact the School Board

We do understand there are some issues that require you to go directly to a supervisor. We will be glad to assist you in those situations.

### **LIBRARY BOOKS**

Our media center contains study areas and a wide variety of literature for all students to access separated by grade level and interest level. Students that lose library books may be required to replace the missing books or their parents may be required to replace the missing books before they are allowed to take out additional library books.

### CHANGE OF ADDRESS

Changes of address, telephone number, or emergency information during the school year should be reported to the main office as soon as possible so that emergency forms and instant alert information can be updated.

### LOST AND FOUND

Many of our students possess the same brand and/or color of jackets, snow pants, boots, backpacks, athletic gear, balls, etc. Labeling of personal items will minimize confusion in locating owners of lost items. Please label your child's possessions.

Items that have been turned in as lost will be kept in the lost and found which is located at the bottom of the elementary staircase next to the cafeteria. Each year numerous items from lost and found are unclaimed. Items left in lost and found for three weeks will be given to a local charity due to the lack of storage space. Students should check in the main office to recover lost textbooks or items of value.

### BIRTHDAYS/SEASONAL PARTIES

If acceptable, classrooms acknowledge your child's birthdays and seasonal events throughout the year.

Treats for your child's birthday are traditional but not mandatory. All treats need to be store bought and in the original package. Each classroom will communicate more details.

Please be aware of Peanut free classrooms, avoid any treats with peanuts and nuts or anything processed in a plant with peanuts or nuts. In an attempt to respect the feelings of all students we request: Mail or text invites from home ( they will not be passed out in school.

### BRINGING ITEMS TO SCHOOL

Students should be reminded not to bring valuable or dangerous items to school. We cannot safeguard valuable items. Our students should not bring items from home unless approved by the teacher or Principal.

### PETS

If you would like to share a family pet with the class, please contact the teacher in advance to arrange for the visit. Once you arrive at school with the pet, be sure to have control over it at all times. A large group of excited children can cause some unusual reactions in pets. We generally ask parents/guardians to return the pet home with them on the same trip. Any extended stay for the pet should be pre-arranged with the classroom teacher.

### BUS TRANSPORTATION

All students are entitled to be emotionally and physically safe while being transported to and from school. Certain laws and regulations govern the operation of school buses. Minnesota Statute, section 123.7991 lists as one of seven concepts that: ***Transportation by school bus is a privilege, not a right.*** Safety on the buses is our prime consideration and thus riding privileges can be revoked. Cooperation and appropriate, safe behavior on the bus is expected of all students.

#### Bus Rider Policy

For everyone's safety, students are expected to follow bus rules at all times.

- The bus driver is in charge—follow directions promptly.
- Stay seated while the bus is moving; keep head, hands, and arms inside.
- No scuffling, fighting, or inappropriate language.
- Keep the bus clean—no littering or damaging property. (Students pay for damage they cause.)
- Be on time at your stop and follow safe procedures when crossing the road.
- Wait until the bus stops completely before boarding.
- Ride only from your assigned stop and get off only at school unless you have prior office approval.
- After-school guest riders must be prearranged; morning routes do not allow guests.
- Misconduct will be reported to the principal, and parents will be notified. Repeated violations may result in loss of bus privileges.

### **Consequences for Misbehavior on the Bus**

#### **Kindergarten through 6th grade**

**First Offense:** The driver has given your student a verbal warning, and a bus incident report will be sent home. Students may be moved to a different seat.

**Second Offense:** One-day bus suspension.

**Third Offense:** Three-day bus suspension; conference with student, parent, school, driver.

**Fourth Offense:** Five-day bus suspension.

**Fifth Offense:** Loss of bus riding privileges for the remainder of the school year.

**\*The administration reserves the right to skip any of the above steps depending on the severity of the infraction/s. This will be handled at the discretion of school administration.**

### **SCHOOL CALENDAR**

The school board adopts the school calendar annually.

Follow this Link: <https://www.isd100.net/>

### **COMMUNICATION**

We strive to be consistent with our families with communication. Our staff is required to initiate consistent communication with families via phone calls, notes, apps, school website, student achievement reports and conferences. The *Images* is now available to access in color online on our district website at [isd100.net](http://isd100.net)

### **CHILD NUTRITION SERVICES**

The purpose of the Wrenshall Food Program is to provide well-balanced meals at a reasonable cost. All meals and beverages are to be consumed in the cafeteria. Students are responsible for discarding unused food, wrappers, containers and returning trays and utensils to the washing station. All students can receive one breakfast and one lunch free daily. MDE Free School Meals Program FAQ <https://education.mn.gov/MDE/dse/FNS/SNP/free/>

### **EMPLOYMENT/VOLUNTEER BACKGROUND CHECKS**

We have opportunities for employment throughout the year please visit the school website. We welcome volunteers to support our classrooms during the school year. Background checks are required before employment or volunteering takes place.

### **VISITING SCHOOL**

Minnesota State law requires all visitors/volunteers to check into the school. During school hours visitors must check in with the main office and receive a visitors pass and sign out before they leave the building. If you need to pick up your child during the day, please check in with the office and the receptionist will **call your child down**.

### **FOOD IN THE CLASSROOM**

Students may bring in a healthy snack each day. Teachers allow time during the day for children to have a healthy snack. Snacks high in sugar/and or caffeine are discouraged. We recommend a snack from one of the food groups: Fruits, grain, vegetables, protein, dairy. Please see our Wellness Policy 533 at [isd100.net](http://isd100.net)

### **TECHNOLOGY**

#### **MEDIA CENTER**

Our Media Center is located on the first floor.

We offer both digital and print resources for our students.

Elementary students go to the library for book check out and for literacy instruction.

#### **COMPUTER AREA**

Please treat these areas with care. **Food and drink are prohibited in the computer rooms.** Any beverage consumed in a computer lab will result in a beverage violation. Responsible behavior in this area is expected. As the computer room is considered a classroom, all other classroom expectations apply.

#### **COMPUTER USE / INTERNET**

Wrenshall students are provided the opportunity to access the Internet for educational research and information. Electronic information research skills are now fundamental and vital to the education of citizens, the work force, and for higher education. Unless parents/guardians specifically request their child not to have Internet access (See Denial of Access Form), the school district will allow student access to the Internet.

The Computer and Internet Acceptable Use Policy establishes the policies and guidelines for acceptable, responsible, and safe use of the Wrenshall School District's technology resources. Violation of the policy, or any other inappropriate use of the system, may result in computer

and/or Internet privileges being revoked. In addition, disciplinary action, and/or legal action may be taken.

## **APPENDIX**

### **Computer and Internet Acceptable Use Policy**

#### **PURPOSE**

The intent of this policy is to establish policies and guidelines for acceptable and safe use of the Wrenshall School District technology resources by students, staff, and any other users. Technology resources include all data, video, and telecommunication equipment and systems, including but not limited to computers, networks, Internet resources, printers, scanners, cameras, projectors, and telephones. This policy complies with guidelines of the Children's Internet Protection Act (CIPA) and other applicable federal and state regulations including the FERPA-Family Education Rights and Privacy Act.

#### **GENERAL STATEMENT OF POLICY**

Electronic information research skills are now fundamental and vital to the education of citizens, the work force, and for higher education. Access to the Internet enables students and employees to explore thousands of libraries, databases, and other information resources around the world. The school district expects that teachers will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its proper use. Unless parents/guardians specifically request their child not to have Internet access, the school district will allow student access to the Internet.

#### **RESPONSIBLE & ETHICAL USE**

##### **A. Expectations and Responsibilities**

1. Use of school district Internet access is limited to educational purposes such as research, class assignments, instruction, collaborative educational projects, and professional development.
2. Users will protect their individual accounts by keeping passwords secure, not using another person's account, and reporting any computer account or security problems to a teacher, technology staff, administrator, supervisor, or other appropriate authority.
3. Users will respect the legal protection provided by copyright, trademark, and licenses.
4. All users will use school district services and facilities in a manner that does not interfere with or disrupt other network users, services, or equipment.
5. Users storing data and information on district diskettes, hard drives, or servers do so at their own risk. The district will not be responsible for any loss of data, assignments, or projects.
6. The school district is not responsible for unauthorized financial obligations resulting from staff or student users of the district's Internet access accounts.
7. Users will be polite, appropriate, and adhere to all generally accepted standards of

courtesy and etiquette.

8. If a user inadvertently accesses unacceptable material or an unacceptable Internet site, the user should immediately notify the most immediate teacher, supervisor, tech director, or administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.
9. The School district does not support personal equipment. Users will not install any personal equipment or software on any district- owned device or system.

## **B. Unacceptable Uses and Restrictions**

1. Users will not access, review, upload, download, store, print, post, receive, transmit, or distribute:
  - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
  - b. materials with obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or could cause damage, danger, or disruption to the educational process; or
  - d. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or may constitute harassment or discrimination.
2. Users will not post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to addresses, telephone numbers, access codes, passwords, labeled photographs, any information that would make the individual's identity easily traceable, and any unauthorized disclosure, use, or dissemination of personal information regarding minors.
  - a. This includes, but is not limited to, any use or accessing of online social networking sites or social chat sites.
3. Users will not attempt to gain unauthorized access to the school district systems or any other system ("hacking") through the school district system.
4. Users will not knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, harass another person, or engage in personal attacks, including prejudicial or discriminatory attacks.
5. Users will not attempt to login through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user.
6. Users will not violate copyright laws or usage licensing agreements, or otherwise use another person's intellectual property without the person's prior approval or proper citation. This includes the downloading, copying, or exchanging of pirated Software or music to or from any School computer, and plagiarizing works found on the Internet.

7. Users will not vandalize, damage, disable, or physically abuse the property of the school district, another person, or organization.
  8. Users will not access or attempt to gain access to unauthorized information or another person's materials, information, or files without the direct permission of that person.
  9. Users will not knowingly waste school district technology resources and supplies including the printing of any information or images that are not for assigned School projects or purposes.
  10. Users will not purposefully interfere or disrupt school district technology equipment, software, or systems, which includes but is not limited to:
    - a. deliberately crashing machine(s);
    - b. spreading computer viruses, worms, or other malicious software (malware);
    - c. unauthorized security probing or evaluation activities;
    - d. wide-scale distribution of messages to forums or mailing lists unrelated to current classroom or school district topics.
  11. Users will not engage in any illegal act or violate any local, state, or federal statutes.
  12. Users will not use school district Internet access or accounts for unauthorized commercial use and/or financial gain unrelated to the mission of the School district.
- C. **Vandalism and harassment will not be tolerated.** Any instances of vandalism or harassment will result in the consequences listed in this policy or the Wrenshall Student Handbook.

*Vandalism* is defined as any intentional attempt to harm, modify, or destroy data of another user, Internet, school district, or other networks that are connected to the school district network. This includes, but is not limited to, the uploading or creating of computer viruses.

*Harassment* is defined as the persistent unwanted annoyance of another user, or the interference in any way of another user's work.

## **STUDENT EMAIL**

- A. The school district provides student email accounts for educational purposes only. Provided email is limited in scope depending on student grade level.
  - Grades PK-6 can only send and receive emails from teachers and staff.
  - Grades 7-9 will receive district email addresses only. These students will not be able to email persons outside of the district, including parents/guardians.

- Grades 10-12 will receive fully functioning email addresses. These students will be able to email persons inside and outside of the district, including parents/guardians.
- B. Student email communications are intended for educational purposes only. All email accounts belong to the school district and students are granted access at the sole discretion of the school district staff. All email communications are subject to monitoring for acceptable use.
  - C. Students shall use their district provided email account for educational purposes only. Students should not use this account for personal uses including, but not limited to, private social networking, online dating, blogging, etc.
  - D. Students are *not* allowed to access their personal email accounts from school computers.

### **LEARNING MANAGEMENT SYSTEM**

The school district utilizes a Learning Management System (LMS) to facilitate student collaboration and create a 21st century learning environment (Not all teachers use it). Students will be able to receive and turn in some assignments through the LMS. Parents may be able to access student work online by requesting a user account for Infinite Campus through the district Technology Director. Persons not listed in the student's official school file as parents or guardians will not be granted access.

### **CONSEQUENCES**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences:

- Suspension or cancellation of computer use or access privileges;
- payment for damages and repairs;
- discipline under other appropriate school district policies, including Suspension;
- suspension or termination of employment; or
- civil or criminal liability under other applicable laws.

### **FILTERING**

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

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

*Harmful to minors* means any picture, image, graphic image file, or other visual depiction that:

- a) taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex, and/or other private bodily functions;
- b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated, normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

4. The district is obligated to monitor and/or review filtering activities.

5. The district implements several methods to help protect the network from harmful viruses and reduce the amount of spam email (email filter, firewalls etc.) A privacy disclaimer is attached to all outgoing email messages. All of these methods address the need to keep our system operational and protect the district from lawsuits.

#### **LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system and individual computers.
- B. Routine maintenance and monitoring of the School district’s computer system may lead to a discovery that a user has violated a policy or the law.
- C. The technology network and equipment is owned and operated by the school district for the express use of staff and students in education-related activities. The district retains the right to monitor activity of users.
- D. An individual investigation or search may be conducted if the school authorities have reasonable suspicion that the search will uncover a violation of law or school district policy. In addition, data and other materials in files maintained on the school district systems may be subject to review, disclosure, or discovery under state and federal law.
- E. Parents have the right to request to review the contents of their child’s files. Parents have the right to request the termination of their child’s computer access at any time.
- F. The school district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies.
- G. The school district will cooperate fully with any legal requirements of any Federal Freedom of Information Act request, Family Educational Rights and Privacy Act (FERPA) request or Minnesota Data Practices Act request.

#### **LIMITATION ON SCHOOL DISTRICT LIABILITY**

Wrenshall School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. District networks are private networks used as an education tool by employees and students. District computer networks are monitored electronically. Use of the school district computer system is at the user’s own risk. The system is provided on an “as is, as available” basis. The district will not be responsible for any damage users may suffer, including

but not limited to: loss, damage, or unavailability of data stored on the district's diskettes, tapes, hard drives, mailboxes, or servers. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district computer system. The district does not promise that any particular level or method of access will be given or continued and retains the authority to qualify, limit, or terminate any or all technology, telecommunication systems, Internet, or computer

#### **INTERNET USE AGREEMENT**

- A. The purpose of the Internet and the educational value to be gained from proper Internet use is the joint responsibility of students, parents, and employees of the district.
- B. The school district will assume children have permission to use the Internet unless a signed Denial of Access Form (attached) is returned to the school. The form must be filed in the school office.
- C. If the Denial of Access form is not signed and returned, acceptance of all terms and conditions in this policy is implied.

**Wrenshall Public Schools  
DENIAL OF ACCESS FORM**

Please complete, sign, and return this form only if you **DO NOT** want your child/children to have access to the Internet.

Dear Parents or Guardians:

Access to the Internet has become a standard teaching tool that enables students to explore thousands of libraries, databases, and other resources around the world. The school district expects that teachers will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. The Wrenshall Public Schools will assume your child has your permission to use the Internet unless this form is returned to the School's main office.

The School district has taken precautions to attempt to limit access to inappropriate or offensive materials with educational filters. However with changing web addresses and site titles, it is impossible for the district to restrict access to all inappropriate or offensive materials at all times, If you or your child finds a site that is inappropriate or offensive to you, please report the site address to your child's teacher, the library media specialist, technology coordinator, or Principal

Teachers and staff will use this document to monitor the parent's/guardian's requests. Please be aware, however, that the Internet is used extensively for research including access to district purchased databases. If you return this form, your child/children's use of technology resources will be limited to word processing, specific computer applications, and other non-electronic resources.

I, \_\_\_\_\_ (print name), do not want my child/children to have access to the Internet.

Please list the children you do not wish to have access to the Internet, along with their grade. Return this form to the school's main office.

Children's Names	Grade
------------------	-------

_____	
_____	
_____	
_____	
_____	

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**This restriction will remain in effect until the parent/guardian requests a release of access denial for their child/children in writing to the building Principal.**

### **ATHLETICS/ACTIVITIES**

- K-6 parent volunteer elementary basketball program
- Volleyball camp for elementary girls grades 3-6
- Grades K-6 Cheerleading
- Art Club
- Lego club
- Girl Scouts/Boys Scouts
- Father/Daughter Ball
- After school enrichment programs: Look through flyers sent home throughout the school year.

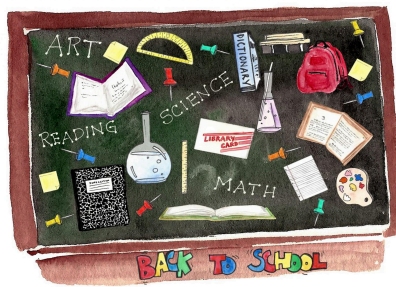
### **COMMUNITY EDUCATION**

Please go to [isd100.net](http://isd100.net) and look for the Community Education tab for more information about events and Early childhood and child care.

### **ANNUAL SCHOOL EVENTS**

Here at Wrenshall we have a variety of annual events that elementary students and their families have an opportunity to participate in:

- Grandparents Day (September)
- Music Programs (throughout the year)
- Scholastic Book Fair (During conference times November and March)
- Earth Day Clean up (April)
- 5th Grade Conservation Day (September)
- 5th Grade Starbase Program (October)
- 6th Grade Osprey Environmental Center (Spring)
- School Wide Science Fair (February)
- Veterans Day Program (November)
- Track and Field Day (May/June)
- Book Tasting Night (May)



## Part II: Academics

### Attendance and Truancy Policy

PARENTS: For tips on helping your student attend school go to [www.absencesaddup.org](http://www.absencesaddup.org)

Regular and punctual attendance is required by Minnesota law and is essential for academic success. Absences should occur only when unavoidable. Students, parents/guardians, and the school share responsibility for ensuring good attendance.

**\*Absences from School for Religious and Cultural Observances**- American Indian students are permitted to be absent from school for instruction conducted by tribal spiritual or cultural advisors.

#### Attendance Guidelines

- **Verification:** Parents/guardians must notify the school by 8:30 a.m. on the day of absence or provide written/email verification within 24 hours.
- **Excused Absences:** Illness (doctor's note may be required), medical/dental/mental health appointments, religious observances, family emergencies, funerals, official school activities, college visits, and active military duty.
- **Unexcused Absences:** Oversleeping, missing the bus, babysitting, vacations, work, being "needed at home," or other reasons not approved by the school.
- **Early Dismissal:** Requires a signed parent/guardian note submitted before first period. Early dismissals should be limited to essential appointments.
- **Tardies:** Six (6) or more tardies in a class per quarter will be recorded as one (1) unexcused absence. Missing more than ten (10) minutes of class counts as an absence for the entire period.

## Truancy Prevention Program

Wrenshall School participates in the Carlton County Truancy Prevention Program.

### Interventions and Consequences

The school may use the following supports and interventions:

- Parent/guardian notification and conferences
- Referral to school counselor, psychologist, or mental health services
- Collaboration with the Carlton County Truancy Officer
- In-school attendance contract

### Habitual Truancy

A student under 18 is considered a *habitual truant* if absent without lawful excuse for:

- 7 school days (elementary)

**Open- Enrolled Students:** *The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8 .*

Definition of a Habitual Truant – A student who has been absent without lawful excuse for 3 or more class periods on 3 days may be referred. A Habitual Truant is a child under the age of 18 who is absent from attendance at school without lawful excuse for 7 school days if in elementary school or for 1 or more class periods on 7 school days if the child is in secondary school.

Excused Absences – The burden of a child being excused from school is placed on the parent/guardian of the child. A school has the right to accept or deny an application for an excused absence. Therefore, schools can develop reasonable policies for school attendance and reject invalid excuses offered by the child or parent.

\*It should be noted that elementary students arriving after 9:22 a.m. and/or leaving before 2:15 p.m. will be counted as half a day absent from school.

### **Excused Absences**

An excused absence indicates a legal absence from school via parent/guardian or doctor verification. However, the school reserves the right to excuse or unexcused any non-medical absence according to state guidelines and school district rules and procedures.

Parents are expected to call the school in the morning to report and explain the absence of their child from school. Upon return to school and checking in the student should bring a written note by parent/guardian or doctor in case of a medical absence.

**If a student has to leave school early, he or she must have his or her parents call the main office secretary at extension 2000 or be able to show a written excuse signed by a parent.**

Furthermore, after parent approval, the student must receive permission from the school office before leaving the building. Any absences that occur throughout the school day that are not approved by the office prior to student departure, are considered unexcused and cannot be excused later by a parent.

### **Prearranged Absences:**

A prearranged absence form must be obtained from the main office when students are going to be absent from school for an extended period of time.

### **PARENT INVOLVEMENT**

Parents/guardians are an integral part of our Wrenshall School family. There are opportunities for involvement in school activities and in individual classrooms. Each classroom will have more detailed information for volunteer opportunities. One of the main ways parents can contribute is by supporting their children in their learning and participating with them in school events.

### **FIELD TRIPS**

All class field trips are planned by each individual teacher and are not required as part of the educational curriculum. Teachers may take field trips to enrich our students' educational experience.

The teacher or advisor should make field trip requests. All overnight field trips must be approved by the school board.

Students on a field trip will conduct themselves appropriately, follow the direction of the chaperone/s, and abide by all school rules and regulations while on a field trip.

Parents must give written permission for the student to go on field trips. Students need to be responsible to take slips home and return them on time.

Students not attending field trips are expected to attend school during the field trip. Any absences will count toward the school's attendance policy and potential truancy.

## **SCHOOL SUPPLIES**

If you are in need of a list of school supplies your child will need, please speak to the classroom teacher, check the school website, or read the September issue of Images. School shoes may be the same ones they wear at home. Backpacks help keep materials together and are an easy way for students to carry their school supplies, books, lunches, etc. to and from school.

## **CONFERENCES**

Parent/Teacher conferences are held twice a year for families, one in November and a second one in March. Teachers will send home notifications to set up date and time that works best for families

## **ASSESSMENTS**

As required by the State of Minnesota we assess our students on a yearly basis during the month of April. Elementary testing starts in grade 3.

The Minnesota Comprehensive Assessments (MCA) and alternate assessment Minnesota Test of Academic Skills (MTAS) are the state tests that help districts measure student progress toward Minnesota's academic standards and also meet federal and state legislative requirements. Students take one test in each subject. **For more information regarding testing click on the link: [MCA Parent Fact Sheet](#)**  
**[Frequently Asked Questions: Why Statewide Test Results Matter](#)**

## **RESOURCES FOR STUDENTS AND FAMILIES**

We have resources available for families to utilize throughout the year that include a School Family social worker, K-12 School counselor, Northhome, Birch and Pines, Speech Services

## **SPECIAL EDUCATION**

All students referred for special education assessments must have signed parent permission prior to assessment. After the assessment, parents will be called in for a conference to discuss the results and recommendations. Services are provided when this criteria is met.

If your child is referred to special education for an assessment, the district will enter your child's name and date of birth into the Minnesota Medicaid System to find out if your child is receiving Medical Assistance or MinnesotaCare. If you do not want the district to enter your child's name and date of birth into the Minnesota Medicaid System, please inform the district administration that you do not want the district to check the Medicaid System.

Psychologist -- Assesses some students for better understanding of the student's ability to learn.

Special Education Teacher -- Teaches students who are unable to learn in the way that most students do even though they may have the ability.

Speech / Language Clinician -- Works with students with significant communication disorders such as articulation problems or language delay.

Adaptive Physical Education -- Works with the Physical Therapist as a diagnostician and helps plan programs for students with fine motor difficulties who are receiving other special education services.

Physical Therapist -- Works with the Occupational Therapist as a diagnostician and helps plan programs for students with gross motor difficulties who are receiving other special education services.

Certified Occupational Therapist Assistant (C.O.T.A.) -- Works directly with special education students that the Occupational Therapist and Physical Therapist have diagnosed as having significant motor development delay.

#### **SECTION 504**

Section 504 is an Act that prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance.

ISD #100 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under this Act, which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

A complete 504 policy is on file in the district office. Please contact district administration for more information on this policy

#### **TITLE I**

Our school offers Title I reading and/or math assistance to students in grades K-6 who qualify for services. Title I is a federally funded program which supports a full-time teacher that provides instruction aimed at strengthening the skills of participants.

#### **PK-6 OUTDOOR CLASSROOM**

Outdoor education and play support emotional, behavioral and intellectual development.

Studies have shown that students who learn outdoors develop: a sense of self, independence, confidence, creativity, decision-making and problem-solving skills, empathy towards others, motor skills, self-discipline and initiative.

Teachers have begun an initiative to start outdoor education. The spaces are located on the side of the school building near the trail. The expansion of this program will be ongoing as grants and other funding sources will be researched to support the costs of adding seating, curriculum, and shelters.

## **HOMEWORK TIPS**

### **Model the Importance**

- Set a regular homework time.
- Provide supplies (books, pencils, paper).
- Create a quiet, well-lit study space.
- Show the value of learning by reading/writing yourself.
- Stay connected with teachers.

### **Monitor Assignments**

- Know what homework is assigned.
- Be aware of how long it should take.
- Follow the teacher's directions for parent involvement.
- Make sure work is started and finished.
- Review teacher comments on returned work.
- Limit TV and technology during homework time.

### **Provide Guidance**

- Respect your child's learning style (visual, auditory, hands-on).
- Notice if they work better alone or with support.
- Help them stay organized (planner, folder, backpack).
- Encourage good study habits (planning ahead, breaking down big tasks).
- Talk about assignments to ensure understanding.

### **Be Proactive**

- Meet the teacher early in the year.
- Communicate if problems arise.
- Work with teacher and child on a plan for success.
- Follow up to be sure the plan is working.

## Part III- Building Culture/Climate



### \*STANDARDS OF CONDUCT

\*Please refer to the High School Handbook for a guide on behaviors and consequences. Wrenshall School is committed to a safe, positive learning environment where students are supported in becoming responsible and respectful community members. Discipline is viewed as a learning experience designed to guide students toward self-control, respect, and responsible behavior.

#### Expectations

- Be Prompt and Prepared – Arrive on time with needed materials and assignments.
- Respect Staff – Listen, follow directions, and take responsibility for your actions.
- Respect Others – Use appropriate language, listen, and value differences.
- Respect Property – Care for personal, school, and community property.
- Support Learning – Stay on task and allow others to learn.
- Show Social Skills – Be courteous, respectful, and considerate.
- No Bullying – Bullying will not be tolerated and may result in consequences up to expulsion.

#### Philosophy

- Learning happens best in a safe, respectful environment.
- Discipline is meant to teach, not just punish.
- Consequences are fair, respectful, and aim to improve future behavior.

#### Roles & Responsibilities

- School Board – Ensures order and supports staff.
- Superintendent – Sets guidelines and provides support.

- Principal – Enforces rules, involves parents, and uses discretion in discipline.
- Teachers & Staff – Provide a safe learning environment and model respectful behavior.
- Parents/Guardians – Partner with the school to support their child’s behavior.
- Students – Are responsible for knowing and following the Code of Conduct.

**Positive Behavior Interventions**

Wrenshall elementary school models Positive Behavior Interventions to help support our students learn and grow. We aim to take a restorative approach if behaviors occur.

It is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success.

Positive behavioral interventions and support is a way for schools to encourage positive behavior.

- Through this framework, we teach students about behavior, just as they would teach about other subjects like reading or math.
- The focus is to prevent, not punish.
- We teach our students behavior expectations for every area in the building to build a common language amongst both staff and students.

We will recognize students following our **Respect, Effort, Belong** expectations by giving them praise and they will receive a Wrens Strong ticket to be used for weekly drawings.

We have listed expectations for different areas of the school which include, hallways, restrooms, buses, playground and cafeteria. Signs will be displayed in these shared spaces for daily reminders for the students to see.

**WRENS STRONG EXPECTATIONS**

**Restroom**

Respect	Effort	Belong
<input type="checkbox"/> Lock your stall bathroom <input type="checkbox"/> Respect everyone’s privacy	<input type="checkbox"/> Flush the toilet when done <input type="checkbox"/> Wash your hands appropriately	<input type="checkbox"/> Keep the bathroom clean <input type="checkbox"/> Report problems with sink, toilet or messes to an adult

**Lunchroom**

Respect	Effort	Belong
<input type="checkbox"/> Use good manners <input type="checkbox"/> Keep your area clean	<input type="checkbox"/> Don’t play with your food <input type="checkbox"/> Use indoor voices	<input type="checkbox"/> Sit in designated area <input type="checkbox"/> Keep hands and feet to yourself

### **Playground**

Respect	Effort	Belong
<input type="checkbox"/> Listen and follow directions from adults <input type="checkbox"/> Use kind words	<input type="checkbox"/> Use equipment appropriately <input type="checkbox"/> No rough play	<input type="checkbox"/> Include everyone play together <input type="checkbox"/> Put equipment away

### **School bus**

Respect	Effort	Belong
<input type="checkbox"/> Listen to your bus driver <input type="checkbox"/> No food or drink allowed	<input type="checkbox"/> Stay seated at all times face the front <input type="checkbox"/> Use indoor voices	<input type="checkbox"/> Keep track of your belongings <input type="checkbox"/> Use kind words and actions

### **Hallway**

Respect	Effort	Belong
<input type="checkbox"/> Keep hands and feet to self <input type="checkbox"/> Stay quiet - classes are in progress	<input type="checkbox"/> No Running <input type="checkbox"/> Keep hallways clean	<input type="checkbox"/> Go directly to your destination <input type="checkbox"/> Set a good example

### **WRENS STRONG STUDENTS OF THE MONTH**

We recognize and celebrate students by nominating students who show Wrens Strong attributes Effort, Respect, Belong and fall into either academic or exemplary. The nominees are displayed in our monthly Images newsletter and their pictures by the business office.

### **VALUABLES**

Students are encouraged to leave valuables and large sums of money at home. Student cubbies are unfortunately not the most secure places in a building with so many people. Please consult with office staff if you wish to have items placed in safe keeping for the day.

### **THEFTS**

All thefts should be reported to school staff or administration immediately. **The school cannot and will not assume responsibility for theft of personal property.**

### **STUDENT BULLYING PROHIBITION POLICY**

**BULLYING PROHIBITION – POLICY 514:** A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. An act of bullying, by either an

individual student or a group of students, is expressly prohibited on school district property or at school-related functions.

Bullying means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student
2. damaging a student's property
3. placing a student in reasonable fear of harm to his or her person or property, or
4. creating a hostile educational environment for a student

Discipline procedures for a student found to be in violation of this policy may include, but are not limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

\*This also includes cyber-bullying and other forms of bullying via the internet, and social networking applications.

### **IS IT BULLYING?**

**Rude**=Inadvertently saying or doing something that hurts someone else is.

**Mean** = Purposefully saying or doing something to hurt someone once (or maybe twice).

**Bullying** = Intentionally aggressive behavior, repeated over time, that involves an imbalance of power.

#### **Examples of bullying behaviors:**

##### **Direct Bullying**

**Physical:** hitting, kicking, shoving, spitting

**Verbal:** taunting, teasing, racial slurs, verbal sexual harassment

**Non-Verbal:**threatening, obscene gestures  
eye rolling, seat saving

##### **Indirect Bullying**

getting another person to assault someone  
spreading rumors

deliberate exclusion from group activities

cyberbullying

#### **Responsibility for Safe Behavior**

Students are expected to be physically under control at all times to avoid injury to themselves and others; thus running in halls, rough play, fighting, etc. are prohibited!

#### **Referral Slips**

Instructional staff and administration will have these in their possession. Referral slips will be written for students following acts of inappropriate behavior. The purpose is to:

- address inappropriate student behavior

- inform parents of inappropriate behavior exhibited by their child
- serve as documentation for repeated acts of inappropriate behavior
- serve as a referral to the school counselor, psychologist, or Principal
- serve as documentation of consequences administered to students
- serve as documentation for the Discipline Review Committee

**Law enforcement will be contacted**

- In the event of an assault (verbal or physical)
- In the event of a weapons violation
- In the event of tobacco/alcohol/drug violations
- When a law appears to have been broken
- In the event of significant theft
- In the event of significant vandalism
- In the event of disorderly conduct on school premises

**County Attorney's Office will be contacted**

- In the event of excessive absenteeism/truancy

**\*Classroom discipline (discipline administered within the classroom) is left to the discretion of the classroom teacher**

**\*\*Levels of consequences may be recommended by the teacher, staff member, or supervisor citing the violation. However, the school administration and/or Discipline Review has the ultimate responsibility for determining consequences.**

**\*\*\*Parents/guardians will receive notification regarding any **significant** behavior violations and resulting consequences (This may include talking to a parent in person or over the phone, a voice mail, a text message, an email, a letter, et**

Wrenshall School recognizes the importance of communication and collaboration, and provides chromebooks for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, we will enforce the following.

**AWAY FOR THE DAY**

**CELL PHONES & COMMUNICATION DEVICES**

Wrenshall School recognizes the importance of communication and collaboration, and provides chromebooks for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, we will enforce the following.

In grades K-6 if a cell phone is brought to school it will be powered off and stored in a locked cell phone locker in the teachers classroom until the end of the day.

Administration will follow progressive disciplinary actions if students are in violation of this policy

**AUDIO/VIDEO DEVICES/SMART WATCHES**

**Smart Watches are not allowed in class.** Students may operate iPods, MP3 players, radios, tape players, CD players, and any similar devices only with headphones and only in the following circumstances: on the bus to and from school; in school prior to the start of classes in the morning, and after school. Violations of the aforementioned policy will result in the same consequences as cell phone violations (See "Communication Devices") Classroom teachers

reserve the right to follow their own classroom policies regarding device usage. Students bringing audio/video devices to school should recognize the risk of theft. The school is not responsible for stolen property.

### **STUDENT DRESS CODE POLICY**

Students are expected to dress appropriately for the public school setting at all times.

#### **Hoods:**

**All students** are not to wear hoods, or other head coverings within the building during the school day unless there is a special event and permission has been granted.

#### **Clothing:**

Clothing that includes words or pictures that are obscene, vulgar, sexually explicit, convey sexual innuendo, abuse or discrimination, or which promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors and illegal on school property, will not be allowed.

Objectionable emblems, badges, symbols (including confederate flags & swastika's), derogatory mascots, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to any group, evidences of gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals is not allowed.

#### **Shoes**

Shoes are to be worn in the school setting at all times.

#### **Sunglasses**

Sunglasses are not necessary in the school building and are not to be worn in class or during indoor school functions.

#### **Gang Related Apparel:**

The School District, in its desire to keep students free from threats or harmful influence of gangs or other violent groups, believes that apparel identified as "gang-related" can be reasonably construed as hazardous to the health and safety of the school environment. Gang symbols, signs, slang, attire, and graffiti will not be allowed in the school setting. Students, staff, and parents who have evidence of these influences in our school should report the concern to school administration immediately.

Behavior or dress suspected as being gang related will be reported to the Sheriff's Department.

#### **Chains, Extreme Jewelry, Etc:**

Heavy link chains may not be worn as a necklace, bracelet, belt, or wallet attachment. If it is determined that the chain is heavy enough to be used as a weapon or could jeopardize the safety of the student in possession or any other student or staff member, the student will be asked to remove the item and refrain from wearing the item in the future. Failure to comply or repeated offenses will result in disciplinary action.

Spike collars, chains, heavy locks, some rings/earrings or other extreme wear, will not be allowed if determined to be hazardous to health/safety or is considered to create a distraction to the educational process.

**Blankets:**

Blankets are not allowed in school.

**STUDENT EXPECTATIONS FOR EVENTS & ASSEMBLIES**

Students are to follow all behavior expectations during school events and assemblies. Violations of rules or inappropriate behavior may result in removal from the event, activity, or assembly. Additional consequences may be administered.

It is the hope of Wrenshall School Staff and Administration that the student body will demonstrate their support for our athletic teams by attending home games. Once at the game, it is important that each student adheres to certain expectations that will make an enjoyable, safe evening for all.

1. Students are to enter the building through the main lobby entrance where tickets are sold.
2. Once students are admitted to the school activity, they are to remain in the building throughout the activity. If students choose to leave, they are subject to not being readmitted.
3. For the safety of players, the individual's safety, and respect for spectators viewing the game, student fans are asked to limit movement in and out of the gym while play is in progress. The game supervisor may monitor traffic and choose to readmit students only at quarter breaks, time-outs, and/or other stoppages of play.
4. Students are asked to NOT sit on concession tables or stairways.
5. We should support our team in the gymnasium. Socializing with friends should be done primarily in the gym. Students spending extensive amounts of time in the halls or lobby will be asked to return to the gym.
6. Students are expected to utilize positive methods and expressions of support for our team and display good sportsmanship toward the opposing team and fans.
7. All activities are an extension of the school day and school rules apply to those in attendance.
8. Locker and classroom hallways are off limits during games. Students must seek permission from game supervisor, administration, or ticket seller to enter these areas.
9. Elementary students attending after school events must be accompanied by an adult.
10. Students are to respect all staff members, ticket sellers, etc.

**SCHOOL WEAPONS POLICY**

Students are forbidden to possess any instrument, in school, on school grounds, at the bus stop, on the bus, or at a school-sponsored activity, that is a weapon or ammunition.

Weapons violations include any kind of weapon (loaded or unloaded) or ammunition on a person, inside their locker, or in their vehicle including **pocket knives, hunting rifles, bows, etc.**, and any other dangerous article or substance being unlawfully used as a weapon against another.

**Offense:** For students in grades K-12, possession of a weapon will result in the following action by the school authority:

1. Notification of the police
2. Confiscation of the weapon if feasible
3. An initial suspension of 5 days & a conference with parent/guardian prior to the student returning to school
4. A recommendation for expulsion may be made by the Superintendent

"Possession" is defined as having a weapon on one's person or in an area subject to one's control on school property, at the bus stop, on the bus, or at a school-sponsored activity.

\*\*\*If a student has accidentally brought a weapon or ammunition to school they are to turn it in immediately to administration or an adult supervisor if administration isn't available (i.e.- on the school bus). If it is determined that it was a complete accident, no one was threatened or harmed, and the student turned it in immediately upon discovering it, no consequences will be administered. All weapons and ammunition turned over will not be given back to the student and parents will be called to come pick it up.

### **DRUG-FREE & WEAPON-FREE ZONE**

**Drug-Free and Weapon-Free Zone:** Minnesota Law considers the school as a drug-free and weapon-free zone. The zone includes school grounds and extends one city block, or 300 feet, beyond the boundaries of school property.

The law is tough on anyone caught selling or possessing illegal drugs in this zone. The law is also tough on anyone caught possessing or using a dangerous weapon in this area.

Juveniles convicted of these crimes, who are at least 14 years old, can be treated as an adult and sentenced in an adult court.

### **EXPULSION FOR POSSESSION OF FIREARM**

The Minnesota State Crime Bill of 1995 states: A school board must expel, for a period of at least one year, a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purpose of this section, a firearm is defined in United States Code, title 18, section 921.

### **SAFETY HAZARD VIOLATIONS**

Potential safety hazards exist for students in the following areas:

1. *Fire alarms* - Students who tamper with or set off the fire alarm system will be suspended and turned over to the appropriate local authorities for prosecution.
2. *Fire crackers* - Possession or use of any firecrackers, smoke bombs, or any other pyrotechnical device in the building, at the bus stop, on the bus, on school grounds or at school activities is forbidden because of the health and safety of the student body. Violators will be turned over to the appropriate local authorities for prosecution.
3. *Firearms and knives* - Guns and knives are not permitted on school property and will be confiscated. Law enforcement may be called depending on the circumstances.

4. *Threats & Assault*- Students that threaten physical violence against any staff member or student or actually assault a staff member or student will be assigned appropriate consequences that may include suspension or expulsion.

**HARASSMENT, HAZING, DISCRIMINATION, AND  
VIOLENCE ARE AGAINST THE LAW**

**WRENSHALL SCHOOL DISTRICT NO. 100's  
POLICY AGAINST HARASSMENT, HAZING, DISCRIMINATION, AND VIOLENCE**

Everyone at Wrenshall School District No. 100 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, or sexual harassment (includes harassment because of sexual orientation), as well as hazing, and violence of any kind.

1. A harasser may be a student or an adult. Harassment may include, but is not limited to, the following, when related to religion, race, or sex:
  - name calling, jokes, or rumors
  - graffiti
  - notes or cartoons
  - unwelcome touching of a person or clothing
  - offensive or graphic posters, book covers, clothing, etc.
  - any words or actions that make a student or staff member feel uncomfortable, embarrassed, or upset.
2. If any words or actions make a student feel uncomfortable or fearful, they need to tell a teacher, counselor, administrator, or the district's Human Rights Officer as soon as possible.
3. Students may also make a written report. It should be given to a teacher, counselor, administrator, or the district's Human Rights Officer.
4. A student's right to privacy will be respected as much as possible.
5. We take all reports of religious, racial, or sexual harassment or violence seriously and will take all appropriate actions based on your report
6. The school district will also take action if anyone tries to intimidate you or tries to take action to harm you because you have reported.

This is a summary of the school district policy against religious, racial, and sexual harassment and violence. Complete policies are available on the school district's website and in the district office upon request.

**INDEPENDENT SCHOOL DISTRICT NO. 100  
HARASSMENT AND VIOLENCE REPORT FORM**

**General Statement of Policy Prohibiting Harassment and Violence**

Independent School District No. 100 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant\_\_\_\_\_

Home Address\_\_\_\_\_

Work Address\_\_\_\_\_

Home Phone\_\_\_\_\_ Work Phone\_\_\_\_\_

Date of Alleged Incident(s)\_\_\_\_\_

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation, including gender identity and expression \ disability

Name of person you believe harassed or was violent toward you or another person or group.

\_\_\_\_\_

If the alleged harassment or violence was toward another person or group, identify that person or group.

\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) \_\_\_\_\_

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Where and when did the incident(s) occur? \_\_\_\_\_

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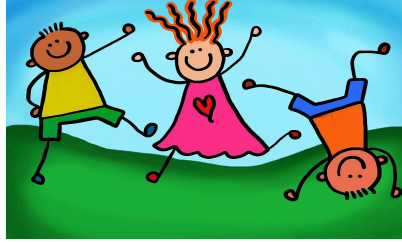
List any witnesses that were present \_\_\_\_\_

\_\_\_\_\_ This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Complainant Signature)

Received by \_\_\_\_\_  
(Date)



## Part IV-Health/Safety/Wellness

**Recess Policy-** Students have daily opportunities for physical activity during recess, which complements, but does not replace, physical education.

- **Outdoor Recess:** Weather permitting. Students must dress appropriately (coats, snow pants, hats, gloves, boots). Outdoor recess is canceled if the temperature is below 0°F or wind chill is -10°F or lower, or due to air quality or other safety concerns.
- **Indoor Recess:** Provided when outdoor recess is unsafe.
- **Supervision & Safety:** Recess is always supervised by adults trained in first aid and CPR. Medical restrictions for individual students are respected and confidential.
- **No Punishment:** Participation in recess cannot be denied as discipline or for makeup time. Unless a child is violating safety protocols for others we will issue an alternative recess.
- **Play Areas:** Safe playgrounds and equipment are provided for free play.

### Morning Recess:

- Students not eating breakfast report to the playground (or Commons in inclement weather).
- Students eating breakfast go to the cafeteria, then proceed to the playground or Commons.

### Noon Recess:

- All K-6 students have outdoor recess when weather allows.
- Students too ill to be outdoors will be referred to the nurse

### Dress for Recess

- Hats & gloves most of the year
- Winter: coat, snow pants, boots, hat, mittens/gloves
- Closed-toe shoes only (no sandals/flip flops)

## **Play Safe**

- Stay in designated areas
- Keep hands & feet to yourself — no rough play
- Share equipment
- No snowballs, rocks, mud, or unsafe games
- No cellphones, trading cards, skateboards, rollerblades, or baseball/softballs, cell phones

## **Be Respectful**

- Treat others the way you want to be treated
- Include others, no excluding to be mean
- Respect supervisors and follow directions

## **Line Up & Report**

- Line up right away at the whistle
- Enter quietly and calmly
- Tell a supervisor right away if someone is hurt or if there's a problem

## **Swings**

- Sit only — swing straight forward and back
- No standing, twisting, or jumping off
- Only 6th graders may give pushes
- Never run between swings

### **EMERGENCY CONTACT CARDS**

**It is required that all families should have a card on file and will be contacted via email or phone call if the school does not have one.**

### **ILLNESS AT SCHOOL**

Should a student become ill while at school and is unable to attend classes, the student is to report to the nurse's office as soon as possible. The nurse is on duty daily. If a student should become ill

when the nurse is not on duty, the student is to report to the main office secretary as soon as possible.

If necessary, the nurse or main office secretary will make arrangements for the student to go home. **Under no circumstances should a student leave for home without checking out through the main office.** (See “Check Out Procedures” above and “Passes: Out-of-Building Pass”) If the nurse feels that student needs to go home the absence will be considered medically excused and won’t count against the child’s attendance.

Students must notify nurse or office staff if checking in or out of the nurse’s office.

\*It is imperative that your child’s emergency card stays up to date so that you can be notified in the event of an illness or emergency. Please notify the school if there are any changes that need to be made to your child’s emergency card.

### **SCHOOL CLOSINGS/EMERGENCY ANNOUNCEMENTS**

Emergency school closings and information on late starts will be announced through our Instant Alert telephone system and on our school website at [isd100.net](http://isd100.net) **No announcement means school is in session. Please have updated telephone numbers or emails listed in Infinite Campus to receive these messages.**

**Parents/guardians should arrange for and thoroughly discuss with their child what should be done if they are transported home early due to an emergency.** In addition, the school strongly encourages parents/guardians to have emergency transportation plans on file for each child.

### **ACCIDENTS AT SCHOOL**

If your child is seriously injured at school, you will be notified. If emergency treatment is needed, and we cannot contact you, we will notify your family physician or take the child to the hospital. The school carries no insurance on students and is not responsible for accidental injuries. Be certain the emergency information form is up to date and complete in the main office.

Emergency forms are sent to each family annually and should be returned immediately. It is important to your child(ren) that we have this updated information. Please notify the main office during the school year if phone numbers change, or if you have any special requests (i.e. hospital preference), who we should call first, special health problems, etc. **It’s very important that you indicate on the emergency form, any current medical issues and medications.**

### **REPORTING ACCIDENTS**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported to the person in charge (immediately) and to the school nurse or main office if possible. An accident report must be filed by the supervising adult within 24 hours and the completed form must be sent to the nurse’s office.

### **HEAD LICE POLICY**

Wrenshall School has a no nits, no head lice policy. We strongly suggest that **you** check your child's head for head lice and nits **weekly**. If you have any questions about how to do this or what to look for, you may contact the Wrenshall school nurse at extension 2005.

If you find head lice or nits on your child at home, please notify the school so we can check the other classroom students to prevent the spreading of lice as well as to prevent your child from being re-infected.

If head lice or nits are found at school these steps will be followed:

1. Parent/guardian or emergency contact will be called and the student will be sent home.
2. The child will be excluded from school until the day after treatment.
3. The child must be checked by appropriate school staff before being allowed back into the classroom. If nits or lice are found, students will be sent home.
4. You may contact the nurse to get methods, techniques, and tips for the treating of head lice.

### **VISION AND HEARING SCREENING**

Vision and hearing screening will be done in the fall for first, second, third, fifth, eighth and eleventh grades. A screening can also be done for any child anytime during the school year if a problem is suspected. Contact the school nurse at extension 2005 if you have questions or concerns.

### **SCHOOL PATROL**

Elementary students who walk to school and/or who cross streets by or enroute to school are to cross under the guidance of the school patrol when and where provided. Only walkers who utilize the school patrol will be dismissed prior to bus students. The school patrol consists of responsible sixth grade students who have been trained to get students safely across our streets and roads. Patrol members are on duty from 8:00 to 8:20 a.m. and from 2:55 to 3:10 p.m. each school day.

### **SCHOOL SAFETY AND EMERGENCY DRILLS**

As part of our Crisis plan we follow the *The I Love You Guys Foundation* Standard Response Protocol (SRP) . It is a unified, easy-to-follow set of procedures for schools to respond to emergencies such as intruders, lockdowns, severe weather, or evacuations. It provides clear, consistent language and steps for staff and students to follow, ensuring safety and minimizing confusion during critical incidents.

# IN AN EMERGENCY TAKE ACTION



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

### STUDENTS

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

### ADULTS

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



## SECURE! Get inside. Lock outside doors.

### STUDENTS

Return to inside of building. Do business as usual.

### TEACHERS

Bring everyone indoors. Lock outside doors. Increase situational awareness. Do business as usual. Take attendance.



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

### STUDENTS

Move away from sight. Maintain silence. Do not open the door.

### ADULTS

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



## EVACUATE! (A location may be specified)

### STUDENTS

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

### ADULTS

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



## SHELTER! Hazard and safety strategy.

### STUDENTS

Use appropriate safety strategy for the hazard.

<b>Hazard</b>	<b>Safety Strategy</b>
Tornado	Evacuate to shelter area
Hazard	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### ADULTS

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

Minneapolis Public Schools is a member of the Minnesota Department of Education. The information on this page is for informational purposes only. For more information, visit [www.mde.state.mn.us](http://www.mde.state.mn.us) or call 651-201-3000.



All schools are required by the Minnesota Department of Education to schedule regular safety drills throughout the school year. The three different drills practiced are fire, tornado, and lockdown. We also are prepared for an evacuation if that was needed. We have a team that meets each school year to review our emergency plans and revise as needed. In addition, we debrief after drills to consider ways to improve.

**Fire Drills:** In order to assure the safety of our students, the Minnesota Department of Education requires five fire drills throughout the school year. When the fire alarm sounds, students and staff leave the building in a quiet, orderly manner. Teachers take their Emergency Grab and Go bags, do an attendance check, and report their status to the principal or admin designee. Our goal is to be out of the building in under 2 minutes.

**Tornado Drills:** One tornado drill is held in the spring to coordinate with the Statewide Tornado Drill Day. Students are moved to designated safe areas to help minimize exposure to falling or flying debris. The principal or admin designee checks all areas for proper procedures.

**Lockdown Drills:** The lockdown drill is locks, lights and out of sight. We have five lockdown drills each school year. All students and staff stay out of sight in their locked classrooms. The principal and maintenance staff check the building to make sure all staff and students are properly following procedures. The goal is to maintain a safe environment for all our students and staff.

**Evacuation:** Our fire drill serves as our evacuation practice--getting out of the building efficiently. In the event of a true evacuation, all students, staff, and visitors would evacuate to our primary evacuation site: Wrenshall Fire Hall. There would be a formal system in place for parents

to be united with their children. We thank you in advance for your cooperation to ensure the safety of our students.

### **CHILD ABUSE AND NEGLECT REPORTING**

School District employees are **required** to report evidence of child physical or sexual abuse, neglect, emotional maltreatment, or prenatal exposure to controlled substances. Any person who is required to report this evidence and who willfully fails to do so will be guilty of a misdemeanor. At the same time, any person who reports child neglect, physical or sexual abuse, emotional maltreatment, or prenatal exposure to controlled substances is immune from civil or criminal liability that otherwise might result from such action.

The district administration, school nurse, counselor, and/or reporter of the incident may discuss the situation with the child or youth and emphasize that the school is not interested in accusing or punishing anyone, but rather, is interested in helping ensure that the maltreatment does not continue.

Upon receiving a report of suspected neglect, physical or sexual abuse, emotional maltreatment, or prenatal exposure to controlled substances, the reporter of the incident must call the proper authorities within 24 hours. Each local social service agency and law enforcement agency has legal authority to interview at school, without parental consent, the alleged victim and any other minors who currently reside with or who have resided with the alleged perpetrator.

### **IMMUNIZATIONS**

**Minnesota state law requires immunizations for students in Kindergarten through 6th grade:**

**DTaP:** (Tetanus, diphtheria, pertussis): **5 doses**

**Polio:** **4 doses**

**MMR:** (Measles, mumps, rubella): **2 doses after** birthday

**Hepatitis B:** **3 doses** over 6 months

**Varicella** (Chicken pox): **2 doses after** first birthday **OR** medical documentation of disease history.

Minnesota immunization law: Statute 212A.15 sub.2 **REQUIRES** that in order for a child to enroll in school a parent must show they have received the required immunizations or an exemption. Please make sure that your child has all the necessary immunizations/paperwork into the nurse's office **BEFORE your child attends class.**

Immunization/exemption forms (exemption forms must be notarized) are available in the nurse's office or on the Wrenshall website, under services, then under health. Parents can call their child's doctor's office and have their immunization records faxed to the school (fax: 218-384-4293 Attn: School Nurse)

**Communicable Diseases Information**

Please notify the school if your child appears to have any of these diseases and confirm the diagnosis with your doctor.

Disease	Early Symptoms	Incubation	Restriction of Attendance
Chicken Pox	Slight fever, general feeling of illness and blister like rash with scabs appearing after 3 to 4 days	2-3 weeks	Excluded from school for 6 days after the last eruption. All crusts should be dry.
Hand, Foot and Mouth disease	Low grade fever, runny nose, sore throat, blister like rash in mouth	3-6 days	First week of illness, virus may be in stool for a week
Mononucleosis	Sore throat, swollen glands, headache, fever and very tired.	4-6 weeks	NONE
Influenza	Fever of 100 or greater and cough and sore throat	24 hours before and up to 7 days after illness begins	2-7 days
Strep Throat (associated with rash is called Scarlet Fever)	Sudden fever, sore throat, headache, nausea, vomiting.	1-3 days	Return 24 hours after the start of medical treatment
Pink Eye (conjunctivitis)	Redness, itching and drainage from eyes.	24-72 hours	Exclude until treated by a physician
Impetigo	Blisters, pustules, rapidly covered with honey-colored crust	1-10 days	Until sores are healed or treated for 24 hours. Call the school nurse.
Head Lice (Pediculosis)	Excessive itching of scalp, presence of lice/nits	Eggs hatch in 7-10 days	Exclude until treated with lice killing product (call school nurse when nits or live lice found.)
Ringworm of the Scalp	Itching, small scaly ringed patches with broken hair. Some inflammation and hair loss.	3 weeks or longer	Exclude until treated by a physician.
Ringworm of the body	Flat, spreading ring shaped area, center appears clear.	4-10 days	Until treatment started or area is covered.

Scabies	Intense itching, burrows and small lesions on skin i.e., fingers wrists, elbows	Several days to several weeks	Exclude until 24 hours after treatment begins by the physician.
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**ADMINISTRATION OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATION AT SCHOOL**

These steps must be completed before any medication will be given at school. Medication forms are available in the nurse's office. Whenever possible, medication should be given at home and every effort should be made to avoid school hours.

1. A "Wrenshall School Medication Administration Authorization" form must be fully completed annually (once per year) **and** when any change in the prescription or requirements for administration occurs. This form is available from the school nurse or can be found on the Wrenshall school website, under services, then under health.
2. All medication(s) must come to school in the original container, if prescription, it must also be labeled for the student in accordance with the law and must be administered in a manner consistent with the instructions on the label or an updated medication order by a medical doctor.
3. All medication(s) are provided by the parent or guardian. **The school does not supply any medications for students or faculty.**
4. **Medications are not to be carried by the students, and will be left with the appropriate school district personnel** (i.e.- school nurse, secretary, office staff, etc.). The only exceptions to the requirement that students cannot carry medications are: prescription asthma medications that are self-administered with an inhaler, and medications administered as noted in a written agreement between the school district and the parent.

**Non-Prescription:**

1. Elementary students must follow all steps listed above for both prescription and non-prescription medications; this includes Tylenol, Ibuprofen, Motrin, cold medications, etc. Elementary students do not have the ability to self administer medication or have medication on their person at all.
2. The school must receive signed authorization on the school's non-prescription medication form (This form can be obtained in the nurse's office) from a parent/guardian permitting high school students to self-administer specific medication(s). Elementary students do not have this ability and all medication must be administered by the school nurse.
3. No medications will be provided by the school.
4. Medications must be brought in the original bottle.
5. The school may revoke a student's privilege to possess and use non-prescription pain relievers if there is any concern of abuse of this privilege.

\*\*\*Any violations of these rules may result in disciplinary measures.

**PARENT CONCERNS AND QUESTIONS PROTOCOL**

If you have a concern or question, please contact the appropriate staff member. We want to work with you to provide the best experience for your child. We do ask that you follow the chain of command in our school.

**Here is a list of the steps to follow in order:**

1. Talk to the staff member directly involved (bus driver, teacher, paraprofessional, coach, etc.)
2. If not resolved, contact the Principal
3. If not resolved, contact the Superintendent
4. If not resolved, contact the School Board

We do understand there are some issues that require you to go directly to a supervisor. We will be glad to assist you in those situations.

**Wrenshall School Board  
[wschoolboard@isd100.net](mailto:wschoolboard@isd100.net)**

<b>Mary Carlson</b>	<b>Board Chair</b>
<b>Eric Ankrum</b>	<b>Vice Chair</b>
<b>Ben Johnson</b>	<b>Clerk</b>
<b>Erin Riley</b>	<b>Treasurer</b>
<b>Ashley Laveau</b>	<b>Member</b>
<b>Jon Beck</b>	<b>Member</b>



## RATES FOR STUDENT TRANSPORTATION SERVICES 2025-2026

1. Regular “To and From” Routes: The per bus cost for all regular “to and from” routes, for the days of school operation A.M. and P.M.

Labor Costs	\$36.32/hour
Operation Costs	\$1.54/mile

2. Trips without a Chaperone (including practice bus):

Labor Costs	\$36.32/hour for the first hour \$23.78/hour for each additional hour One hour minimum per trip
Operation Costs	\$1.54/mile

3. Extra Curricular and Athletic Trips; Activity and Field Trips

Labor Costs	\$23.78/hour
Operation Costs	\$1.54/mile

- All trips include one-half (1/2) hour allowed for the driver to prepare, fuel, and clean the bus. This amounts to fifteen (15) minutes before and fifteen (15) minutes after return.
- Bus drivers shall be compensated for meals, with receipt, when driving through a meal period. This will not be paid when a driver receives a free meal.

# GROUP MASTER APPLICATION

Madison National Life Insurance Company, Inc. P.O. Box 5008, Madison, WI 53705 P 800.356.9601 F 972.532.2180

## Producer Use

Application Type

New Coverage    Reinstatement: Policy # \_\_\_\_\_    Change Plans: Policy # \_\_\_\_\_    Other \_\_\_\_\_

Agent #

License ID #

Application State  
Minnesota

Application Date  
09/05/2025

## Policyholder Information

Proposed Policyholder (Full Corporate/Legal Name)

Wrenshall ISD 100

Website

http://www.wrenshall.k12.mn.us/

Main Address

207 Pioneer Drive

Situs State

MN

City

Wrenshall

State

MN

Zip Code

55797

Years Org. Has Existed

Nature of Group

School District

Total # Employees/Members

Tax ID #

41-6000454

SIC Code

Contact Name

Beth Peterson

Contact Title

Contact Email

bpeterson@isd100.org

Contact Phone

(218) 384-4274 x2001

Contact Fax

(218) 384-4293

## General Questions

1. **Initial Enrollment:** Start Date 10/01/2025 End Date \_\_\_\_\_

2. **Eligibility:**

a. **Employer Groups** – Eligible employees are defined as indicated below:

	Class 1	Class 2	Class 3	Class 4
Minimum number of hours worked per week	1			
Minimum number of days employed	1			

b. **Member Groups:** Eligible members are defined as members who are in good standing in accordance with your by-laws.

c. **Total Number of Eligible Employees/Members:** 90

3. **Dependent Coverage:** Is dependent coverage being offered?

Yes  No

4. **Section 125 Plan:** Is coverage being offered through a 125 Plan?

Yes  No

If "yes", which products? \_\_\_\_\_

Plan Start Date: \_\_\_\_\_ Plan Anniversary Date: \_\_\_\_\_

5. **Does this insurance replace existing insurance with any company?** If "yes", provide details below:

Yes  No

Product	Company Name	Group/Policy Number	Termination Date (MM/DD/YYYY)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. **ERISA Plan:** Is this an ERISA Plan? If "yes", indicate product(s): \_\_\_\_\_

Yes  No

7. **Minnesota Paid Family and Medical Leave (PFML):** Is coverage for Minnesota Paid Family and Medical Leave being offered?

Yes  No

## Insurance Selections

<input type="radio"/> <b>Critical Illness Product</b>	<b>Requested Effective Date:</b>	<b>% Premium Paid by:</b> Policyholder: _____ Insured: _____
<b>Coverage and Rider Selections:</b>		
<input type="radio"/> <b>Hospital Indemnity Product</b>	<b>Requested Effective Date:</b>	<b>% Premium Paid by:</b> Policyholder: _____ Insured: _____
<b>Coverage and Rider Selections:</b>		
<input type="radio"/> <b>Cancer Product</b>	<b>Requested Effective Date:</b>	<b>% Premium Paid by:</b> Policyholder: _____ Insured: _____
<b>Coverage and Rider Selections:</b>		
<input type="radio"/> <b>Accident Product</b>	<b>Requested Effective Date:</b>	<b>% Premium Paid by:</b> Policyholder: _____ Insured: _____
<b>Coverage and Rider Selections:</b>		

## Terms of Agreement

I hereby authorize Madison National Life Insurance Company, Inc. ("MNL"), or our authorized agent or our enrollers (collectively referred to as we, us, or our) to offer each of your eligible employees/members to purchase insurance coverage as described in this form. This authorization is based upon the following agreements:

1. The requested group insurance will:
  - a. Be issued only if the requested insurance is accepted by MNL and is legally permissible;
  - b. Be issued under a Group Policy or Policies in the language customarily used by MNL;
  - c. Be subject to MNL's underwriting requirements;
  - d. Not be effective until the application is approved by MNL; and
  - e. Take effect on the date determined by MNL.
2. We customarily conduct an annual enrollment program for your eligible employees/members. You will provide us with census data if needed for us to determine proper enrollment eligibility.
3. Unless otherwise agreed upon by you and us, you will provide us direct access to your employees/members to obtain applications through group meetings and individual interviews in a suitable location on your property during normal business hours, or through other means mutually agreed upon between you and us. Participation in the group must meet our minimum participation requirements. We reserve the right to withdraw from the enrollment and cancel any applications already obtained if these conditions are not satisfied.
4. Unless otherwise agreed upon by you and us, you will collect premiums from your participating employees/members. You will forward the premiums to MNL within 15 days after you receive the monthly bill. You will maintain records of all premiums collected from your employees/members while this agreement remains in force and for two years after it terminates. During this period, you will make these records available for inspection and audit by us during normal business hours. If premium contributions collected by you, your employees, or your vendors are misappropriated, you will reimburse MNL for our entire loss, including attorney fees and expenses incurred in collection to the extent permitted by the laws of your state.

## Fraud Warning

**AL, AK, AZ, AR, CT, DC, DE, GA, HI, ID, IL, IN, IA, LA, MA, MI, MN, MS, MO, MT, NE, NV, NC, ND, OR, RI, SC, SD, UT, VT, WV, WI, WY-Warning:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines or confinement in prison.

**CA-Warning:** For your protection California law requires the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

**CO-Warning:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damage. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.

**FL-Warning:** Any person who knowingly and with intent to injure, defraud, or deceive any insurer, files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

**KS-Warning:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance may be guilty of insurance fraud as determined by a court of law and may be subject to fines and confinement in prison.

**KY-Warning:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

**ME-Warning:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

**MD-Warning:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance may be guilty of a crime and may be subject to fines and confinement in prison.

**NH-Warning:** Any person who, with a purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.

**NJ-Warning:** Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

**NM-Warning:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

**OH-Warning:** Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

**OK-Warning:** Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

**PA-Warning:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

**TN & WA-Warning:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

**TX-Warning:** Any person who knowingly presents a false or fraudulent claim for payment of a loss is guilty of a crime and may be subject to fines and confinement in prison.

**VA-Warning:** Any person who, with the intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement may have violated state law.

## Authorization

I have read or had read to me the completed application, including the Fraud Warning for my state. I represent that the statements and answers are true, correct, and complete to the best of my knowledge and belief. I understand that no producer, agent, or broker can make or modify a contract for MNL and all coverage will be as stated in MNL Policies.

Signed in: \_\_\_\_\_ Date: \_\_\_\_\_  
City and State

Signature: \_\_\_\_\_ Name and Title: \_\_\_\_\_  
Authorized Representative Authorized Representative

\_\_\_\_\_  
Licensed Producer Name

\_\_\_\_\_  
Licensed Producer Signature



ELIZEBETH PETERSON <bpeterson@isd100.org>

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## MN PFML

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Bill.Singer@at-group.net <Bill.Singer@at-group.net>  
To: bpeterson@isd100.org

Wed, Aug 27, 2025 at 8:16 AM

Beth,

Here is the best option I have found for your PFML. This is through NIS, the carrier who does the Life, Supplemental life and the LTD.

Starting January 1, 2026, Minnesota employers must provide Paid Family Medical Leave (PFML) coverage for all employees. You can either use the state plan (0.88% of covered payroll for employers with 31+ employees) or choose a private plan. While the state plan provides standardized coverage, there are benefits to choosing a private carrier such as potentially lower costs, seamless administration with current disability plans, supportive customer service, etc.

We're excited to offer an approved private PFML plan through a partnership between National Insurance Services (NIS), Madison National Life (MNL), and Alera Group. To be eligible for this option, you must have your Long Term Disability (LTD) policy with MNL. If you offer a group sponsored Short Term Disability (STD) policy, it must also be with MNL (this does not include worksite benefits such as Aflac).

Please see additional requirements below.

Private PFML Plan Rates with MNL (1-year rate guarantee):

- **31–250 employees: 0.78% of covered payroll** \*Only LTD required (STD if group offers)
- **251–750 employees: 0.83% of covered payroll** \*LTD, STD (if applicable), Life, & Worksite/Supplementary required
- **751–1250 employees: 0.88% of covered payroll** \*LTD, STD (if applicable), Life, & Worksite/Supplementary required

Let me know what you think.

Have a great day!

*Bill*

**Bill Singer**

Group Benefits Consultant

Phone: 763-754-8898

Fax: 763-754-8496

Toll Free: 877-902-8898

[Bill.Singer@at-group.net](mailto:Bill.Singer@at-group.net)

