

# Chisholm School District School Board Meeting Agenda

Monday, August 14, 2023 at 5:00 PM  
Regular Meeting  
Chisholm School Board Room

I. Determination of Quorum and Call to Order	
II. Public Comment:	
<b>Description:</b> Welcome to this meeting of the Board of Education Independent School District #695, Chisholm School District. We are extremely pleased that you have shown an interest in school district affairs by attending this meeting. The Board of Education allows public participation at its meeting, but at the same time has the responsibility for conducting its business in an orderly fashion. We will provide the audience with an opportunity to request to speak. We request that before you speak to announce your name. Each speaker will be allowed five minutes unless the time limit is waived by a majority of the board members present. At a public meeting of the board, no person shall orally initiate charges or complaints against individual employees of the district or challenge instructional materials used in the district. All such charges, if presented to the board directly, shall be referred to the Superintendent for investigation and report. We would also like to remind the public that the school board is not allowed to comment on your concerns. If there are no questions, we will open the public comment section of the board meeting.	
III. Recognition of Guests and Visitors	
IV. Approve Agenda	
V. Reports	
VI. Consent Agenda	
A. Minutes of the July 25, 2023, Regular Meeting	4
Accounts Payable for the month of July 2023 in the amount of \$320,983.03.	
<b>Attachments:</b>	
July 25, 2023 Minutes	4
AP July 2023	7
VII. Action Agenda	
A. Motion to approve the request for a one-year Leave of Absence from Jamie Moberg, Paraprofessional, effective July 26, 2023.	12
<b>Attachments:</b>	
LOA J. Moberg	12

B. Motion to approve the hiring of Lynanne Greer, Elementary Teacher, Vaughan Steffensrud, effective August 29, 2023.	13
<b>Attachments:</b>	
Hire L. Greer	13
C. Motion to approve Robbi Albert's request for enrollment into the Principal Licensure program through Concordia University-St. Paul.	14
<b>Attachments:</b>	
R. Albert Continuing Ed Request	14
D. Motion to approve the contract agreement between I.S.D. No 701 Hibbing Public Schools and I.S.D. No. 695 Chisholm Public Schools for Leadership of Community Education beginning August 21, 2023 - June 30, 2025.	15
<b>Attachments:</b>	
701 CE Contract for Leadership 23-25	15
E. Motion to approve the contract agreement between I.S.D. No. 695 Chisholm Public Schools and I.S.D. No. 701 Hibbing Public Schools for Activities Director Services beginning August 15, 2023 - June 30, 2025.	18
<b>Attachments:</b>	
Contract for Activities Director Services	18
F. Motion to approve the 7-12 Student Manual for the 2023-2024 school year.	19
<b>Attachments:</b>	
2023-2024 ISD 695 K-12 Student Handbook	19
G. Motion to approve Policy 526 Hazing Prohibition.	54
<b>Attachments:</b>	
Policy 526	54
H. Motion to approve Policy 602 Organization of School Calendar and School Day.	60
<b>Attachments:</b>	
Policy 602	60
I. Motion to approve Policy 603 Curriculum Development.	63
<b>Attachments:</b>	
Policy 603	63
J. Motion to approve Policy 604 instructional Curriculum.	66

<b>Attachments:</b>	
Policy 604	66
K. Motion to approve Policy 620 Credit for Learning.	
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<b>Attachments:</b>	
Policy 620	71
L. Motion to approve Policy 624 Online Instruction.	
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<b>Attachments:</b>	
Policy 624	76
VIII. Discussion	
A. Staff Breakfast Tuesday, August 29, 2023.	
IX. Information	
X. Adjourn	

The Regular Meeting of the School Board, Independent School District No. 695, was called to order at 5:03 P.M. on July 25, 2023, in the Elementary Board Room. Members present: Directors Sauter, Rice, Lappi, Rahja, and Chair Casey.

Members absent: Director Corradi Simon

**Public Comment:** None

**Recognition of Guests and Visitors:** InGensa addressed the board regarding the updated sketch and financials on the building project.

APPROVE AGENDA

Moved by Director Rahja, supported by Director Sauter to approve the agenda with the following changes: Personnel, Add Item B. Motion carried unanimously.

APPROVE CONSENT AGENDA

Moved by Director Rice supported by Director Lappi and approved unanimously to approve the Consent agenda which consists of the Minutes from the July 10, 2023, Regular Meeting and the following: Payrolls for the Months of June, July and August 2023 in the amount of \$1,384,238.67 and Accounts Payable for the Month of June in the amount of \$327,762.70.

**Personnel:**

ACCEPT THE RESIGNATION OF JEFF HANCOCK

Moved by Director Rahja, supported by Director Sauter to accept the resignation of Jeff Hancock as an Elementary Teacher, effective June 2, 2023. Motion carried unanimously.

HIRE HANNAH BARNEY

Moved by Director Lappi supported by Director Sauter to approve the hiring of Hannah Barney to Job #237 Elementary Building Secretary/Community Education Assistant, effective August 1, 2023. Motion carried unanimously.

**Administrative Business:**

APPROVE PAYMENT TO FRONTLINE EDUCATION

Moved by Director Sauter, supported by Director Rahja to approve payment to Frontline Education in the amount of \$6,079.71 for applicant tracking of internal applicants effective 7/1/2023-6/30/2024. Motion carried unanimously.

APPROVE FY24 LONG TERM FACILITIES MAINTENANCE 10 YEAR PLAN

Moved by Director Lappi, supported by Director Rice to approve FY24 Long Term Facilities Maintenance 10-Year Plan as presented. Motion carried unanimously.

ADOPT RESOLUTION

Approve the resolution to accept donations. A roll call vote was taken. For: Directors Sauter, Rice, Rahja and Chair Casey. Against: None Absent: Corradi Simon

APPROVE POLICY 102 EQUAL EDUCATIONAL OPPORTUNITY

Moved by Director Rice, supported by Director Lappi to approve Policy 102 Equal Educational Opportunity. Motion carried unanimously.

APPROVE POLICY 418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

Moved by Director Rice, supported by Director Lappi to approve Policy 418 Drug-Free Workplace/Drug-Free School. Motion carried unanimously.

APPROVE POLICY 419 TOBACCO-FREE ENVIRONMENT

Moved by Director Rice, supported by Director Lappi to approve Policy 419 Tobacco-Free Environment. Motion carried unanimously.

APPROVE POLICY 424 LICENSE STATUS

Moved by Director Rice, supported by Director Lappi to approve Policy 424 License Status. Motion carried unanimously.

APPROVE POLICY 507 CORPORAL PUNISHMENT AND PRONE RESTRAINT

Moved by Director Rice, supported by Director Lappi to approve Policy 507 Corporal Punishment and Prone Restraint. Motion carried unanimously.

APPROVE POLICY 509 ENROLLMENT OF NONRESIDENT STUDENTS

Moved by Director Rice, supported by Director Lappi to approve Policy 509 Enrollment of Nonresident Students. Motion carried unanimously.

APPROVE POLICY 513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

Moved by Director Rice, supported by Director Lappi to approve Policy 513 Student Promotion, Retention, and Program Design. Motion carried unanimously.

APPROVE POLICY 514 BULLYING PROHIBITION

Moved by Director Rice, supported by Director Lappi to approve Policy 514 Bullying Prohibition. Motion carried unanimously.

APPROVE POLICY 515 PROTECTION AND PRIVACY OF PUPIL RECORDS

Moved by Director Rice, supported by Director Lappi to approve Policy 515 Protection and Privacy of Pupil Records. Motion carried unanimously.

APPROVE POLICY 516 STUDENT MEDICATION

Moved by Director Rice, supported by Director Lappi to approve Policy 516 Student Medication. Motion carried unanimously.

APPROVE POLICY 524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

Moved by Director Rice, supported by Director Lappi to approve Policy 524 Internet Acceptable Use and Safety Policy. Motion carried unanimously.

APPROVE POLICY 532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

Moved by Director Rice, supported by Director Lappi to approve Policy 532 Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds. Motion carried unanimously.

APPROVE POLICY 534 SCHOOL MEALS

Moved by Director Rice, supported by Director Lappi to approve Policy 534 School Meals. Motion carried unanimously.

APPROVE POLICY 601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

Moved by Director Rice, supported by Director Lappi to approve Policy 601 School District Curriculum and Instruction Goals. Motion carried unanimously.

APPROVE POLICY 618 ASSESSMENT OF STUDENT ACHIEVEMENT

Moved by Director Rice, supported by Director Lappi to approve Policy 618 Assessment of Student Achievement. Motion carried unanimously.

APPROVE POLICY 619 STAFF DEVELOPMENT

Moved by Director Rice, supported by Director Lappi to approve Policy 619 Staff Development. Motion carried unanimously.

**Discussion:**

-Parade participation

**Information: None**

ADJOURN

Moved by Director Rahja, supported by Director Lappi to adjourn the meeting at 6:14 P.M. Motion carried unanimously.

DRS/lea

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Danielle Randa Sauter, clerk

Summary of Payments Issued:

JULY Accounts Payable Checks	\$263,057.59
JULY Accounts Payable Wires	<u>\$57,925.44</u>
Total Accounts Payable	\$320,983.03

### ISD 695-Chisholm Void Payment Listing with Detail

Batch	Co	Pmt No	Bank	Check No	Pmt Dt	Type	Grp Code	Rcd	Vendor	Curr	Print	Recon	Void	Vou No	Period	Void Dt	Amount
0695		37016	10	68214	06/07/2023	Check	1 2434		GREGORY STAINIGER	USD	Yes	No	Yes	62464	202401	07/19/2023	(95.00)
Payment Total:																	(95.00)

**ISD 695-Chisholm**  
**Payment Reg by Bank and Check**

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
10		37114		Wire	1 06857		NORTHEAST SERVICE COOP - INSUR		No	No	No	07/06/2023	57,925.44
												Bank Total:	<input type="text" value="\$57,925.44"/>
												Report Total:	<input type="text" value="\$57,925.44"/>

## ISD 695-Chisholm

### Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0695		10	37161	68352	Check	1	3990		2ND WIND EXERCISE EQUIPMENT, II	Yes	No	No	USD	07/20/2023	4,995.00
			37156	68353	Check	1	1950		ACT	Yes	No	No	USD	07/20/2023	703.50
			37182	68365	Check	1	3539	R1	AETNA BUILDING SOLUTIONS	Yes	No	No	USD	07/25/2023	3,783.30
			37131	68323	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	USD	07/12/2023	62.94
			37175	68366	Check	1	2423		AMAZON CAPITAL SERVICES	Yes	No	No	USD	07/25/2023	456.92
			37133	68324	Check	1	2791	2791	APPLE	Yes	No	No	USD	07/12/2023	1,579.00
			37150	68354	Check	1	00428		ARCC	Yes	No	No	USD	07/20/2023	18,626.32
			37130	68325	Check	1	2354		ATT MOBILITY	Yes	No	No	USD	07/12/2023	94.14
			37174	68367	Check	1	2354		ATT MOBILITY	Yes	No	No	USD	07/25/2023	684.73
			37169	68368	Check	1	1944		AVIBEN	Yes	No	No	USD	07/25/2023	133.46
			37179	68369	Check	1	2653		BLICK ART MATERIALS	Yes	No	No	USD	07/25/2023	48.87
			37116	68318	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN E	Yes	No	No	USD	07/06/2023	632.10
			37117	68320	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN E	Yes	No	No	USD	07/06/2023	5,345.00
			37118	68321	Check	1	3387		BLUE CROSS BLUE SHIELD OF MN E	Yes	No	No	USD	07/06/2023	23,074.00
			37138	68326	Check	1	3060	R1	BSN SPORTS	Yes	No	No	USD	07/12/2023	399.50
			37181	68370	Check	1	3060	R1	BSN SPORTS	Yes	No	No	USD	07/25/2023	1,261.41
			37180	68371	Check	1	2774		BUHL WATER CO INC	Yes	No	No	USD	07/25/2023	90.00
			37145	68327	Check	1	3989		CASEY DRUG	Yes	No	No	USD	07/12/2023	299.88
			37178	68372	Check	1	2632	R1	CDW-G	Yes	No	No	USD	07/25/2023	458.83
			37162	68364	Check	1	3991		CHISHOLM ACTIVITIES DEPT	Yes	No	No	USD	07/24/2023	110.00
			37121	68328	Check	1	01600		CHISHOLM CITY OF	Yes	No	No	USD	07/12/2023	5,024.29
			37141	68329	Check	1	3712		CLEVER PROTOTYPES, LLC DBA STI	Yes	No	No	USD	07/12/2023	599.96
			37177	68373	Check	1	2631		COLORADO TIME SYSTEMS	Yes	No	No	USD	07/25/2023	380.00
			37171	68374	Check	1	2241		COLOSIMO PATCHIN KEARNEY ET A	Yes	No	No	USD	07/25/2023	338.50
			37132	68330	Check	1	2668		CONSOLIDATED COMMUNICATIONS	Yes	No	No	USD	07/12/2023	1,697.25
			37188	68375	Check	1	3933		CTC	Yes	No	No	USD	07/25/2023	2,479.26
			37167	68376	Check	1	10255		DEX MEDIA	Yes	No	No	USD	07/25/2023	139.62
			37122	68331	Check	1	02569		ECOLAB PEST ELIMINATION DIV	Yes	No	No	USD	07/12/2023	549.96
			37163	68377	Check	1	03018		EXCEL BUSINESS SYSTEM	Yes	No	No	USD	07/25/2023	2,819.96
			37137	68332	Check	1	3021		FORD OF HIBBING	Yes	No	No	USD	07/12/2023	53.84
			37160	68355	Check	1	3756		FRONTLINE TECHNOLOGIES GROUF	Yes	No	No	USD	07/20/2023	6,079.71
			37170	68378	Check	1	1957		GOPHER	Yes	No	No	USD	07/25/2023	598.21
			37149	68351	Check	1	2434		GREGORY STAINIGER	Yes	No	No	USD	07/19/2023	95.00
			37143	68333	Check	1	3785	R1	INNOVATIVE OFFICE SOLUTIONS LL	Yes	No	No	USD	07/12/2023	69.58
			37183	68379	Check	1	3785	R1	INNOVATIVE OFFICE SOLUTIONS LL	Yes	No	No	USD	07/25/2023	141.26
			37123	68334	Check	1	04300		ISD #0701 HIBBING	Yes	No	No	USD	07/12/2023	3,225.77
			37151	68356	Check	1	04300		ISD #0701 HIBBING	Yes	No	No	USD	07/20/2023	11,599.00
			37152	68357	Check	1	04377		ISD #0712 MT IRON-BUHL	Yes	No	No	USD	07/20/2023	49,007.65
			37155	68358	Check	1	1842		ISD #6076 NORTHLAND LEARNING	Yes	No	No	USD	07/20/2023	1,651.60
			37144	68335	Check	1	3820		JEFFERY DAVIN ANDERSON	Yes	No	No	USD	07/12/2023	1,750.00
			37158	68359	Check	1	3032		JOEL MCDONALD	Yes	No	No	USD	07/20/2023	2,327.00

## ISD 695-Chisholm Check Register by Bank and Check

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0695	10	37142	68336	Check	1	3715		KRISTEN HOHEISEL	Yes	No	No	USD	07/12/2023	75.00
		37124	68337	Check	1	05206	R1	L & M FLEET SUPPLY	Yes	No	No	USD	07/12/2023	695.96
		37165	68380	Check	1	05206	R1	L & M FLEET SUPPLY	Yes	No	No	USD	07/25/2023	38.28
		37129	68338	Check	1	2232		LOWE'S	Yes	No	No	USD	07/12/2023	305.35
		37187	68381	Check	1	3905		LULICH IMPLEMENT INC	Yes	No	No	USD	07/25/2023	4,145.00
		37140	68339	Check	1	3605		LVC COMPANIES	Yes	No	No	USD	07/12/2023	1,317.40
		37119	68322	Check	1	05731		MADISON NATIONAL LIFE INS CO	Yes	No	No	USD	07/06/2023	2,378.00
		37153	68360	Check	1	06298	R1	MASA	Yes	No	No	USD	07/20/2023	499.00
		37115	68319	Check	1	2320		MEDICARE BLUE RX	Yes	No	No	USD	07/06/2023	16,793.30
		37147	68348	Check	1	2320		MEDICARE BLUE RX	Yes	No	No	USD	07/13/2023	16,500.70
		37176	68382	Check	1	2558		MESABI GLASS WINDOW DOORS IN	Yes	No	No	USD	07/25/2023	450.00
		37168	68383	Check	1	1584		MID-AMERICAN RESEARCH CHEMIC	Yes	No	No	USD	07/25/2023	10,855.07
		37127	68340	Check	1	09400		MID-STATE TRUCK SERVICE, INC	Yes	No	No	USD	07/12/2023	448.20
		37139	68341	Check	1	3097	REMIT	MINNEAPOLIS OXYGEN COMPANY	Yes	No	No	USD	07/12/2023	25.74
		37148	68349	Check	1	2971		MINNESOTA LIFE INSURANCE	Yes	No	No	USD	07/13/2023	2,133.51
		37128	68342	Check	1	2101		MN ENERGY RESOURCES CORP	Yes	No	No	USD	07/12/2023	1,635.58
		37157	68361	Check	1	2101		MN ENERGY RESOURCES CORP	Yes	No	No	USD	07/20/2023	225.45
		37125	68343	Check	1	06375		MN POWER	Yes	No	No	USD	07/12/2023	12,541.17
		37154	68362	Check	1	06400		MN SCHOOL BOARDS ASSOC	Yes	No	No	USD	07/20/2023	6,732.00
		37172	68384	Check	1	2278		MN TELECOMMUNICATIONS	Yes	No	No	USD	07/25/2023	1,126.50
		37184	68385	Check	1	3844		MOSYLE CORPORATION	Yes	No	No	USD	07/25/2023	2,925.00
		37173	68386	Check	1	2303		NAPAAUTO PARTS	Yes	No	No	USD	07/25/2023	3,697.74
		37159	68363	Check	1	3469		NICHOLAS MILANI	Yes	No	No	USD	07/20/2023	1,000.00
		37146	68350	Check	1	06979		NORTHERN MINNESOTA DENTAL, IN	Yes	No	No	USD	07/13/2023	8,088.00
		37134	68344	Check	1	2795		PARK STATE BANK	Yes	No	No	USD	07/12/2023	1,439.69
		37135	68345	Check	1	2795		PARK STATE BANK	Yes	No	No	USD	07/12/2023	294.68
		37136	68346	Check	1	2795		PARK STATE BANK	Yes	No	No	USD	07/12/2023	1,028.14
		37189	68387	Check	1	3992		PREMIUM PLANT SERVICES INC	Yes	No	No	USD	07/25/2023	3,843.15
		37126	68347	Check	1	08215		RADKO IRON & SUPPLY	Yes	No	No	USD	07/12/2023	408.10
		37166	68388	Check	1	08215		RADKO IRON & SUPPLY	Yes	No	No	USD	07/25/2023	49.89
		37186	68389	Check	1	3890		STATE INDUSTRIAL PRODUCTS	Yes	No	No	USD	07/25/2023	1,333.00
		37164	68390	Check	1	05150	R1	TK ELEVATOR CORPORATION	Yes	No	No	USD	07/25/2023	5,635.82
		37185	68391	Check	1	3847	R1	VC3	Yes	No	No	USD	07/25/2023	926.85
Bank Total: 10													\$263,057.59	
Report Total:													\$263,057.59	

ISD 695 School Board  
300 3rd Avenue SW  
Chisholm, MN 55746

July 21, 2023

Dear Members of the Chisholm School Board,

I would like to request another one-year extension to my leave of absence from my position as a paraprofessional, which began on July 26, 2022.

I spent many years as the speech paraprofessional for the Chisholm School District and then served as their speech-language pathology assistant for the last 2 years, and I feel strongly connected to the district. It is my understanding that my SLPA position with the Northland Learning Center will allow me to continue to provide speech-therapy services to Chisholm students during the 2023-24 school year but, since SLPAs are currently quite rare in the area, I can't be certain that this will be the case next year. It is my hope to continue working for the district in the future.

Thank you for your consideration.

Sincerely,

Jamie Moberg

## **Recommendation to Hire**

**Position: Job #235 Elementary Instructor**

**Posting duration:** Posted-6/13/22 - 6/30/2023

**Advertising Location:** Website, EdPost, MSBA, MASA

**Number of Qualified:** 5

**Licensed Applications:** 5

**Interview committee Names:** Karla Winter, Robbie Albert, Nico Stish, Chelsy Schmitz, Tara Anderson, Ciri Falcone

**Recommended for hire:** Lynanne Greer

**Supervisor:** Karla Winter

August 4, 2023

Dear Chisholm School Board Members,

I am writing to request your approval for enrolling in and completing the Ed.S. - Principal Licensure program through Concordia University - St. Paul. The next cohort is set to begin in September and should take approximately 18 months to complete.

I believe that completing this program will provide me with valuable skills and knowledge that will contribute to my professional development and enhance my ability to perform my job effectively.

I would greatly appreciate your approval to complete this program. I am confident that the knowledge and skills I will gain from this program will benefit both myself and the Chisholm School District.

Thank you for your time and consideration,



Robbi Albert, M.Ed.  
Elementary Curriculum Coordinator  
Elementary Dean of Students

**SCHOOL DISTRICT 701**  
800 East 21st Street  
Hibbing, MN 55746

**CONTRACT FOR LEADERSHIP OF COMMUNITY  
EDUCATION**

It is hereby agreed by and between District 701 Public Schools and District 695 Public Schools as follows:

**OBLIGATIONS OF SCHOOL DISTRICT 695**

1. Said DISTRICT 695 shall pay DISTRICT 701 a total of \$8,500 annually for leadership services for Community Education with duties as outlined in this contract beginning August 21, 2023, through June 30, 2025.
2. Said DISTRICT 695 shall pay DISTRICT 701 for leadership services for General Community Education, Youth Services/Development, Youth Enrichment, Adult Enrichment, and Adults with Disabilities.
3. Said DISTRICT 695 shall maintain independent programming, monitoring, and staffing for the following programs and areas.
  - School Age Child Care
  - Early Childhood Family Education
  - School Readiness
  - Early Childhood Screening
  - Facility Scheduling
4. Said DISTRICT 695 shall pay DISTRICT 701 for all expenses incurred while providing the leadership services outlined in this contract (i.e.: including, but not limited to mileage, marketing, meals, motel, advisory committee expense, etc.). When possible, expenses will be coded directly to ISD 695's Community Education budget; all other expenses will be submitted for payment on a monthly basis.
5. Said DISTRICT 695 administration shall actively work with DISTRICT 701 leadership to recruit and guide DISTRICT 695 Community Education program and support staff.
6. Said DISTRICT 695 shall provide on-site clerical, program and/or support staff.
7. Said DISTRICT 695 will continue to maintain their own website, registration and facility scheduling platforms. Possibly merge these with DISTRICT 701 in the future.

8. Said DISTRICT 695 will provide access to school district facilities at no additional charge for the purpose of Community Education programming.

## **OBLIGATIONS OF SCHOOL DISTRICT 701**

1. Said DISTRICT **701** shall provide administration for the following Community Education program components for said DISTRICT 695:
  - General Community Education
  - Youth Service/Development
  - Youth Enrichment
  - Adult Enrichment
  - Adults with Disabilities

Administration will include monitoring data collection, preparation of program evaluation summaries and annual reports as required by the advisory council, District, and Minnesota Department of Education.

2. Local program staff will be responsible to collect annual participation data in preparation for annual reporting.
3. Said DISTRICT 701 Leadership staff shall attend and be a member of DISTRICT 695's Community Education Advisory Council and ensure compliance with Community Education Law.
4. Said DISTRICT 701 shall support and guide DISTRICT 695's clerical, program and/or support staff as they design, implement, and monitor day, evening, and non- school day educational activities to be consistent with DISTRICT 695's mission and the changing community needs as directed by the advisory council.
5. Said DISTRICT 701 shall direct the marketing, outreach, and promotion of Community Education sponsored activities for the communities in the DISTRICT 695 service area.
6. Said DISTRICT 701 shall build partnerships and promote organizational collaboratives within the DISTRICT 695 service area.
7. Said DISTRICT 701 shall actively participate, representing DISTRICT 695, in regional and state Community Education meetings and networks.
8. Said DISTRICT 701 shall support DISTRICT 695 program staff as they recruit and evaluate qualified community/professional staff as instructors for Community Education classes.
9. Said DISTRICT 701 shall recruit and guide Community Education program staff in conjunction with DISTRICT 695 administration.

10. Said DISTRICT 701 shall monitor all 04 fund budget categories related to the services they are contracted to provide and to maintain a balanced budget utilizing the UFARS system of reporting.

11. Said DISTRICT 701 shall coordinate, consolidate and insure that all State reports are completed and submitted in a timely fashion for the services they are contracted to provide.

THIS CONTRACT MAY BE TERMINATED PRIOR TO THE ENDING DATE LISTED ABOVE IN THE EVENT OF:

1. Mutual agreement by the contracting parties, with a minimum of a 60-day notice.
2. Unsatisfactory performance by either of the parties.

\_\_\_\_\_  
District 701 Superintendent

\_\_\_\_\_  
District 695 Superintendent

\_\_\_\_\_  
Date

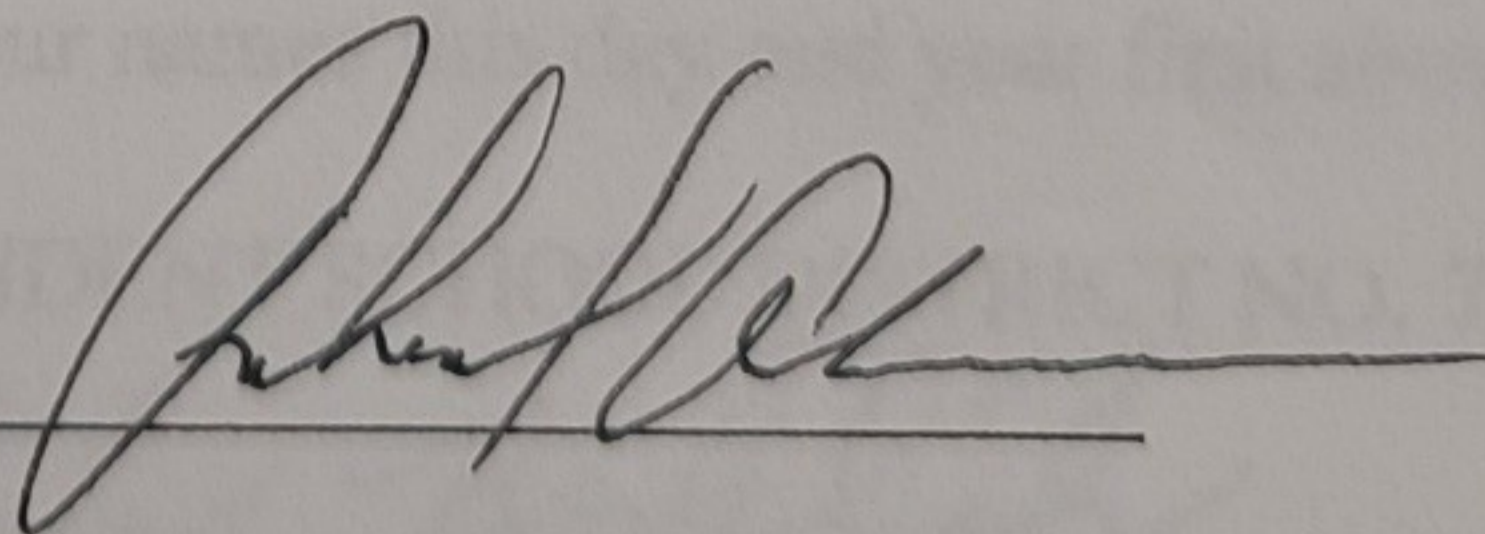
\_\_\_\_\_  
Date

SCHOOL DISTRICT 695  
Chisholm, MN  
Contract For Activities Director Services

It is hereby agreed by and between District 695 Schools and District 701 School as follows:

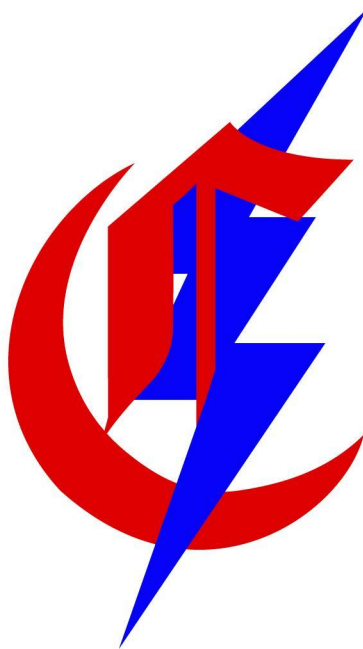
1. District 701 shall pay District 695 a total of \$20,000 annually for Director of Activities assistance August 15, 2023-June 30, 2025.
2. District 701 shall pay for expenses incurred such as mileage, meals, and other related expenses directly incurred for services provided for District 701.
3. District 695 shall pay for membership, professional development, conferences, and other expenses incurred for services provided for District 695.
4. Services provided to Hibbing School District shall include the following:
  - a. Scheduling of 7th and 8th grade activities.
  - b. Maintain and update schedules of 7th and 8th grade activities.
  - c. Assist in communication with coaches on scheduling.
  - d. Assist with communication of activity budgets as needed.
  - e. Supervision of home events as needed.
  - f. Other duties as assigned by ISD 695.
5. This contract may be terminated prior to the ending date listed above in the event of:
  - a. Mutual agreement by the contracting parties, with a minimum of a 60-day notice.
  - b. Unsatisfactory performance by either of the parties.

\_\_\_\_\_  
District 695 Superintendent

  
\_\_\_\_\_  
District 701 Superintendent

\_\_\_\_\_  
Date

8-9-23  
\_\_\_\_\_  
Date



# Student Manual

2023-2024

7th-12th Grade

Chisholm Public Schools - ISD #695

This handbook is a **summary** of the school's rules and expectations, and is **not** a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website at [www.chisholm.k12.mn.us](http://www.chisholm.k12.mn.us) or at the Board office, located at:

300 SW 3<sup>rd</sup> Ave.

Chisholm, MN 55719

(218) 254-5726 Ext. 2900 : Fax (218) 254-3741

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# Welcome



Dear Parents/ Guardians and Students,

Thank you for choosing Chisholm Schools for your child(ren). The handbook was created to answer many of the questions you may have about the rules and regulations, policies and guidelines along with activities in your schools.

We also would ask you to refer & review our district policies on the school website:

[www.chisholm.k.12.mn.us](http://www.chisholm.k.12.mn.us).

If you have any questions regarding any of the information contained in this handbook or the online handbook please contact your school Principal.

We are excited for the new school year and the privilege of working with you,

Mark Morrison  
Superintendent

## **NOTICE OF COPYRIGHT BY AUTHORIZED SCHOOL DISTRICT**

This Model Student Handbook is protected by copyright. The Minnesota School Boards Association (MSBA) wants school districts to make the best use of this Model Student Handbook, but must also protect its copyright. With these goals in mind, MSBA authorizes the copying and use of its materials in the following contexts:

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2. Distribution of any portion of these materials to other school districts, entities, or persons who have not purchased the Model Student Handbook is strictly prohibited.
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## PART I – INFORMATION

### Arrival and Dismissal Hours

School hours are 8:18 a.m. to 2:50 p.m. at the Vaughan-Steffensrud School..

School hours are 8:18 a.m. to 3:02 p.m. at the Chisholm Elementary and Chisholm High Schools.

On early out Wednesdays, students will be dismissed one (1) hour early. Please consult the school calendar.

### Absences

If a student is absent from school, the parent is asked to call the school's office at 254-5726 before 8:25a.m. or 12:00p.m. for an afternoon absence. Calls made before 7:30 AM may be left on the answering machine. Upon returning to school, the student should check in at the office to obtain a pass. The absence will remain unexcused until a note or phone call is received from the parent.

### Calendar

The School Board adopts the school calendar annually. A copy of the school calendar can be found on the school district's website at [www.chisholm.k12.mn.us](http://www.chisholm.k12.mn.us).

### Class Assignments

Class lists and class schedules will be made available prior to the start of the school year. All high school class changes will be done by office personnel. Please refer to the district's policy, Organization of School Calendar and School Day, Policy #602.

### Chain of Command, Questions and Concerns

Students, parents/guardians, staff, or community members are welcome to ask questions or present concerns. Many questions and concerns are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken. The easiest way to communicate is via e-mail, and a phone call is the next preferable way. Contact information such as email addresses and phone numbers can be found on the district website. The following chain of command should be utilized for questions or concerns falling into these categories:

Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint. Please refer to the district's policy, Complaints - Students, Employees, Parents, Other Persons, Policy #103.

### Eighteen-Year-Old Students

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

### Employee Directory

A directory of all district employees are posted on the district website at [www.chisholm.k12.mn.us](http://www.chisholm.k12.mn.us).

### Employment Background Checks

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees. **Please refer to the district's policy, Employment Background Checks, Policy #404.**

### Fees

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

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.

- Use of musical instruments owned or rented by the school district.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

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

### **Food in the Classrooms**

Food and drink are not permitted in the classrooms without prior administrative approval. Please refer to the district's Wellness Policy, Policy #533.

### **Fundraising**

All fundraising activities conducted by student groups, organizations and/or parent groups must be approved by the building Principal in advance. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school related activities will not be allowed during the school day. Please refer to the district's policy, **Student Fundraising, Policy #511.**

### **Gifts to Employees**

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude. Please refer to the district's **Gifts to Employees Policy #421.**

### **Graduation Ceremony**

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building Principal.. The graduation dates, times and locations can be found on the district calendar. **Please refer to the district's policy, Graduation Requirements, Policy #613.**

### **Interviews of Students by Outside Agencies**

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy. **Please refer to the district's policy, Interviews of Students by Outside Agencies, Policy #519.**

### **Library and Media Center**

The 7-12 library/media center is open during school hours. Students may use the library/media center during the school day and before and after school only when a supervisor is present.

### **Meals**

Meals are to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Students may purchase lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home. Students are eligible for free lunches and/or breakfasts. **7th and 8th** grade students will eat their lunches on campus unless they have a signed lunch permission form from parent/guardian to eat at home.

**Please refer to the district's policy, Unpaid Meal, Policy #534.**

### **Messages to Students**

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is also prohibited. **Please refer to the district's policy, Cell Phone, Digital Imaging Devices, and Other Personal Electronic Devices, Policy # 506.1**

### **Nondiscrimination**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The School Board has designated the Superintendent as the district's Human Rights Officer to handle inquiries regarding nondiscrimination. The Superintendent can be contacted at the district office at 218-254-5726., **Please refer to the district's policy, Disability Nondiscrimination, Policy #402.**

## Notice of Violent Behavior by Students(529)

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior. **Please refer to district's policy, Staff Notification of Violent Behavior of Students, Policy #529.**

## Parent and Teacher Conferences

Parent and teacher conferences will be held throughout the school year. Please refer to the district calendar for specific dates and times. [www.chisholm.k12.mn.us](http://www.chisholm.k12.mn.us). **Please refer to the district's policy, Organization of the School Calendar and School Day, Policy #602.**

## Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school building or classroom, parents/guardians should contact the building Principal regarding completion of a background check consent form. Parents/guardians who visit the school must sign in at the school office before entering a classroom. **Please refer to the district's policy, Employee Background Checks, Policy #404; district's policy, Temporary, Part-Time Workers and Volunteer Benefits, Policy #475.**

## Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America weekly in both the Vaughan-Steffensrud School and Chisholm Elementary School. Any person who does not wish to participate in reciting the Pledge of Allegiance, for any personal reason, may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag. **Please refer to the district's The Pledge of Allegiance Policy 531.**

## School Activities

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

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

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

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

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the school Activities Director. **Please refer to the district's policy, School Activities, Policy #510.**

## Extra-Curricular Fees

### Participation Fees

<u>Athletic</u>		<u>Non Athletic</u>	
Varsity and Junior Varsity Athletes	\$90.00 per sport	Grades 9-12	\$40.00
8th grade and below athletes	\$70.00 per sport	Grades 8 and below	\$40.00
Maximum Fee Per Family	\$350.00 per family	Family Limit	\$350.00

### Spectator Fees

Admission to events is payable at the door or with a season pass. Season passes are available in the Activity Director's office.

**Please refer to the district's policy:**

**Chisholm School Extra - Curricular Activities Rules and Regulations Policy # 510.1**

**Chisholm School Extra - Curricular Coaches Rules and Regulations Policy #510.2**

**Chisholm School Extra - Curricular Activities Non-Athletic Rules and Regulations Policy #510.3**

**Chisholm Athletic and Non-Athletic Activity Fee Policy # 510.4**

## **Special Education**

### **Special Education Services for Students**

In accordance with state and federal mandates, the district assesses and appropriately serves students with disabilities. District staff use a child study process to systematically screen, assess and, if appropriate, place students in special education services.

Students are entitled to a free appropriate public education in the "least restrictive environment" (usually the school the child would attend if the child did not have a disability).

The amount of and type of service required shall be determined by the IEP process.

The school district shall protect students with disabilities from discrimination on the basis of disability and shall identify and evaluate learners who, within the intent of the law, need special services, accommodations, or programs in order that such learners may receive the required free appropriate education.

### Section 504 Process for Students

Section 504 is a federal law, which prohibits discrimination against persons with a disabling condition in any program receiving federal financial assistance. The law defines a person with a disabling condition as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activities;
- Has a record of such an impairment, or
- Is regarded as having such an impairment

The district has specific responsibilities under the act, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

## **School Closing Procedures**

School may be cancelled when the Superintendent and/or building Principal believe the safety of students and employees is threatened by severe weather or other circumstances. The Superintendent and/or building Principal will make a decision about closing school or school buildings as early in the day as possible. School closing announcements will be sent via the Instant Alert System as well as broadcast on local radio and television stations.

## **Searches**

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials. **Please refer to the district's policy, Student Discipline, Policy #506.**

## **Lockers and Personal Possessions Within a Locker**

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

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. **Please refer to the district's policy, Search of Student Lockers, Desks, Personal Possessions and Student's Person, Policy #502**

## **Desks**

School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided

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

### **Personal Possessions and Student's Person**

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

### **Vehicles on Campus**

#### Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exterior of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. **Please refer to the district's policy, Student Use & Parking of Motor Vehicles, Patrols, Inspections, and Searches, Policy #527.**

#### Search of the Interior of a Student's Motor Vehicle

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

### **Student Publications and Materials**

The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building Principal and/or sponsor. Non-school sponsored publications may not be distributed without prior approval. **Please refer to the district's policy, School Sponsored Student Publications and Activities, Policy #512.**

### **Distribution of Non-school Sponsored Materials on School Premises**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. **Please refer to the district's policy, Distribution of Non-school Sponsored Materials on School Premises by Students and Employees, Policy 505.**

### **School-Sponsored Student Publications**

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

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

Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations. **Please refer to the district's policy, School Sponsored Student Publications and Activities, Policy #512.**

### **Student Records**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized

inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. **Please refer to the district's policy, Protecting the Privacy of Pupil Records, Policy #515.**

## **Transportation of Public School Students**

### **Eligibility**

The school district shall provide transportation to and from school for all students deemed eligible based on established criteria, except for those students whose transportation privileges have been revoked or, in the case of a secondary student, have been voluntarily surrendered by the student's parent or guardian. Transportation costs will be borne by the school district for all eligible students. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

### **Transportation of Nonresident Students**

If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders.

### **Services, Manner of Transportation, and Restrictions**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break.

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating thereto shall be within the sole discretion, control and management of the Superintendent.

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act of 1974. Revocation procedures for a student who is an individual with a disability are governed by the specific legislation relating to those disabilities.

**Please refer to the district's policy, Transportation of Public School Students. Policy #707.**

### Student Transportation Safety Training

1. School Bus Safety Week. The first week of school is designated as school bus safety week.
2. Student Training. The school district shall provide students with age-appropriate school bus safety training. The training shall be results oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:
  - a) Transportation by school bus is a privilege not a right;
  - b) District policies for student conduct and school bus safety;
  - c) Appropriate conduct while on the bus. The danger zones surrounding a school bus;
  - d) Procedures for safely boarding and leaving a school bus;
  - e) Procedures for safe vehicle lane crossing;
  - f) A school bus evacuation and other emergency procedures.

**Please refer to the district's policy, Student Transportation Safety Policy. Policy #709.**

### Automobile Use by Students

Students who are permitted to bring vehicles to school are to park them in the school parking lot or where designated by the Principal, and are not to re-enter their vehicles until they are dismissed from school or unless authorized by the Principal to do so. **Please refer to the district's policy, Student Use & Parking of Motor Vehicles; Patrols, Inspections, and Searches, Policy #527.**

### Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from optional field trips at locations other than school. **Please refer to the district's policy, Extracurricular Transportation, Policy #707.**

### **Video and Audio-Recording**

#### School Buses

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

**Please refer to the district's policy, Video Recording on School Buses, Policy #711.**

### Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent. **Please refer to the district's policy, Video Surveillance Other Than on Buses, Policy #712.**

## PART II — ACADEMICS

### Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's Student Discipline policy.

### Class Rank/Honor Roll

Chisholm Public Schools graduation valedictorian, salutatorian, and honors students are determined based on School Board Policy#613.1.

#### Grade Point Average Computation

Grades in all subject areas are used to determine the student's grade point average. Grade point average (GPA) equals the total number of grade points divided by the total number of credits for grades 9-12.

#### Point Values of Letter Grades

A = 4.000	B+ = 3.333	C+ = 2.333	D+ = 1.333	F = 0.000
A- = 3.667	B = 3.000	C = 2.000	D = 1.000	
	B- = 2.667	C- = 1.667	D- = .667	

Beginning with the Class of 2018, honors courses point values will be eliminated. All coursework will be on the 4.0 scale

The Honor Roll will be determined at the end of the first, second, third, and fourth grading periods. The following grade point categories determine the position of academic excellence:

"A" Honor Roll	3.667 – 4.000	"B" Honor Roll	3.000 – 3.666
----------------	---------------	----------------	---------------

#### Limitations:

1. No student may be placed on the honor roll who receives an "F" in any subject.
2. No student may be placed on the honor roll with an incomplete, The student is to have the instructor from where he/she received the incomplete notify the office of any change to be included on the honor roll.

### Extended School Year Opportunities

The school district provides extended school year opportunities to a student (ages 18-21) who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the student's case manager.

### Field Trips

Field trips may be offered to supplement student learning. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

### Grades

Students' grades will be reported at the end of each quarter during the year. Some grades may utilize a progress report in lieu of a report card. Report cards/progress reports will be distributed to students quarterly and the final report card/progress report will be mailed home.

Students grades, attendance and behavior reports may be viewed online on PowerSchool.. To access Parent Portal, a link has been provided on the I.S.D. 695 website at [www.chisholm.k12.mn.us](http://www.chisholm.k12.mn.us). Please contact the school office for information regarding usernames and passwords.

### Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from the Chisholm I.S.D.#695.

Courses Required

In order to receive a diploma, students must successfully complete at least 21.5 credits in grades 9-12 and comply with the following high school level course requirements:

**High School Level Course Required for Graduation  
GRADUATION REQUIREMENTS**

Total Credits	Grade Level	17 Credits
English	9-12	4 Credits
Civics	9	1 Credit
American History	10	1 Credit
World History	11	1 Credit
Social 12	12	1 Credit
Math	9-12	3 Credits
Science	9-12	3 Credits
Physical Education	9-10	1 Credit
Health	9-10	1 Credit
Art (Art, Band, Choir)	9-12	1 Credit
Credits Required: 17 Elective Credits: 4.5		

<b>4 Credits of English</b>	English 9-12
<b>3 Credits of Math (minimum)</b>	Informal High School Algebra High School Algebra High School Algebra II or equivalent
<b>3 Credits of Science (minimum)</b>	Physical Science 9 General Biology General Chemistry
<b>1 Credit of Art</b>	Intro to Art Band Choir
<b>4 Credits of Social Studies</b>	Civics American History World History Social Problems 12
<b>1 Credit of Health</b>	Health 9 (.5 Credits) Health 10 (.5 Credits)
<b>1 Credit of Physical Education</b>	Physical Education 9 (.5 Credits) Physical Education 10 (.5 Credits)
<b>17 Required Credits • 4.5 Elective Credits • 21.5 Total Credits</b>	

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

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

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

### **Homework**

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

### **Promotion and Retention**

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The Superintendent's decision will be final. The district has a variety of services to help students succeed in school. Please refer to Policy 513 "Student Promotion, Retention, and Program Design" which is posted on the district's website.

INDEPENDENT SCHOOL DISTRICT NO. 695

Chisholm, Minnesota

#### **Retention/Promotion Policy For Grades 7 and 8**

Students are expected to pass all classes: failing grades are not acceptable. Individual classes failed must be retaken and any student who fails one half of His/her core classes (English, Social Studies, Math, Science, P.E./ Health) for the Year will be retained. A student who fails one or two core classes will have to attend summer school, if available, to make-up one class and will be rescheduled for the other class during the following school year. No student will repeat the same class/classes or grade for more than two years. This policy goes into effect for the 2003-2004 SY.

EFFECTIVE DATE: Beginning with the 2003-2004 school year

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

I.S.D. #695 schools will comply with all rules and regulations established by the State concerning the post-secondary options program. It will be the responsibility of the building Principal and Counselor to advise students who wish to participate in the options program, of their potential success in the program as well as to advise the post-secondary school of the student's academic status. Participation in the post-secondary options program by students approved by the school will be limited to only resident students who have enrolled in and attended for at least a full academic year in ISD#695 schools prior to enrolling in a post-secondary options program. Students must also demonstrate that they have met the course requirements for graduation as established by district policy as well as all other state and local requirements. The District will not register homeschool students into the post-secondary options program unless they meet these requirements. Students and parents must notify the district by May 30 of the current year if they plan to attend PSEO classes the following school year.

### **Summer School/Night School**

The school district may provide summer and night school learning opportunities. For more information, contact the school counselor.

### **Parent Right to Know**

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

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

**PART III — RULES AND DISCIPLINE**  
**503 STUDENT ATTENDANCE**  
**\*See Truancy Absence Table End**

*[Note: The provisions of this policy substantially reflect statutory requirements.]*

I. PURPOSE

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

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

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

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

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

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

4. Administrator's Responsibility

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

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

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

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b. The following reasons shall be sufficient to constitute excused absences:

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

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

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up. Students are given double the number of days missed to complete make-up work. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

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

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family.
- (6) Personal trips to schools or colleges.
- (7) Absences resulting from accumulated unexcused tardies (7 tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

- (2) Days during which a student is suspended from school shall not be counted in a student's total unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

C. Tardiness

- 1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
- 2. Procedures for Reporting Tardiness
  - a. Students tardy at the start of school must report to the school office for an admission slip.
  - b. Tardiness between periods will be handled by the teacher.
- 3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after one unexcused tardy. In addition seven unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single

school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods in three days if the child is in middle school, junior high school, or high school.

**B. Reporting Responsibility**

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and

*[Note: Where services and procedures under Minn. Stat. Ch. 260A are available within the school district, the following provisions should also be included in the policy.]*

**C. Habitual Truant**

1. A habitual truant is a child under the age of 16 years 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.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

*Legal References:* Minn. Stat. § 120A.05 (Definitions)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 120A.26 (Enforcement and Prosecution)  
Minn. Stat. § 120A.30 (Attendance Officers)  
Minn. Stat. § 120A.34 (Violations; Penalties)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 260A.02 (Definitions)  
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)  
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)  
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)  
*Goss v. Lopez*, 419 U.S. 565, 95 S.Ct. 729 (1975)  
*Slocum v. Holton Board of Education*, 429 N.W.2d 607 (Mich. App. Ct. 1988)  
*Campbell v. Board of Education of New Milford*, 475 A.2d 289 (Conn. 1984)  
*Hamer v. Board of Education of Township High School District No. 113*, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)  
*Gutierrez v. School District R-1*, 585 P.2d 935 (Co. Ct. App. 1978)  
*Knight v. Board of Education*, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)  
*Dorsey v. Bale*, 521 S.W.2d 76 (Ky. 1975)  
*Cross References:* MSBA/MASA Model Policy 506 (Student Discipline)

<b>EXEMPT</b> <u>Absences &amp; Tardies</u> <i>Do Not Count Towards 10</i>	<b>EXCUSED</b> <u>Absences &amp; Tardies</u> <i>Count Towards 10</i>	<b>UNEXCUSED</b> <u>Absences &amp; Tardies</u> <i>Count Towards 10</i>
	<b>Grades k-12 Maximum 10 Total per Semester</b>	<b>Grades k-12 Maximum 10 Total per Semester</b>
<p><b>Documented Medical (M)</b>  Appointments w/ Medical Note  Illness &amp; Injuries w/ Medical Note  School Nurse Recommendation</p> <p><b>School Related Activities (S)</b>  School Related Assessments  Sport/Activity Participation  School Sponsored Outings  College or Career Visits w/ Documentation</p> <p><b>Administrative Referral</b>  In School Suspension (ISS)  Out of School Suspension (OSS)</p> <p><b>Administrative Discretion (D)</b>  **Prior Approval Required**  Community Service  Funerals of Immediate Family  Documental Legal Concerns  Religious/Cultural Observance</p>	<p><b>Undocumented Medical (X)</b>  Illness  Injury  Appointments w/ documentation  Serious Illness of Immediate family</p> <p><b>Emergencies (X)</b>  Fire or Similar Disturbance  Weather Related  Family Emergency</p> <p><b>Family Leave/Vacations (X)</b>  Excused Absences Require a Pre-Makeup Form</p> <p><b>Non-school Related Activities (X)</b>  Community Activities</p> <p><b>Unforeseen Circumstances (X)</b>  Transportation Trouble</p>	<p><b>Uncleared Absences (A)</b>  Any absence that is not accompanied by a parent/guardian notification to the office  Work at home  Work at a business, except under a school-sponsored work release program  Vacations which have not been pre-approved</p> <p><b>Truancy (A)</b>  Any absence in which a student leaves the building w/o parent/guardian notification to the office</p> <p><b>Accrued Excused Tardies (A)</b>  7 Unexcused Tardies = 1 Unexcused Absence</p>

Unique Circumstances

Excused Medical Notifications

After a total of ten cumulative full day absences due to illness, parents/guardians may be required to present a written statement from a medical professional (doctor, dentist, psychologist, etc) for additional absences during the semester in order for the student to be excused.

Pre-Excused Absences

As necessary, a student may provide advanced notice for absences. If a student intends to be gone for 3 or more full school days for non-medical, non-emergency, or non-school related absences, a student will be issued a pre-makeup form to be signed by teachers.

Progress Reporting

Teachers will record an INCOMPLETE for all students over 10 allowable absences at the semester report cards. The comment "excessive absences" will be included to indicate that the incomplete is only for absences and not incomplete work. Students will then be given 2 additional weeks to make up the absences before the earned grade is finalized and no credit is granted. Students participating in MSHSL activities will not be eligible until the incomplete has been made up or turns to a no credit at which time additional eligibility requirements will be reviewed.

Open-Enrolled Students

Under MN Statute 124D.03, subdivision 12, open enrolled students may be assigned to their home district if they meet the definition of habitual truant and have been referred as indicated by law for truancy. A habitual truant is a child under the age of 16 years 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.

Truancy Notifications and Consequences

While teachers should remind students of excessive absenteeism, it is the student's responsibility to ultimately be responsible for tracking his or her own absences by checking the student information system or asking the office for support.

Truancy Notifications and Consequences		
<b>3 Unexcused Absences</b> "Continuing Truant"	Phone call, text, or letter to alert family of attendance concerns and explore what help may be needed	Administration
<b>5 Unexcused Absences</b>	Certified Attendance Letter	Administration
<b>7 Unexcused Absences</b> "Habitual Truant"	Attendance Intervention Meeting (AIM) between Administration, County, student, and the parent/guardian to discuss concerns and develop an attendance plan	Administration
<b>8 Unexcused Absences</b>	<u>Elementary (k-6)</u> student will be reported to the county as "educationally neglected"  <u>High School (7-12)</u> student will be reported to the county as a "habitual truant"	Administration
<b>9+ Unexcused Absences</b>	Continue to stay in contact with the county	Administration

For more information please refer to Board Policy #503 on the district's website.

### Bullying Prohibition

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

### Conduct on School Buses/Vans

Riding the school bus/van is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses and vans, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked. The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

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

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

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

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.

- No use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/van and bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. All school bus/van and bus stop misconduct will be reported to the school Principal. Serious misconduct may be reported to local law enforcement.

### **Cell Phones, Apple Watches, and Other Electronic Communication Devices**

**7th and 8th grade- Out of Sight From Bell to Bell-** Cell phones, earbuds and other personal electronic devices must be turned off and put away for the entire class period. Personal electronic devices are allowed between classes, at lunch and before and after school.

**9th-12th grade-** Personal electronic devices should be put away during class time at the teachers discretion. A student's cell phone or electronic device may be confiscated by the school district. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

### **Student Discipline, Misbehavior and Consequences**

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

## **506 Student Discipline Policy**

*Student Disc. Policy Currently Under Review*

## **504 Student Dress and Appearance**

### I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

### II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

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

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

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

1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
2. Clothing bearing a message that is lewd, vulgar, or obscene.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
5. Any apparel or footwear that would damage school property.

D. Hats are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations).

E. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.

F. "Gang," as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

### III. PROCEDURES

A. When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendations to the administration for approval.

Legal References: U. S. Const., amend. I  
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8thCir. 2009)  
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8thCir. 2008)  
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8thCir. 1997)  
D.B. ex rel. Brogdon v. Lafon, 217 Fed.Appx. 518 (6thCir. 2007)  
Hardwick v. Heyward, No. 4:06-cv-1042-TLW, 2012 WL761249 (D.S.C. Mar. 8, 2012)  
Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)  
McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)  
Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)  
Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)

## **418 Drug-Free Workplace/Drug-Free School**

### I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription.

### II. GENERAL STATEMENT OF POLICY

A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

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B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the

public uses alcohol, toxic substances, or controlled substances in any school location.

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

### III. DEFINITIONS

A. "Alcohol" includes any alcoholic beverage, malt beverages, fortified wine, or other intoxicating liquor.

B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.

C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

D. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

E. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.

F. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

### IV. EXCEPTIONS

A. A violation of this policy does not occur when a person brings onto a school location, for such a person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.

B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

### V. PROCEDURES

A. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school district's student medication policy.

B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.

C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

D. Employees are subject to the school district's drug and alcohol testing policies and procedures.

E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.

F. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

### VI. ENFORCEMENT

A. Students

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.

3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.

4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

- Legal References:
- Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
  - Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
  - Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
  - Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
  - Minn. Stat. § 624.701 (Liquor in Certain Buildings or Grounds)
  - 20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
  - 21 U.S.C. § 812 (Schedules of Controlled Substances)
  - 41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
  - 21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
  - 34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

- Cross References:
- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
  - MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
  - MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
  - MSBA/MASA Model Policy 506 (Student Discipline)
  - MSBA/MASA Model Policy 516 (Student Medication)

### **Harassment and Violence Prohibition**

The school district strives to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence. Please refer to Policy 413 "Harassment and Violence" which is posted on the district's website.

### **Hazing Prohibition**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's Student Discipline policy. Please refer to Policy 526 "Hazing Prohibition" which is posted on the district's website.

### **Internet Acceptable Use**

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

Students are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form each year.

### **Parking on School District Property**

#### Visitors

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

### **Tobacco-Free Schools**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. Contact the building Principal if you have questions or wish to report violations. Please refer to Policy #501

*[Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.]*

### **Vandalism**

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

### **Weapons Prohibition**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. The school district takes a "zero tolerance" position in regard to the possession, use, or distribution of weapons by students. Please refer to Policy 501 "School Weapons Policy" which is posted on the district's website. Appropriate disciplinary action will be taken against any person who violates this policy.

## **PART IV — HEALTH AND SAFETY**

### **Accident Insurance**

Student accident insurance is available through commercial agencies. The school has no responsibility in this matter.

### **Asbestos Program**

The school district is subject to the Asbestos Hazard Emergency Response Act of 1986 (AHERA) which provides establishment of federal regulations which require inspections for asbestos-containing materials and the preparation and submission of an appropriate management plan with respect to all school buildings. There is a complete policy manual in the Superintendent's office in our district.

### **Child Abuse and Neglect**

District employees are required to immediately report evidence of child physical or sexual abuse, neglect, emotional maltreatment or prenatal exposure to controlled substances to the Child Protection Unit of St. Louis County Social Services. 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 physical or sexual abuse, neglect, emotional maltreatment or prenatal exposure to controlled substances is immune from civil or criminal liability that otherwise might result from such action. Please refer to Policy #414

### **Fire Drills**

The fire bells are an emergency warning system. They are not to be set off by anyone unless there is a real emergency. Tampering with the fire bell system is a violation of federal law, and violators will be reported to the proper legal authorities.

Fire drills will be held periodically to keep students familiar with the procedures of evacuation.

Students should immediately discontinue whatever they are doing and walk out of the

building. The following directives will be observed:

- 1) No books or personal belongings should be taken along.
- 2) Students must be quiet in case any special instructions are given.
- 3) Walk, don't run.
- 4) Once outside, move away from the building to the designated area.
- 5) Re-enter the building only after the all-clear signal has been given by the Principal.

### **Lockdown – Crisis Drills**

Lockdown drills will be held periodically to keep students familiar with the procedures should a lockdown be necessary. A lockdown is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside. Procedures will vary slightly based upon the type of lockdown drill .

Students should observe the directives of staff:

- 1) If in the hallway when the lockdown alarm sounds, report to the nearest classroom.
- 2) Stay within the classroom – NO STUDENT SHOULD EXIT FOR ANY REASON.
- 3) REMAIN QUIET.
- 4) Turn all cell phones and iPads into staff.
- 5) Follow instructions of staff , which may include moving away from windows and doors, moving to a "safe corner or area".
- 6) When the "all clear" is called over the PA system, classroom activity may resume as scheduled.

### **Health Services**

The purpose of the health service in the school is to help each child attend school in optimum health and to benefit from the school experience. With this purpose in mind, the school shall work to stimulate in every child the desire to safeguard his or her own health so that he or she may face the school experience with a healthy body and an eager mind. However, the school is not to take over the responsibility that belongs to the parents. The training of the school staff does not qualify them to prescribe or make a diagnosis.

First Aid. First aid measures are initiated by school personnel in <sup>43</sup>case of emergency until the parents/guardians can take over. In emergency situations, parents/guardians are notified as soon as possible. Parents/guardians are reminded to keep up to date

information available on emergency cards at school. \*Basic First Aid as it's defined by the American Red Cross and American Heart Association

Illness at School. If a student becomes ill while in school, school officials will make every effort to contact parents/guardians or others designated on their child's emergency card.

Health Consultation. The school nurse is available to students, parents, and school staff for health consultations. The school nurse can be reached by contacting the Nurse's office. Parents/guardians should contact the school nurse as soon as possible if their child(ren) has special health needs.

### **Immunization Requirements**

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

Please contact the Nurse's office regarding requirements for your child.

School health staff will review records and if necessary, notify parents of the potential for school exclusion due to noncompliance with Minnesota immunization statutes.

### **Laboratory Safety Policy**

Students should be aware that each secondary building Principal, together with the science teachers, will be responsible for development and implementation of a laboratory safety policy for all science laboratories in the building. All policies shall be posted in each science room in a conspicuous place and reviewed with students on the first day of classes for each course.

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

The school district acknowledges that some students may require prescribed drugs or medication during the school day. For additional information, please refer to Policy 516 "Student Medication" which is posted on the district's website.

### **Pesticide Application Notice**

The school district may plan to apply pesticides on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the Superintendent's Office at 218-254-5726, Ext. 2900..

### **Safety and Security**

To enhance the safety of students, staff and visitors, district officials follow the safety and security guidelines listed below.

At each school

- All visitors are required to report to the office and sign in when they arrive at school.
- Staff is to report to the building Principal any unauthorized person they observe in their building
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

## **420 Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions**

### **I. PURPOSE**

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

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

#### **A. Students**

It is the policy of the school board that students with communicable diseases should not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

It is the policy of the school board that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.

2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders, which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The school nurse/designee, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.

2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

#### H. Reporting

If a medical condition of a student or staff threatens public health, it must be reported to the Commissioner of Health.

#### I. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat. § 121A.23 which includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

#### J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law.

Legal References: Minn. Stat. § 121A.23 (Health-Related Programs)  
Minn. Stat. § 144.441-442 (Tuberculosis)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)  
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), cert. denied, 493 U.S. 892, 110 S.Ct. 239 (1989)  
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)  
16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

### **Wellness**

The school district has a Wellness Policy established to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards. For additional information, please refer to Policy 533 "Wellness" which is posted on the district's website.

### **Notices**

Notices are the school's means of sharing information between home and school. Please check with your child daily for any notices they may have received.

### **Parent and School Communications**

Communication between parents and the school personnel is very important. If a parent has a question or problem, it is important that this question or problem be discussed with the school personnel involved. If the parent does not feel satisfied, he or she should follow the Chain of Command outlined in Part I of this handbook.

### **Parent/Guardian Guide for Testing**

MCA Reading & Math Testing Schedule

A student in grades 3-11, MCA-III Reading and MCA-III Mathematics testing begins on March 6, 2019. The No Child Left Behind Act of 2001 requires students to be present on these testing dates. Thank you for your cooperation and consideration in this matter when scheduling family vacations

[Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing](#)  
[See the I.S.D. #695 website for the complete form, information and district testing schedules.](#)

### **Parent - Teacher Conferences**

Parents are requested to e-mail the teacher, or call the school office, to set up appointments with teachers should a parent-teacher conference be desired. An appointment arranged in advance will insure that the teacher is free and that a room can be scheduled for this purpose.

**APPENDIX A**

**SCHOOL BREAKFAST/LUNCH PROGRAM**

**APPLICATION**

The Application for Educational Benefits is distributed to all students at the start of the school year. Additional forms are available in the office at each school (V-S Elementary, Chisholm Elementary, and Chisholm High School)

**MEAL PRICES**

2023-2024

**Breakfast**

Adults \$2.50  
Students 1 free daily

**Lunch**

Adults \$4.95  
Student 1 free daily

**Milk**

All \$0.75

In addition to the regular food line, students grades 7-12 may purchase an additional meal or a la carte items that are available. Students who get a second meal or a la carte item(s) will be charged at the adult prices and, therefore, need to have money in their accounts.

To assure that your children will be able to receive breakfast and lunch on the first day of school, deposits should be made prior to the start of school or sent with your children on the first day of school. The district encourages the use of its Wordware Payment System as a means to deposit money in your child’s lunch account. The food service program can only accept checks or cash specific to school meals, and no change can be given. Please send checks and cash for school meals separately from other school fees/purchases.

**UNPAID MEAL CHARGES**

**I. PURPOSE**

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy 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.

**PAYMENT OF MEALS**

School Meal Accounts are set up on a prepayment basis. Families may add money to School Meal Accounts in a number of convenient ways including: electronic payments, payments mailed to the Food & Nutrition office, and payments delivered to the school office or cafeteria.

When a School Meals Account does not have a positive balance, a student shall not be allowed to charge a second meal or a la carte items on the same day until the account has a positive balance.

If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.

The school district will make meals available to all students who do not qualify for free and reduced meal benefits and their accounts will be charged accordingly.

A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.

**LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION**

A. The school district will make reasonable efforts to notify families of School Meal Account balances via the parent Portal, US Mail, letters sent home, e-mail or phone calls.

B. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

**UNPAID MEAL CHARGES**

The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.

The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

School Meals Account with negative balances of more than \$200 will be turned over for collection assistance. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

When the account is turned over for collection assistance the school district may provide an alternate meal that meets federal and state requirements to the participant. The cost of the alternate meal will be charged to their School Meals Account. The building principal will be contacted by the Food & Nutrition Department if an alternate meal is provided to a student for two consecutive weeks for the purpose of identifying possible neglect or the need to complete an Application for Educational Benefits.

At the elementary level alternate meals will be discreetly delivered to the classroom. The building principal will be notified prior to the delivery so classroom teachers can be notified.

#### COMMUNICATION OF POLICY

This policy and any pertinent supporting information shall be provided in writing to:

All households at or before the start of each school year;

Students and families who transfer into the school district, at the time of enrollment; and

All school district personnel who are responsible for enforcing this policy.

The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

Legal References: Minn. Stat. § 124D.111, Subd. 4  
42 U.S.C. § 1751 et seq. (Healthy and Hunger-Free Kids Act)  
7 C.F.R. § 210 et seq. (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)  
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges:  
Local Meal Charge Policies (2016)  
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges:  
Clarification on Collection of Delinquent Meal Payments (2016)  
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges:

Guidance and Q&A

#### **OFFER vs SERVE**

As directed by the National Food and Nutrition Services, our schools operate an "offer vs serve" meal program. For breakfast each day, students are offered 4 components (milk, bread, protein and fruit); for lunch each day, students are offered 5 components (milk, bread, protein, fruit and vegetable). Students are required to take a minimum of 3 components (not just three items) at each meal. It is up to the students to choose the components they want.

#### **INAC FOOD SERVICE**

Through pre-pay lunch accounts, parents/guardians can monitor their students' account balances and purchases on a daily basis. Parents/guardians who do not have access to the internet may request a copy of the account statement at any time. Parents/guardians may also use the online payment system available through Wordware to add money to a student's meal account.

New students will be given a four-digit account number. This student enters this number on a ten-key pad at the end of the serving line. Returning students will use the same number as the previous year.

#### **CIVIL RIGHTS**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write to USDA, Director, Office of Adjudication, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. USDA, the State of Minnesota, and Chisholm Schools are equal opportunity providers and employers.

## Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

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

### Assessments Connect to Standards

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

### Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

### ACCESS and Alternate ACCESS for English Learners

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

### Statewide Assessments Help Families and Students

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

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

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

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

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

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

### Student Participation in Statewide Assessments

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

## Consequences of Not Participating in Statewide Assessments

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



[education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing](https://education.mn.gov/Students-and-Families/Programs-and-Initiatives/Statewide-Testing)

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

### Additional Information

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

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



By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

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

### Student Information

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

Date of Birth: \_\_\_\_\_ Current Grade in School: \_\_\_\_\_

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

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

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

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

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

MCA/MTAS Reading

MCA/MTAS Science

MCA/MTAS Mathematics

ACCESS/Alternate ACCESS

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

**Signature Page to return to Principal/Dean**

**Dear Parents/Guardians:**

Throughout the first week of school, the staff and your principal will be discussing the contents of the handbook with all of our students. We encourage you to review the handbook and discuss it with your child(ren). We will also encourage the students to share our discussions with you.

We share your concerns for all aspects of your child's development while in our educational community. Further, we believe that this handbook covers the day to day management of the procedures we must follow to ensure that our students receive the best education possible. We are requesting that upon completion of your review that you please sign and date the lower portion of this letter. Your child(ren) will then return the form to the high school office.

Your cooperation in this matter is greatly appreciated.

Sincerely,

*Brian Hake*  
High School Principal

*Teresa Allen*  
High School Dean of Students

✂-----

We, the undersigned, do acknowledge that we have read and understand the materials set forth in the Chisholm High School Student Manual. Please return this bottom portion to the Principal or Dean.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## 526 HAZING PROHIBITION

Chisholm Public Schools Independent School District No. 695

Board Policy 526

Series: 500-Students

Subject: 526 Hazing Prohibition

Adopted/Revised: August 14, 2023

***[Note: School districts are required by statute to have a policy addressing these issues. The Minnesota Department of Education (MDE) will maintain and make available a model policy on student and staff hazing in accordance with Minnesota Statutes section 121A.69. The MDE model policy differs from the MSBA/MASA model policy as it incorporates state and federal requirements related to harassment and discrimination which extends beyond the mandate of Minnesota Statutes section 121A.69. Topics of harassment and discrimination are addressed in other MSBA/MASA policies. While school districts are required to adopt a policy governing student and staff hazing, school districts are not required to adopt any particular policy. MSBA recommends this policy.]***

### I. PURPOSE

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.

### II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
  - B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
  - C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
  - D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
  - E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
  - F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.
- Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

~~D G.~~ This policy applies to ~~behavior~~ hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation ~~and during and after school hours~~.

~~E H.~~ A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

~~F I.~~ 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.

### **III. DEFINITIONS**

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that

involves violation of state or federal law or of school district policies or regulations.

- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- B E. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves

the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

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

## V. SCHOOL DISTRICT ACTION

- A. ~~Upon~~ Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at ~~its~~their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students, or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

- ~~C~~ D. Upon completion of ~~the an~~ investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements~~;~~ applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act~~;~~ and applicable school district policies~~;~~ and regulations.
- ~~D~~ E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law~~, based on a confirmed report.~~
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

## **VI. RETALIATION OR REPRISAL**

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

## **VII. DISSEMINATION OF POLICY**

***[Note: Proper reference should be made to the appropriate handbooks in each school district.]***

- A. This policy shall appear in each school's student handbook and in each school's

building and staff handbooks.

- B. The school district will develop a method of discussing this policy with students and employees.

**Legal References:** Minn. Stat. § ~~121A.0695~~ 121A.031 (School Student Bullying Policy Board Policy; Prohibiting Intimidation and Bullying)  
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

## **602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY**

Chisholm Public Schools Independent School District No. 695

Board Policy 602

Series: 600 Education Program

Subject: 602 Organization of School Calendar and School Day

Adopted/Revised: August 14, 2023

### **I. PURPOSE**

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

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

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

### **III. CALENDAR RESPONSIBILITY**

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.

***[Note: The annual school calendar must include at least 425 hours of instruction for a kindergarten student without a disability, 935 hours of instruction for a student in grades 1 through 6, and 1,020 hours of instruction for a student in grades 7 through 12, not including summer school. The school calendar for all-day kindergarten must include at least 850 hours of instruction for the school year. If a voluntary prekindergarten program is offered by the school district, a prekindergarten student must receive at least 350 hours of instruction for the school year. A school board's annual calendar must include at least 165 days of instruction for a student in grades 1 through 11 unless a four-day week schedule has been approved by the Minnesota Commissioner of Education under Minnesota Statutes, section 124D.126. A school board's annual school calendar may include plans for up to five days of instruction provided through online instruction due to inclement weather. The inclement weather plans must be developed according to Section V., below.]***

***[Note: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minnesota Statutes section 122A.40, subdivisions 7 and 7a, or Minnesota Statutes section 122A.41, subdivisions 4 and 4a, the school district shall adopt as its school calendar a total of 240 days of student instruction and staff development, of which the total number of staff development days equals the difference between the total number of days of student instruction and 240 days. The school board may schedule additional staff development days throughout the calendar year.]***

- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.

1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
  2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minnesota Statutes, section 123A.30, 123A.32, or 123A.35 with a school district that qualifies under Section III.B.1.
  3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

***[Note: The provisions of the prior law requiring the school board to adopt the calendar for the next school year by April 1 have been repealed. The school board should still attempt to establish the calendar as early as possible so proper planning can take place by all members of the school community.]***

#### **IV. SCHOOL DAY RESPONSIBILITY**

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

#### **V. E-LEARNING DAYS**

- A. An "e-learning day" is a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.

- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student's teacher must be accessible both online and by telephone during normal school hours to assist students and parents.
- H. When the school district declares an e-learning day, it must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

**Legal References:** Minn. Stat. [§ 10.55 \(Juneteenth\)](#)  
[Minn. Stat. § 120A.40](#) (School Calendar)  
Minn. Stat. § 120A.41 (Length of School Year; Hours of Instruction)  
Minn. Stat. § 120A.414 (E-Learning Days)  
Minn. Stat. § 120A.415 (Extended School Calendar)  
Minn. Stat. § 120A.42 (Conduct of School on Certain Holidays)  
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123A.30 (Agreements for Secondary Education)  
Minn. Stat. § 123A.32 (Interdistrict Cooperation)  
Minn. Stat. § 123A.35 (Cooperation and Combination)  
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)  
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)  
Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)  
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)  
[Minn. Stat. § 645.44 \(Words and Phrases Defined\)](#)

**Cross References:** MSBA/MASA Model Policy 425 (Staff Development)

## 603 CURRICULUM DEVELOPMENT

Chisholm Public Schools Independent School District No. 695

Board Policy 603

Series: 600-Education Program

Subject: 603 Curriculum Development

Adopted/Revised: August 14, 2023

*[Note: Minnesota Statutes section 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 618-620 provide procedures to further implement the requirements of Minnesota Statutes section 120B.11.]*

### I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

### II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

### III. RESPONSIBILITY

The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long-range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.

### IV. DISTRICT ADVISORY COMMITTEE

- A. The school board must establish an advisory committee to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
- B. The District Advisory Committee, to the extent possible, must reflect the diversity of the district and its school sites, include teachers, parents, support staff, students, and other community residents, and provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents must comprise at least two-thirds of committee members.
- C. The District Advisory Committee must pursue community support to accelerate the academic and native literacy and achievement of English learners with varied needs, from young children to adults, consistent with Minnesota Statutes, section 124D.59, subdivisions 2 and 2a.
- D. The school district may establish site teams as subcommittees of the District Advisory Committee.
- E. The District Advisory Committee must recommend to the school board

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1. rigorous academic standards, student achievement goals and measures consistent with Minnesota Statutes, sections 120B.11, subdivision 1a, 120B.022 subdivisions 1a and 1b, and 120B.35;
  2. district assessments;
  3. means to improve students' equitable access to effective and more diverse teachers;
  4. strategies to ensure the curriculum is rigorous, accurate, antiracist, culturally sustaining, and reflects the diversity of the student population;
  5. strategies to ensure that curriculum and learning and work environments validate, affirm, embrace, and integrate the cultural and community strengths of all racial and ethnic groups; and
  6. program evaluations.
- F. School sites may expand upon district evaluations of instruction, curriculum, assessments, or programs.

**V. SCHOOL SITE TEAM**

Each school must establish a site team to develop and implement strategies and education effectiveness practices to improve instruction, curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. The site team must include an equal number of teachers and administrators and at least one parent. The site team advises the board and the advisory committee about developing the annual budget and creates an instruction and curriculum improvement plan to align curriculum, assessment of student progress, and growth in meeting state and district academic standards and instruction.

**VI. CURRICULUM DEVELOPMENT PROCESS**

**[Note: In light of changes in Minnesota law regarding curriculum, MSBA encourages school districts to consider deleting Article VI, Section A or revising it to reflect local curriculum development processes. Literacy planning is now addressed in new model policy 621: Literacy and the READ Act.]**

- A. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minnesota Statutes, section 120A.20, subdivision 1(c). A student's plan under this section shall continue while the student is enrolled.
- B. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.
- C. The superintendent shall have discretionary authority to develop guidelines and

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- A.-> Within the ongoing process of curriculum development, the following needs shall be addressed: ¶
- 1.-> Provide for articulation of courses of study from kindergarten through grade twelve. ¶
  - 2.-> Identify minimum objectives for each course and at each elementary grade level. ¶
  - 3.-> Provide for continuing evaluation of programs for the purpose of attaining school district objectives. ¶
  - 4.-> Provide a program for ongoing monitoring of student progress. ¶
  - 5.-> Provide for specific, particular, and special needs of all members of the student community. ¶
  - 6.-> Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law. ¶
  - 7.-> Integrate required and elective course standards in the scope and sequence of the district curriculum. ¶
  - 8.-> Meet all applicable requirements of the Minnesota Department of Education and federal law.

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B.

Deleted: Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. See Minnesota Statutes section 120B.12, Subd. 2.

directives to implement school board policy relating to curriculum development.

**Legal References:** Minn. Stat. § [120A.20 \(Admission to Public School\)](#)  
[Minn. Stat. § 120B.10](#) (Findings; Improving Instruction and Curriculum)  
Minn. Stat. § 120B.11 (School District Process [for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce](#))  
Minn. Stat. § 120B.12 (Reading Proficiently No Later than the End of Grade 3)  
Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment; [Personal Learning Plans](#))  
[Minn. Stat. § 124D.59 \(Definitions\)](#)  
Minn. Rules Part 3500.0550 (Inclusive Educational Program)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:** MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 605 (Alternative Programs)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)  
MSBA/MASA Model Policy 619 (Staff Development for Standards)  
MSBA/MASA Model Policy 620 (Credit for Learning)  
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

## 604 INSTRUCTIONAL CURRICULUM

Chisholm Public Schools Independent School District No. 695

Board Policy 604

Series: 600 Education Program

Subject: 604 Instructional Curriculum

Adopted/Revised: August 14, 2023

### I. PURPOSE

The purpose of this policy is to provide for the development of course offerings for students.

### II. GENERAL STATEMENT OF POLICY

A. Instruction must be provided in at least the following subject areas:

1. basic communication skills including reading and writing, literature, and fine arts;
2. mathematics and science;
3. social studies, including history, geography, economics, government, and citizenship that includes civics (see II.I.);
4. health and physical education;

***[Note: Health curriculum may include child sexual abuse prevention in consultation with other federal, state, or local agencies and community-based organizations to identify research-based tools, curricula, and programs.]***

5. The arts;
6. Career and technical education; and
7. World languages.

***[Note: The school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages. World languages programs should be developed and implemented to acknowledge and reinforce the language proficiency and cultural awareness that non-English language speakers already possess and encourage students' proficiency in multiple world languages. Programs also must encompass indigenous American Indian languages and cultures, among other world languages and cultures. School districts may award Minnesota World Language Proficiency Certificates consistent with Minnesota Statutes section 120B.022.]***

B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education (MDE) and courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.

C. Public elementary and middle schools must offer at least three and require at least two, of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three,

and require at least one, of the following five arts areas: dance, media arts, music, theater, and visual arts.

- D. The school district must establish and regularly review its own standards for career and technical education (CTE) programs. Standards must align with CTE frameworks developed by the Department of Education, standards developed by national CTE organizations, or recognized industry standards.
- E. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.
- F. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.
- G. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.
- H. The school district or charter school may not discriminate against or discipline a teacher or principal on the basis of incorporating into curriculum contributions of persons in a federally protected class or state protected class when the included contribution is in alignment with standards and benchmarks adopted under Minnesota Statutes, sections 120B.021 and 120B.023.

### **III. REQUIRED ACADEMIC STANDARDS**

- A. The following subject areas are required for statewide accountability:
  - 1. language arts;
  - 2. mathematics, encompassing algebra II, integrated mathematics III, or an equivalent in high school, and to be prepared for the three credits of mathematics in grades 9 through 12, the grade 8 standards include the completion of algebra;
  - 3. science, including earth and space science, life science, and the physical sciences, including chemistry and physics;
  - 4. social studies, including history, geography, economics, and government and citizenship that includes civics;
  - 5. physical education;
  - 6. health, for which locally developed academic standards apply; and
  - 7. the arts.
- B. Elementary and middle schools must offer at least three and require at least two of the following five arts areas: dance, media arts, music, theater, and visual arts. High schools must offer at least three and require at least one of the following five arts areas: media arts, dance, music, theater, and visual arts.

### **IV. PARENTAL CURRICULUM REVIEW**

The school district shall have a procedure for a parent, guardian, or an adult student,

18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

## **V. CPR AND AED INSTRUCTION**

The school district will provide onetime cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum.

- A. In the school district's discretion, training and instruction may result in CPR certification.
- B. CPR and AED instruction must include CPR and AED training that have been developed:
  - 1. by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
  - 2. using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
- C. The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
- D. A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.

***[Note: If a school district requests resources, the Minnesota Resuscitation Consortium must provide them to the school district for instruction and training provided to students under this section.]***

## **VI. COLLEGE AND CAREER PLANNING**

- A. The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must:
  - 1. provide a comprehensive plan to prepare for and complete career and college-ready curriculum by meeting state and local academic standards and developing career and employment-related skills such as teamwork, collaboration, creativity, communication, critical thinking, and good work habits;
  - 2. emphasize academic rigor and high expectations and inform the student, and

the student's parent or guardian if the student is a minor, of the student's achievement level score on the Minnesota Comprehensive Assessments that are administered during high school;

3. help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
  4. set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals;
  5. help students access education and career options;
  6. integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
  7. help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
  8. help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and
  9. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work.
- B. The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select or pursue a career, career interest, employment goals, or related job training.
- C. Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School districts must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and sufficient resources to enable English learners to become career and college ready.
- D. When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, school districts must recognize the unique possibilities of each student and ensure that the contents of each student's plan reflect the student's unique talents, skills, and abilities as the student grows, develops, and learns.

- E. If a student with a disability has an Individualized Education Program (IEP) or standardized written plan that meets the plan components herein, the IEP satisfies the requirement, and no additional transition plan is needed.
- F. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of the compulsory attendance law. A student's plan under this provision shall continue while a student is enrolled.

**Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120B.101 (Curriculum)  
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)  
Minn. Stat. § 120B.20 (Parental Curriculum Review)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.022 (Elective Standards)  
Minn. Stat. § 120B.023 (Benchmarks Implement, Supplement Statewide Academic Standards)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction)

**Cross References:** MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 605 (Alternative Programs)

## **620 CREDIT FOR LEARNING**

Chisholm Public Schools Independent School District No. 695

Board Policy 620

Series: 600-Education Programs

Subject: 620 Credit for Learning

Adopted/Revised: August 6, 2023

### **I. PURPOSE**

This policy recognizes student achievement that occurs in postsecondary enrollment option and other advanced enrichment programs. This policy also recognizes student achievement that occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

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

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, postsecondary or higher education institutions, other learning environments, and online courses and programs.

### **III. DEFINITIONS**

- A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes, section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).
- B. "Concurrent enrollment" means nonsectarian courses in which an eligible pupil under subdivision 5 or 5b enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.
- C. "Course" means a course or program.
- D. "Eligible institution" means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- E. "Nonpublic school" is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- F. "Weighted grade" is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

### **IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS**

- A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least **21.5** credits from the school district.

B. Transfer of Academic Requirements from Other Schools

1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
  - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
  - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least **"0"** credits from the school district.
  - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.
  - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
  - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
  - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
  - c. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided  $\frac{1}{2}$  elective credit applied toward graduation

requirements.

- d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
  - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.
- C. A student must provide the school with a copy of the student's grades in each course taken for secondary credit under this policy, including interim or nonfinal grades earned during the academic term.

**V. POSTSECONDARY ENROLLMENT CREDIT**

- A. A student who satisfactorily completes a postsecondary enrollment options course or program under Minnesota Statutes, section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a postsecondary enrollment options course or program must be counted toward the graduation requirements and subject area requirements of the district.
  - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
  - 2. Seven quarter or four semester postsecondary credits shall equal at least one full year of high school credit. Fewer postsecondary credits may be prorated.
  - 3. When a determination is made that the content of the postsecondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
  - 4. In the event the content of the postsecondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
  - 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
  - 6. When secondary credit is granted for postsecondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a postsecondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.
- D. By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including information

about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11.

## **VI. CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS**

Consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph (a), clause (7), at the discretion of the enrolling school district. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The school district must verify the hours worked with the employer before awarding elective credit.

## **VII. ADVANCED ACADEMIC CREDIT**

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

## **VIII. WEIGHTED GRADES**

- A. The school district does not offer weighted grades.

## **IX. PROCESS FOR AWARDING CREDIT**

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in

support of the request should be submitted.

- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular postsecondary enrollment course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

**Legal References:** Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)  
Minn. Stat. § 120B.14 (Advanced Academic Credit)  
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.445 (Nonpublic Education Council)  
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)  
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)  
Minn. Stat. § 124D.094 (Online Instruction Act)

Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)  
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)  
MSBA/MASA Model Policy 624 (Online Instruction)

## **624 ONLINE INSTRUCTION**

Chisholm Public Schools Independent School District No. 695

Board Policy 624

Series: 600-Education Program

Subject: 624 Online Instruction

***[Note: In 2023, the Minnesota Legislature repealed the Online Learning Option Act (Minnesota Statutes, section 124D.095) and replaced it with the Online Instruction Act (Minnesota Statutes, section 124D.094). This policy fully replaces the old Model Policy 624].***

### **I. PURPOSE**

The purpose of this policy is to recognize and govern online instruction options of students enrolled in the school district for purposes of compulsory attendance and address enrollment of students with an online instruction site for supplemental or full-time online learning.

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

- A. The school district shall not prohibit an enrolled student from applying to enroll in online instruction.
- B. The school district shall grant academic credit for completing the requirements of an online instruction course or program.

### **III. DEFINITIONS**

- A. "Blended instruction" means a form of digital instruction that occurs when a student learns part time in a supervised physical setting and part time through online instruction under paragraph (E).
- B. "Digital instruction" means instruction facilitated by technology that offers students an element of control over the time, place, path, or pace of learning and includes blended and online instruction.
- C. "Enrolling district" means the school district in which a student is enrolled under Minnesota Statutes, section 120A.22, subdivision 4.
- D. "Online course syllabus" means a written document that identifies the state academic standards taught and assessed in a supplemental online course under paragraph (I); course content outline; required course assessments; instructional methods; communication procedures with students, guardians, and the enrolling district under paragraph (C); and supports available to the student.
- E. "Online instruction" means a form of digital instruction that occurs when a student learns primarily through digital technology away from a supervised physical setting.
- F. "Online instructional site" means a site that offers courses using online instruction under paragraph (E) and may enroll students receiving online instruction under paragraph (E).

- G. "Online teacher" means an employee of the enrolling district under paragraph (C) or the supplemental online course provider under paragraph (J) who holds the appropriate licensure under Minnesota Rules, chapter 8710, and is trained to provide online instruction under paragraph (E).
- H. "Student" means a Minnesota resident enrolled in a school defined under Minnesota Statutes, section 120A.22, subdivision 4, in kindergarten through grade 12 up to the age of 21.
- I. "Supplemental online course" means an online learning course taken in place of a course provided by the student's enrolling district under paragraph (C).
- J. "Supplemental online course provider" means a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that is authorized by the Minnesota Department of Education (MDE) to provide supplemental online courses under paragraph (I).

#### **IV. DIGITAL INSTRUCTION**

- A. An enrolling district may provide digital instruction, including blended instruction and online instruction, to the district's own enrolled students. Enrolling districts may establish agreements to provide digital instruction, including blended instruction and online instruction, to students enrolled in the cooperating schools.
- B. When online instruction is provided, an online teacher shall perform all duties of teacher of record under Minnesota Rules, part 8710.0310. Unless the Commissioner of MDE grants a waiver, a teacher providing online instruction shall not instruct more than 40 students in any one online learning course or section.
- C. Students receiving online instruction full time shall be reported as enrolled in an online instructional site.
- D. Curriculum used for digital instruction shall be aligned with Minnesota's current academic standards and benchmarks.
- E. Digital instruction shall be accessible to students under section 504 of the federal Rehabilitation Act and Title II of the federal Americans with Disabilities Act.
- F. An enrolling district providing digital instruction and a supplemental online course provider shall assist an enrolled student whose family qualifies for the education tax credit under Minnesota Statutes, section 290.0674 to acquire computer hardware and educational software so they may participate in digital instruction. Funds provided to a family to support digital instruction or supplemental online courses may only be used for qualifying expenses as determined by the provider. Nonconsumable materials purchased with public education funds remain the property of the provider. Records for any funds provided must be available for review by the public or MDE.
- G. An enrolling district providing digital instruction shall establish and document procedures for determining attendance for membership and keep accurate records of daily attendance under Minnesota Statutes, section 120A.21.

#### **V. SUPPLEMENTAL ONLINE COURSES**

- A. Notwithstanding Minnesota Statutes, sections 124D.03 and 124D.08 and Minnesota Statutes, chapter 124E, procedures for applying to take supplemental online courses other than those offered by the student's enrolling district are as provided in this subdivision.
- B. Any kindergarten through grade 12 student may apply to take a supplemental online course. The student, or the student's parent or guardian for a student under age 17, must submit an application for the proposed supplemental online course or courses. A student may:
  - 1. apply to take an online course from a supplemental online course provider that meets or exceeds the academic standards of the course in the enrolling district they are replacing;
  - 2. apply to take supplemental online courses for up to 50 percent of the student's scheduled course load; and
  - 3. apply to take supplemental online courses no later than 15 school days after the student's enrolling district's term has begun. An enrolling district may waive the 50 percent course enrollment limit or the 15-day time limit.
- C. A student taking a supplemental online course must have the same access to the computer hardware and education software available in a school as all other students in the enrolling district.
- D. A supplemental online course provider must have a current, approved application to be listed by MDE as an approved provider. The supplemental online course provider must:
  - 1. use an application form specified by MDE;
  - 2. notify the student, the student's guardian if they are age 17 or younger, and enrolling district of the accepted application to take a supplemental online course within ten days of receiving a completed application;
  - 3. notify the enrolling district of the course title, credits to be awarded, and the start date of the online course. A supplemental online course provider must make the online course syllabus available to the enrolling district;
  - 4. request applicable academic support information for the student, including a copy of the IEP, EL support plan, or 504 plan; and
  - 5. track student attendance and monitor academic progress and communicate with the student, the student's guardian if they are age 17 or younger, and the enrolling district's designated online learning liaison.
- E. A supplemental online course provider may limit enrollment if the provider's school board or board of directors adopts by resolution specific standards for accepting and rejecting students' applications. The provisions may not discriminate against any protected class or students with disabilities.
- F. A supplemental online course provider may request that MDE review an enrolling district's written decision to not accept a student's supplemental online course application. The student may participate in the supplemental online course while the application is under review. Decisions shall be final and binding for both the enrolling

district and the supplemental online course provider.

- G. A supplemental online course provider must participate in continuous improvement cycles with MDE.

## **VI. ENROLLING DISTRICT**

- A. An enrolling district may not restrict or prevent a student from applying to take supplemental online courses.
- B. An enrolling district may request an online course syllabus to review whether the academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district.
- C. Within 15 days after receiving notice of a student applying to take a supplemental online course, the enrolling district must notify the supplemental online course provider whether the student, the student's guardian, and the enrolling district agree that academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district. If the enrolling district does not agree that the academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district, then:
  - 1. the enrolling district must provide a written explanation of the district's decision to the student, the student's guardian, and the supplemental online course provider; and
  - 2. the online provider must provide a response to the enrolling district explaining how the course or program meets the graduation requirements of the enrolling district.
- D. An enrolling district may reduce the course schedule of a student taking supplemental online courses in proportion to the number of supplemental online learning courses the student takes.
- E. An enrolling district must appoint an online learning liaison who:
  - 1. provides information to students and families about supplemental online courses;
  - 2. provides academic support information including IEPs, EL support plans, and 504 plans to supplemental online providers; and
  - 3. monitors attendance and academic progress, and communicates with supplemental online learning providers, students, families, and enrolling district staff.
- F. An enrolling district must continue to provide support services to students taking supplemental online courses as they would for any other enrolled student including support for English learners, case management of an individualized education program, and meal and nutrition services for eligible students.
- G. An online learning student must receive academic credit for completing the requirements of a supplemental online learning course. If a student completes an online learning course that meets or exceeds a graduation standard or the grade progression requirement at the enrolling district, that standard or requirement is met.

- H. Secondary credits granted to a supplemental online learning student count toward the graduation and credit requirements of the enrolling district. The enrolling district must apply the same graduation requirements to all students, including students taking supplemental online courses.
- I. An enrolling district must provide access to extracurricular activities for students taking supplemental online courses on the same basis as any other enrolled student.

**VII. REPORTING**

Courses that include blended instruction and online instruction must be reported in the manner determined by the Commissioner of MDE.

**LEGAL REFERENCES:** Minn. Stat. § 120A.21 (Enrollment of a Student in Foster Care)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 124D.03 (Enrollment Options Act)  
Minn. Stat. § 124D.08 (School Board’s Approval to Enroll in Nonresident District; Exceptions)  
Minn. Stat. § 124D.094 (Online Instruction Act)  
Minn. Stat. Ch. 124E (Charter Schools)  
Minn. Rules Ch. 8710 (Teacher and Other School Professional Licensing)

**CROSS REFERENCES:** MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 620 (Credit for Learning)