# Regular Business Meeting

Monday, August 12, 2024 6:00 PM
Deer River High School Media Center, 101 1st Avenue, Deer River, MN 56636

1. **Call to Order**
2. **Agenda Approval**
3. **Recognition of Visitors**
4. **Regular Business**

A. Approval of Minutes
B. Consent Agenda
C. Approval of Accounts Payable / Payroll / Transfers

5. **Informational Items**

A. MSBA/MASA model Policy 522 - First Reading
B. High School Principal Report
C. Elementary Principal Report
D. Building and Grounds Dept / Activities Program Report
E. Full Service Community Schools Board Report
F. Boys and Girls Club / Community Education Program Report
G. S.T.E.P. Coalition Program Report
H. State Personnel Development Grant (SPDG)
I. Indian Education Coordinator report
J. Enrollment Update
K. Board Member Committee Report
L. Superintendent's Report

6. **Action Items**

A. Approval of Truth in Taxation Meeting date, time, and location
B. Approval of 2024-2025 North Homes Mental Health Contract
C. Approval of commercial lease with Kootasca Community Action Inc. FY25
D. Approval of Speech Therapy Service Contract with Speech Partners for 2024-2025
E. Approve Purchase of Professional Services agreement for Psychologist FY24 and FY25
F. Approval of 2024 - 2025 Meal Prices
G. Approval of High School Teacher Handbook
H. Approval of High School Student Handbook
I. Approval of Elementary Teacher Handbook
J. Approval of Elementary Student Handbook
K. Approval of DREA MOU related to Committees and Open House
L. Approval of Donations

7. **Future Meetings**
8. **Adjournment**

Regular Business Meeting
Monday, July 8, 2024 6:00 PM Central

Deer River High School Media Center
101 1st Avenue
Deer River, MN 56636

| | |
|---|---|
| Travis Anttila: | Present |
| Kyle Fairbanks: | Present |
| Lloyd Kongsjord: | Absent |
| Amanda Reed: | Present |
| LuAnn Robinson: | Present |
| Pam Thompson: | Absent |

Present: 4, Absent: 2.

1. Call to Order
Guests: Pat Rendle, Brent Schimek, Jen Stefan, Ara Anderson, George Goggleye, Jen Drotts, Deanna Hron, Rachel Herring

2. Agenda Approval
Motion to approve agenda. This motion, made by Amanda Reed and seconded by LuAnn Robinson, Carried.
Lloyd Kongsjord: Absent, Pam Thompson: Absent, Travis Anttila: Yea, Kyle Fairbanks: Yea, Amanda Reed: Yea, LuAnn Robinson: Yea
Yea: 4, Nay: 0, Absent: 2

3. Recognition of Visitors - AIPAC Presentation
George Goggleye addressed the board regarding AIPAC
Good dynamic of parent committee, George worked in Indian Education at Walker and is familiar with the parent committee. Had their second meeting, working on improving attendance and getting more people involved.
Board possibly meet with AIPAC quarterly or, as needed, was discussed.

4. Regular Business

4.A. Approval of Minutes
Motion to approve minutes from June 10th, 2024. This motion, made by LuAnn Robinson and seconded by Amanda Reed, Carried.
Lloyd Kongsjord: Absent, Pam Thompson: Absent, Travis Anttila: Yea, Kyle Fairbanks: Yea, Amanda Reed: Yea, LuAnn Robinson: Yea
Yea: 4, Nay: 0, Absent: 2

4.B. Consent Agenda
Motion to approve consent agenda. This motion, made by Amanda Reed and seconded by Kyle Fairbanks, Carried.
Lloyd Kongsjord: Absent, Pam Thompson: Absent, Travis Anttila: Yea, Kyle Fairbanks: Yea, Amanda Reed: Yea, LuAnn Robinson: Yea
Yea: 4, Nay: 0, Absent: 2

4.C. Approval of Accounts Payable

Motion to approve accounts payable. This motion, made by LuAnn Robinson and seconded by Kyle Fairbanks, Carried.
Lloyd Kongsjord: Absent, Pam Thompson: Absent, Travis Anttila: Yea, Kyle Fairbanks: Yea, Amanda Reed: Yea, LuAnn Robinson: Yea
Yea: 4, Nay: 0, Absent: 2

5. Informational Items

5.A. Budget updates

5.B. High School Principal Report

5.C. Elementary Principal Report

5.D. Building and Grounds Dept / Activities Program Report

5.E. Full Service Community Schools Board Report

5.F. S.T.E.P. Coalition Program Report

5.G. Board Member Committee Report
Board started negotiating with the principals

5.H. Superintendent's Report
Unit clarification process for the ADSIS position. DREA wants reconsideration of this position.
-After getting some input I want to post for an HS AP position. We need someone to take on MCA testing, coordinate building committees, run the PBIS program, continue focus on student truancy and enforcement of school discipline policies.
-You should see a request to hire a person in the Anishinaabe Coordinator. Trying to get a team together to interview two candidates on Monday.
-The policies listed below are part of new legislation and or done in one meeting.
-You may see a Principal contract...if not...it will have to be finished in August.
-We are officially out of the IASC fiscal host business.

6. Action Items

6.A. Approval of Long Term Facilities Maintenance Plan
Motion to approve the resolution adopting FY26 Long-Term Facilities Maintenance Ten-Year Plan. This motion, made by Amanda Reed and seconded by LuAnn Robinson, Carried.
Lloyd Kongsjord: Absent, Pam Thompson: Absent, Travis Anttila: Yea, Kyle Fairbanks: Yea, Amanda Reed: Yea, LuAnn Robinson: Yea
Yea: 4, Nay: 0, Absent: 2

6.B. Second Reading: Approval of Activities Handbook, Coach/Advisor Handbook, Parent/Coach Communication Flyer
Motion to approve Activities Handbook, Coach/Advisor Handbook, Parent/Coach Communication Flyer. This motion, made by LuAnn Robinson and seconded by Kyle Fairbanks, Carried.
Lloyd Kongsjord: Absent, Pam Thompson: Absent, Travis Anttila: Yea, Kyle Fairbanks: Yea, Amanda Reed: Yea, LuAnn Robinson: Yea
Yea: 4, Nay: 0, Absent: 2

6.C. Approval of posting for 1.0 FTE High School Assistant Principal Position
Motion to approve posting for 1.0 FTE HS Assistant Principal position. This motion, made by Amanda Reed and seconded by LuAnn Robinson, Carried.
Lloyd Kongsjord: Absent, Pam Thompson: Absent, Travis Anttila: Yea, Kyle Fairbanks: Yea, Amanda Reed: Yea, LuAnn Robinson: Yea
Yea: 4, Nay: 0, Absent: 2

6.D. Resolution to approve Pat Rendle as IOwA (Identified Official with Authority)
Motion to approve resolution for IOwA. This motion, made by Amanda Reed and seconded by Kyle Fairbanks, Carried.
Lloyd Kongsjord: Absent, Pam Thompson: Absent, Travis Anttila: Yea, Kyle Fairbanks: Yea, Amanda Reed: Yea, LuAnn Robinson: Yea
Yea: 4, Nay: 0, Absent: 2

6.E. Resolution Establishing Dates for Filing Affidavit of Candidacy
Motion to approve resolution establishing dates for filing affidavit of candidacy. This motion, made by Amanda Reed and seconded by LuAnn Robinson, Carried.
Lloyd Kongsjord: Absent, Pam Thompson: Absent, Travis Anttila: Yea, Kyle Fairbanks: Yea, Amanda Reed: Yea, LuAnn Robinson: Yea
Yea: 4, Nay: 0, Absent: 2

6.F. Approval of New Legislative Policies
Motion to approve new legislative policies. This motion, made by Amanda Reed and seconded by LuAnn Robinson, Carried.
Lloyd Kongsjord: Absent, Pam Thompson: Absent, Travis Anttila: Yea, Kyle Fairbanks: Yea, Amanda Reed: Yea, LuAnn Robinson: Yea
Yea: 4, Nay: 0, Absent: 2

7. Future Meetings
Motion to adjourn by Kyle Fairbanks

8. Adjournment

DEER RIVER SCHOOLS
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DEER RIVER HIGH SCHOOL
101 First Avenue NE
PO Box 307
Deer River, MN 56636
*Home of the Warriors*

KING ELEMENTARY SCHOOL
504 5th St. SE
PO Box 307
Deer River, MN 56636
*King Pride*

# Consent Agenda

July 8th, 2024

*~Any Board Member may request that any item be removed from this consent agenda and moved to a regular agenda item~*

- Appointments
  - Emilie Duffney, High School Assistant Principal, effective August 13th, 2024
  - Nicole Gilbert, King Elementary Paraprofessional, effective school year 2024-2025
  - Activities:
    - Casey Grossell, Student Council Advisor, 2024-2025 school year
    - Lucy Kaczor, Junior High Volleyball, 2024-2025 school year
    - Robby Ott, Volunteer Football, 2024-2025 school year

- Resignations/Retirements/Terminations:
  - Tessa Donnell, High School Paraprofessional, effective August 6th, 2024
  - Bailey Drotts, King Elementary Paraprofessional, effective July 25th, 2024
  - Kayla Jackson, High School ALP Secretary, effective August 7th, 2024
  - Tesa Johnson, High School ATS Classroom Supervisor, effective July 29th, 2024
  - Michelle Petermeier, Speech Language Pathology Assistant, effective August 1st, 2024
  - Jane Sundin, High School Paraprofessional, effective August 31st, 2024
  - Jenica Weber, High School Special Education Teacher, effective August 7th, 2024

- Leaves:
  - Mckenna Anderlie, approximately November 12th, 2024 - March 3rd, 2025
  - Sarah Umlauf, approximately September 23rd, 2024 - January 2nd, 2025
  - Jade Wilson, approximately January 17th, 2025 - March 14th, 2025

- Contracts:
  - Deer River Administrator Association, effective July 1st, 2024 - June 30th, 2026
  - Extended Contracts:
    - Charles Box, Technology Teacher
    - Lisa Box, Instructional Coach
    - Matt Carlstrom, Media Center Teacher

- Kim Dolensek, MTSS Coordinator
- Benjamin Maxa, Dean of Students
- Lael Storlie, School Counselor

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"Home of the Warriors"

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King Elementary School
504 5th St. SE
PO Box 307
Deer River, MN 56636
"King Pride"

# Memorandum

To: Deer River School Board

CC: Amie Hanson

From: Ara Anderson

Date: 7/30/24

Re: Recommendation for Hire: DRHS Assistant Principal

On 7/29/2024, an interview committee consisting of Jenny Lind, Lael Storlie, Rachel Herring, Patty Gebhart and I interviewed three candidates for the Assistant Principal position available at Deer River Schools for the 2024-25 school year. After discussing the strengths and qualities of the candidates at length with the committee, I would like to recommend Emilie Duffney for the position.

Ara Anderson

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# Memorandum

To: Deer River School Board

CC: Amie Hanson

From: Jennifer Stefan

Date: August 6, 2024

Re: Recommendation for Paraprofessional Hire

On August 1, 2024, Amanda Bonestell and I interviewed a candidate for an open paraprofessional position available at King Elementary for the 2024-2025 school year. After discussing the strengths and qualities of the candidate at length, I would like to recommend Nicole Gilbert for a paraprofessional position. We are excited to add Nicole to our team.

August 9, 2024

To Whom it May Concern

A group including Kole Schultz, Bree Erickson, Amie Hanson, and myself interviewed for the Full Service Healthcare Navigator position. There were three applicants and we interviewed all 3 of them.  We would like to recommend Tonya Nistler for the navigator position.

Respectfully

Deanna Hron

# MASTER CONTRACT

**Between**

**INDEPENDENT SCHOOL DISTRICT NO. 317**

**and**

**DEER RIVER ADMINISTRATOR ASSOCIATION**

**JULY 1, 2024 - JUNE 30, 2026**

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# ARTICLE I

## PURPOSE OF AGREEMENT

This agreement between Independent School District No. 317 (hereafter referred to as District) and the Deer River Principals' Association (all elementary, high school, and assistant principals) (hereafter referred to as Administrator Association) is for the purpose of defining salaries, fringe benefits, leaves and workdays for the duration of the Agreement.

# ARTICLE II

## RECOGNITION OF EXCLUSIVE REPRESENTATIVE

In accordance with the Public Employer Labor Relations Act (PELRA), the District recognizes the Deer River Administrator Association as exclusive Representative of certified administrators employed by Independent School District No. 317. The Deer River Administrator Association, as Exclusive Representative, shall have those rights and duties as prescribed by PELRA and as described in the provisions of this Agreement.

The exclusive representative shall represent all Principals of the School District as certified by the Bureau of Mediation Services in Case No. 22-PLM-195-I.

# ARTICLE III

## DEFINITIONS

Section 1. Terms and Conditions of Employment: The term "terms and conditions of employment" means the hours of employment, the compensation therefor including fringe benefits except retirement contributions or benefits other than School District payment of, or contributions to, premiums for group insurance coverage of retired principals or severance pay, and the School District's personnel policies affecting the working conditions of the principals. The term does not mean educational policies of the School District. "Terms and conditions of employment" is subject to the provisions of PELRA.

Section 2. Principal: The word "principal" shall include all persons in the appropriate unit employed by the School Board in a position that the persons must be licensed by the State of Minnesota as a principal or assistant principal and who devote more than fifty percent (50%) of their time to administrative and supervisory duties, excluding the following: Superintendent, assistant superintendent, confidential employees, supervisory employees, and such other employees excluded by law. Reference to "principal" in this Agreement shall mean principals and assistant principals except in those cases in which a clear distinction between the two positions exists.

Section 3. District or School District: For the purposes of administering this Agreement, the word/term "District/School District" shall mean the School Board or its designated representative(s).

Section 4. Superintendent: Superintendent shall mean the Superintendent of Schools or their designated representative(s).

Section 5. Days: Days shall mean duty days except where otherwise expressly designated.

Section 6. Duty Days: Duty days shall mean those days when principals are expected to be on duty providing their contractual services. Legal holidays recognized on the school calendar are not duty days. Principal duty days shall be as follows:

| | |
|---|---|
| High School Principal | 260 Days |
| Elementary School Principal | 260 Days |
| Assistant Principal | 220 Days |

Section 7. Parties: Parties shall mean the District and the Association.

Section 8. PELRA: Defined as the Public Employment Labor Relations Act of 1971, as amended.

Section 9. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by PELRA.

# ARTICLE IV

## SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The exclusive representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, that include, but are not limited to, such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure, selection of personnel, and direction and the number of personnel.

Section 2. School Board Responsibilities: The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation being to provide educational opportunities for the students of the School District.

Section 3. Effect of Rules, Regulations, Directives, and Orders: The exclusive representative recognizes that all principals shall perform the services prescribed by the School District and shall be subject to School Board rules, regulations, directives, and orders issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation, and duty of the School Board and its duly designated officials to promulgate rules,

regulations, directives, and orders, from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent managerial rights and managerial functions not specifically included in this Agreement, and all managerial rights and managerial functions not specifically included in this Agreement are reserved to the School District.

## ARTICLE V

### PRINCIPAL RIGHTS

Section 1. Right to Views: Pursuant to PELRA, nothing contained in this Agreement shall be construed to limit, impair, or affect the right of any principal or his/her representative to the expression or communication of a view, grievance, complaint, or opinion regarding any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful, and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Right to Join: Pursuant to PELRA, principals shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Principals in an appropriate unit shall have the right, by secret ballot, to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such principals.

Section 3. Request for Dues Checkoff: Pursuant to PELRA, the exclusive representative shall be allowed dues checkoff. Upon receipt by the Business Manager of a properly executed authorization card of the principal involved, the School District will deduct from the principal 's paycheck the dues that the principal has agreed to pay to the principal organization in 24, equal installments, beginning with the first pay period in July. The exclusive representative hereby warrants and covenants that it will defend, indemnify, and save the School District harmless from any and all actions, suits, claims, damages, judgments, and executions or other forms of liability, liquidated or unliquidated, that any person may have or claim to have, now or in the future, arising out of or by reason of the dues deduction specified by the exclusive representative as provided in this Agreement.

Section 4. Personnel Files: Pursuant to M.S. 122A.40, all evaluations and files relating to individual principals shall be available during regular School District business hours to the principal upon his/her written request. The principal shall have the right to reproduce any of the contents of his/her file at the principal 's expense and to submit for inclusion in the file written information in response to any material contained in it. However, the School District may destroy such files as provided by law.

# ARTICLE VI

## COMPENSATION

The District and the Administrator Association agree that wages and salaries to be affected by this Agreement are presented in the schedules in Appendix A.

Section 1. Schedule: Pay dates will be twice monthly.

Section 2. Placement: At the time of hiring, initial placement on the salary program shall be determined by mutual agreement between the individual principal, the employer, and the Association.

Section 3. Pay Deduction: Whenever a pay deduction is made for a principal 's absence, the annual salary divided by the number of principal duty days shall be deducted for each day's absence. "Annual salary" shall include a principal 's basic salary and pay for additional/extended assignments if any.

# ARTICLE VII

## OTHER PROVISIONS

Section 1. Computer: The district shall provide a laptop for district use while away from the office. In the event of his/her termination of employment, the equipment and software will be returned to the district in working order. An annual review of laptop contents will be conducted by the Technology Coordinator to ensure the laptop was/is used for district purposes only.

Section 2. Cell Phone: The Administrator shall be eligible to participate in the school district cell phone plan pursuant to School Board Policy.

# ARTICLE IX

## INSURANCE BENEFITS

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Section 2. Selection of School District's Group Health and Hospitalization Plan: The parties agree no principal shall select a group health and hospitalization plan that cause or will cause penalties, fees, or fines to be assessed against the School District.

Section 3. Health and Hospitalization: The School District shall provide the Administrator(s) and their dependents with health and hospitalization coverage under one of the School District's group plans.

The School District shall contribute a sum not to exceed $1,007 per month during FY2025, and $1,037 per month during FY2026 toward the premium for individual coverage for each full-time principal employed by the School District who qualifies for and is enrolled in single coverage in the School District's group health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the principal and paid by payroll deduction. The Administrator(s) may decide how much of the district's contribution will be applied to the monthly premium and how much will be applied to the health reimbursement account.

The School District shall contribute a sum not to exceed $2,113 per month during FY2025, and $2,176 per month during FY2026 toward the premium for family coverage for each full-time principal employed by the School District who qualifies for and is enrolled in family coverage in the School District's group health and hospitalization insurance plan. Any additional cost of the premium shall be borne by the principal and paid by payroll deduction. The Administrator(s) may decide how much of the district's contribution will be applied to the monthly premium and how much will be applied to the health reimbursement account.

Subd. 1 - Establishment of a Health Reimbursement Account: Employer shall make available a Health Reimbursement Account.

Subd. 2 - Payment of Administrative Fee: All administrative fees allocable to individual health reimbursement accounts (VEBA or HSA) of active employees or former employees shall be paid from the employee's account.

Subd. 3 - Employer Contributions to the Active Employees' Plan: Employer will make a monthly contribution amount available to individual accounts under the health reimbursement arrangement for qualifying bargaining unit members in accordance with Section 3. Health and Hospitalization.

The contribution will be made on a monthly basis over the Health Reimbursement Account (HRA) Plan year. If a participant in the HRA Plan is entitled to receive an annual contribution that is prorated on a monthly basis over the HRA Plan year, and the participant incurs one or more claims for an eligible health expense that exceeds the participant's account balance in the HRA Plan, the Employer may, at the participant's hardship case request, accelerate its prorated contribution for that year to the extent necessary to reimburse the participant for the claim. The total contribution for such a participant shall in no event exceed the contribution to which he or she was originally entitled to for that year.

If a qualified bargaining unit member [or retiree] enters the plan as a participant on a date after the first day of the HRA Plan year, the Employer shall prorate the

amount of the Employer Contribution to reflect the late entry. If the participant incurs one or more claims for an eligible health expense that exceeds the participant's account balance in the HRA Plan, the Employer may, at the participant's hardship case request, increase its contribution for that year to the extent necessary to reimburse the participant for the claim, but not exceeding the contribution made to similarly situated participants who entered the HRA Plan on the first day of the HRA Plan year. The participant shall be entitled to the same rights of similarly situated employees to accelerate future employer contributions that are prorated over the HRA Plan year.

All contributions on behalf of an HRA Plan participant shall cease on the date the participant is no longer actively employed.

Section 4. Dental Insurance: The School District shall contribute an amount not to exceed $92.55 per month during FY2025, and $95.33 per month during FY2026 for dental coverage for each principal of said district.

Section 3. Life Insurance: The School District shall contribute an amount not to exceed $310.00 per year toward a life insurance policy of the principal 's choice.

Section 4. Long-Term Disability: The School District shall provide full payment for the group long-term disability income plan for the present rate of pay up to a maximum of salary of $95,000.00 per year.

Section 5. Property Damage: All claims for personal property damage incurred by a principal as a direct result of their employment with Independent School District #317 will be reimbursed the cost of property deductibility not to exceed the deductible amount of the insurance policy or $500, whichever is less. No Administrator shall exceed $500 reimbursement annually.

# ARTICLE X

## 403(b) MATCHING CONTRIBUTION PLAN

Administrators employed by Independent School District #317 shall be eligible to participate in a 403(b) matching contribution plan pursuant to the provisions of M.S. 123B.02, Subd. 15. and Section 403(b) of the Federal Internal Revenue Code.

Section 1. Matching Contributions: Independent School District #317 shall contribute annually an amount equal to the amount contributed by the eligible Administrator to the 403(b) plan not to exceed the amounts shown in the following formula:

- 0-3 years of continuous service in Independent School District #317 = $3,000.00
- 4 or more years of continuous service in Independent School District #317 = $5,000.00

Section 2. Previous Service Credit: Administrators with continuous years of service to the district in other roles shall be eligible to apply those years to the 403(b) match criteria.

Section 3. Lifetime Limitation: The maximum career matching contribution by Independent School District #317 for any individual Administrator shall be $30,000.

Section 4. Authorization: A salary reduction authorization agreement must be completed by the eligible administrator. Once enrolled, the authorization will remain in force unless the Administrator requests termination or changes in writing.

Section 5. Applicable Statutes: The provisions of this article are subject to all limitations relating to such plans as provided by law.

# ARTICLE XI

## LEAVE OF ABSENCE

Section 1. Sick Leave:

Subd. 1 – High School and Elementary Principals shall earn sick leave at the rate of eighteen (18) days per school year. Assistant Principals shall earn sick leave at the rate of twelve (12) days per school year.

Subd. 2 - Unused sick leave days may accumulate to a maximum credit of 140 days of sick leave per principal.

Subd.3 - Sick leave with pay shall be allowed by the Superintendent or his designated representative whenever a principal's absence is found to have been due to illness which prevented the administrator's attendance at school and performance of duties on that day or days.

Subd.4 - The Superintendent or his designated representative may require a principal to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness, indicating such absence was due to illness, to qualify for sick leave. If a medical certificate is required, the request will be documented and communicated to the principal.

Subd.5 - In the event of illness of spouse, children, grandchildren, parent, or corresponding in-laws, the principal shall be allowed to use sick leave to attend to these illnesses provided they have contacted a doctor and have been advised to remain home with the family member.

Subd.6 - Sick leave shall be approved only upon the submission of a request.

Subd.7 - Pursuant to M.S. Chapter 176, a principal injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only the fraction of the days not covered by insurance will be deducted from accrued sick leave.

Subd. 8 - Upon retirement the district will payout a daily rate of pay for up to 30 days of accumulated sick leave.

Section 2. Personal Leave: An Administrator may be granted an unpaid leave at the discretion of the Superintendent or his designated representative for circumstances beyond the scope of accrued vacation. All general personal leave shall be considered vacation first, prior to a request for additional unpaid leave.

Section 3. Association Leave: A public employer must afford reasonable time off for administrators to attend association meetings. Each Principal may, with prior approval, hold a State Association Office for his/her professional organization (i.e., MASSP).

Section 4. Unpaid Leave of Absence:

Subd.1 - The granting of a leave of absence is based upon the nature of each individual request. Requests for long-term unpaid leaves of absence must be submitted to the Superintendent's office prior to March 31 of the preceding year. Granting of leaves of absence may depend upon the purpose of the leave and the ability to fill the position vacated.

Subd.2 - Administrators requesting an unpaid leave for study must agree to return to District 317 for one calendar year following the leave period.

Subd.3 - An Administrator on unpaid leave of absence shall not be eligible for fringe benefits at District expense during the leave unless approved by board action.

Section 5. Family Medical Leave Act (FMLA): FMLA leaves will be in accordance with FMLA regulations.

Section 6. Military Leave: In accordance with State Law.

Section 7. Vacation:

Subd. 1 – High School and Elementary Principals shall earn vacation at the rate of 32 days per year. Assistant Principals shall earn vacation at the rate of 25 days per year.

Subd.2 - All current vacation time must be used by July 1 of the following fiscal year. An administrator may request to carry forward up to five (5) unused vacation days into the next fiscal year.

Subd. 3 – An annual work calendar will be approved by the superintendent. Any agreed upon workdays for administrators beyond their contract days will be compensated at the daily rate determined in the original master agreement (See Appendix A).

Section 8. Holidays: In addition to vacation time, Administrators shall have the following holidays:

1. Labor Day
2. Thanksgiving Day

3. Christmas Day
4. New Year's Day
5. Good Friday
6. Fourth of July
7. Memorial Day
8. President's Day when school is not in session
9. The Day after Thanksgiving when school is not in session
10. Easter Monday when school is not in session.
11. Juneteenth

Legal holidays failing on Saturday or Sunday will be observed on Friday or Monday as specified by Minnesota State Law, Statute 654.44.

## ARTICLE XII

### STRIKES OR WORK STOPPAGES

Section. 1: In the event of a strike or work stoppage by other groups of District employees, Administrators will consider themselves on duty for the purpose of carrying out Board policy and insuring the safety of personnel and property.

Section. 2: In no event will the compensation for Administrators be halted or suspended due to striking or work stoppage of their District employees.

## ARTICLE XII

### GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean an allegation by a Certified Administrator resulting in a dispute or disagreement between the Certified Administrator and the school district as to the interpretation or application of terms and conditions contained in this Agreement.

Section 2. Representative: The Certified Administrator, Administration, or the School Board may be represented during any step of the procedure by any person or agent designated by such party to act in his/her behalf.

Section 3. Definitions and Interpretations:

Subd. 1 Extension - Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2 Days - Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

Subd. 3 Computation of Time - In computing any period of time prescribed or allowed by procedures herein, the date of the act, event or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday or a legal holiday in which event the period runs until the end of the next day which is not a Saturday, a Sunday or a legal holiday.

Subd. 4 Filine and Postmark - The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the school district's designee, setting from the facts and the specific provisions of the Agreement allegedly violated and the relief sought within twenty (20) days after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the Certified Administrator and school district's designee.

Section 5. Adjustment of Grievance: The school district and the Certified Administrator shall attempt to adjust all grievances which may arise during the course of employment of any Certified Administrator within the school district in the following manner.

Subd. 1 Level 1 - If the grievance is not resolved through informal discussions, the Superintendent or his designee shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 2 Level 2 - In the event the grievance is not resolved in Level 1, the decision rendered may be appealed to the School Board, provided such an appeal is made in writing within five (5) days after receipt of the decision in Level 1. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board shall then render its decision.

Section 6. School Board Review: The School Board reserves the right to review any decision issued under Level 1 of this procedure provided the School Board or its representative notify the parties of its intentions to review within ten (10) days after the decision has been rendered. In the event the School Board reviews a grievance, under this section, the School Board reserves the right to reserve or modify such decision.

Section 7. Denial of Grievance: Failure of the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the Certified Administrator may appeal it to the next level.

Section 8. Arbitration Procedures: If the Certified Administrator and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1 Request - A request to submit a grievance to arbitration must be in writing signed by the aggrieved party and such request must be filed in the office of the Superintendent within ten (10) days following the decision in Level 2 of the grievance procedure.

Subd. 2 Prior Procedure Required - No grievance shall be considered by the arbitrator, which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd, 3 Selection of Arbitrator - Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services (BMS) to appoint an arbitrator, pursuant to M.S. 179.70, Subd. 4, providing such request is made within twenty (20) days after request for arbitration. The request shall ask that the appointment be made within thirty (30) days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4 Submission of Grievance Information –

1. Upon appointment of the arbitrator, the appealing party shall within five (5) days after notice of appointment forward to the arbitrator, with a copy to the Superintendent, the submission of the grievance which shall include the following:
    a. The issues involved,
    b. Statement of the facts,
    c. Position of the grievant,
    d. The written documents relating to Section 5, Article XII of the grievance procedure.
2. The school district may make a similar submission of information relating to the grievance either before or at the time of the hearing.

Subd. 5 Hearing - The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 6 Decision - The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decision by the arbitrator in cases properly before him shall

be final and binding upon the parties, subject, however, to the limitation of arbitration decisions as provided by in the PELRA.

Subd. 7 Expenses - Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally the fees and expenses of the arbitrator, the cost o/the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

Subd. 8 Jurisdiction - The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms or conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public school district to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

## ARTICLE XIII

### SENIORITY

The principals and assistant principals will maintain distinct seniority lists in accordance with Minnesota Statute 122A.40 Subd. 11. based upon the date of hire as a principal or assistant principal. Employees may retain seniority on other district seniority lists during the period of an approved leave of absence from another district position.

## ARTICLE XIV

### PROGRESSIVE DISCIPLINE

Section 1. Discipline: Discipline shall consist of oral reprimand, written reprimand, suspension with pay, suspension without pay, and discharge. However, the School District reserves the right to impose discipline at any level as determined based upon the circumstances surrounding the

action. A conference between the principal and the principal 's supervisor(s) shall be held prior to the imposition of a written reprimand, suspension, or discharge.

Section 2. Grounds for Disciplinary Action: The imposition of an oral reprimand shall not be subject to the grievance procedure. A principal may challenge the contents of any written materials in his/her personnel file pursuant to the provisions of M.S. 122A.40. A principal shall be suspended without pay only for just cause, and such action shall be subject to the grievance procedure. A principal who is the subject of a discharge shall be governed by M.S. 122A.40, and such action shall not be subject to the provisions of this article.

Section 3. Opportunity to Meet: Suspension with or without pay shall be imposed only by the Superintendent or his/her designee. If a suspension without pay is to be considered pursuant to Section 2. above, the principal shall be afforded an opportunity to meet with the Superintendent or his/her designee, and the principal may elect to have a representative in attendance at any such meeting.

Section 4. Subject to Arbitration: Suspension without pay shall take effect only after written notification from the Superintendent or the Superintendent's designee to the principal stating the grounds for suspension without pay. The principal shall have the right to invoke the grievance procedure set forth in this Agreement at the arbitration level, provided written notification requesting arbitration is sent to the Superintendent or the Superintendent's designee within five (5) working days after receipt of the written notice of suspension without pay. The arbitrator's authority shall include a review of whether the suspension without pay and length thereof was appropriate considering the circumstances surrounding the action.

Section 5. Removal from Duty - Investigation: This article shall not apply to a principal who is removed from duty on paid suspension pending investigation of allegations or to a principal charged with a felony who is removed from duty on unpaid suspension pursuant to M.S. 122A.40, Subd. 13.

## ARTICLE XV

### UNREQUESTED LEAVE OF ASBSENCE (ULA) AND SENIORITY AGREEMENT

Section 1. Purpose: The purpose of this article is to implement the provisions of M.S. 122A.40, Subd. 10., that article, when adopted, shall constitute the required plan for ULA because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of school districts.

Section 2. Definitions: For purposes of this article, the terms defined shall have the meanings respectively ascribed to them.

> Subd. 1. Principal: "Principal" shall mean those members of the unit as defined by PELRA and this Agreement.

Subd. 2. Qualified: "Qualified" shall mean a principal who, in addition to the state license, has, as solely determined by the School District, successfully had experience as a principal in such position and grade level assignment within the past five (5) years.

Subd. 3. Seniority: For purposes of this article, "seniority" commences with the first day of continuous administrative service as a principal in the School District.

Section 3. ULA:

Subd. 1. Terms - The School Board may place on ULA such principals as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes. Such leave of absence may continue for a period of five (5) years, after that the right to reinstatement shall terminate; provided the principal 's right to reinstatement shall also terminate if the principal fails to file with the Human Resources Director, by April 1st of each year, a written statement requesting reinstatement. Such leave shall be effective no later than the close of the school year or at such earlier time as mutually agreed upon by the principal and the School Board.

Subd. 2. Notice - Principals placed on such leave shall receive notice by June 30th of the school year prior to the commencement of such leave with reasons for said placement.

Subd. 3. Placement - Principals shall be placed on ULA in inverse order of seniority in the position and grade level assignment employed with the following exception: no principal shall be placed on ULA if any other qualified principal employed in the same position and grade level assignment is on a "Principal Improvement Plan" as provided for in M.S. 123B.147.

Subd, 4, Affirmative Action Program - This section shall not apply if its application will result in any violation of the School District's affirmative action program which shall include ethnicity, race, color, or sex; and any principal employed in an affirmative action program may be retained in the category of a principal with greater seniority if such retention is necessary to effectuate the purposes of such affirmative action program.

Subd. 5, Tie-Breaker - In the event a reduction in number of principals creates a situation requiring that a choice be made among principals who have equal seniority, the selection of the principal(s) for purposes of reduction shall be at the discretion of the School District based on criteria including performance, training, experience, skills in special assignments, and other relevant factors.

Subd. 6. Years of Service - Any principal placed on such leave may engage in administrative work or any other occupation during such period and may be eligible for re-employment insurance if otherwise eligible for such compensation under that law, and such leave will not result in a loss of credit for years of service in the School District earned prior to the commencement of such leave.

Section 4. Realignment: For purposes of placement on ULA or reinstatement from ULA, nothing in this article shall require the School District to reassign a senior principal to a different position

for the principal is not qualified, as defined in Section 2. above, to accommodate the seniority claims of a junior principal.

Section 5. Reinstatement:

Subd. 1. Process - No new principal shall be employed by the School District while any qualified principal is on ULA. Principals placed on ULA shall be reinstated to the positions from which they have been placed on ULA or any other available positions in the School District in which they are qualified as such positions become available. The order of reinstatement shall be in inverse order in which principals were placed on ULA.

Subd. 2, Notices - When placed on ULA, a principal must file his/her name and address, to which any notice of reinstatement or availability of position shall be mailed, with the School District personnel office. Proof of service by the person in the School District depositing such notice to the principal at the last known address shall be sufficient. The principal on ULA shall be responsible to provide an address for forwarding of mail or for address changes. Failure of a notice to reach a principal shall not be the responsibility of the School District if any notice has been mailed as provided in this article.

Subd. 3. Acceptance of Re-employment - If a position becomes available for a qualified principal on ULA, the School District shall mail the notice to such principal, who shall have ten (10) days from the date of such notice to accept the reemployment. Failure to accept re-employment, in writing, within such ten (10)-day period shall constitute a waiver on the part of the principal to any further rights of employment or reinstatement, and that principal shall forfeit any future reinstatement or employment rights.

Subd. 4, Reinstatement Rights - Reinstatement rights shall automatically cease five (5) years from the date ULA was commenced, and no further rights to reinstatement shall exist unless extended by written mutual consent of the School Board and the qualified principal.

Section 6. Establishment of Seniority List:

Subd.1. Preparation - The School Board shall annually cause a seniority list (by name, date of employment, qualification, position, and grade level assignment) to be prepared from its records. This list shall be posted in an official place in each school building of the School District by October 1.

Subd. 2. Request for Change - Any principal whose name appears on such list and who may disagree with the order of seniority in said list shall have ten (10) days from the date of posting to supply written documentation, proof, and request for seniority change to the Superintendent.

Subd. 3. Final List - Within twenty (20) days from the date of posting, the School District shall evaluate all such written communications regarding the order of seniority contained in said list and may make such changes the School District deems warranted. A final seniority list shall then be prepared by the School District, which list, as revised, shall be binding on the School District and any principal.

Section 7. Filing of Licenses: In any year that a reduction of principal positions is occurring, and the School Board is placing principals on ULA, only those licenses actually received in the Superintendent's office for filing as of January 15th of such year shall be considered for purposes of determining ULA within areas of licensure for the following school year. A license filed after January 15th shall be considered for purposes of reinstatement but not for the current reduction.
Section 8. Effect: This article shall be effective at the beginning date of this Master Agreement and shall be governed by its duration clause. This article shall govern all principals, as defined in Section 2., Subd. 1. above and shall not be construed to limit the rights of any other licensed employee not covered by the Master Agreement or other Master Agreement affecting such licensed employee.

Section 9. Procedure: Any challenge by a principal who is proposed for placement on ULA or reinstatement therefrom shall be subject to the hearing and review procedures, as provided in M.S. 122A.40, Subd. 14., and, therefore, shall not be subject to the grievance procedure.

# ARTICLE XVI

## DURATION

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing upon the date of its full ratification through June 30, 2026 and thereafter as provided by PELRA. In the event a successor Agreement is not entered into prior to the expiration date of this Agreement, a principal shall be compensated according to the previous year's compensation until such time that a successor Agreement is ratified. If the exclusive representative desires to modify or amend this Agreement commencing on July 1, 2025, it shall give written notice of such intent pursuant to PELRA no later than May 1, 2025, including complete language and detail of proposed changes. If such notice is not timely served, the School District shall not be required to negotiate any terms of employment for the following school year. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School District and the exclusive representative. The provisions of this Agreement relating to terms and conditions of employment supersede all prior Agreements, resolutions, practices, and School District policies, rules, and regulations concerning terms and conditions of employment inconsistent with these provisions. Nothing in this Agreement shall be construed to obligate the School District to continue or discontinue existing or past practices or prohibit the School District from exercising all management rights, functions, and prerogatives, except insofar as this exercise would be in express violation of any term or terms of this Agreement.
Section 3. Severability: The provisions of this Agreement shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision.

# TERMS OF THE CONTRACT

The Administrative Contract shall be in effect for a period of two years from July 1, 2024 through June 30, 2026.

In the event a new contract has not been ratified by both the Board and Association at the end of this contract year, the existing contract shall remain in effect until a replacement contract is ratified.

DATED: _____

_____ _____

High School Principal Board Chair

_____ _____

Elementary Principal Board Clerk

_____

Assistant Principal

# APPENDIX A

7/1/2024 - 6/30/2026

## ADMINISTRATIVE SALARIES

High School Principal:

| | |
|---|---|
| 2024-2025: | $108,150 |
| 2025-2026: | $110,313 |

Elementary Principal:

| | |
|---|---|
| 2024-2025: | $115,997 |
| 2025-2026: | $118,317 |

Assistant Principal:

| | |
|---|---|
| 2024-2025: | $87,500 |
| 2025-2026: | $89,250 |

## CAREER INCREMENTS

| | |
|---|---|
| Years 6-8 | $2,000.00 per year |
| Years 9-11 | $2,500.00 per year |
| Years 12-beyond | $3,000.00 per year |

- Principal career increments accumulate for years of service as a principal or assistant principal in ISD #317 only

DEER RIVER SCHOOLS
EVERY CHILD, EVERY DAY

**Amie Hanson <ahanson@isd317.org>**

# Fwd: Resignation

1 message

**Ara Anderson** <aanderson@isd317.org> Tue, Aug 6, 2024 at 8:25 AM
To: Amie Hanson <ahanson@isd317.org>

See below.

Ara

---------- Forwarded message ---------
From: **Tessa Donnell** <tdonnell@isd317.org>
Date: Tue, Aug 6, 2024 at 7:15 AM
Subject: Resignation
To: Ara Anderson <aanderson@isd317.org>

Good morning, please accept this as my formal resignation from my para position at the high school, effective two weeks from this date. Thank you for the opportunities I have had here for the last four years.

Sincerely,
Tessa Donnell

--
Ara Anderson
Principal
Deer River High School
aanderson@isd317.org
218-246-8241 ex 60260
218-256-3413 cell

DEER RIVER SCHOOLS
EVERY CHILD, EVERY DAY

**Amie Hanson <ahanson@isd317.org>**

# Letter of Resignation

1 message

**Bailey Drotts** <bdrotts@isd317.org> Thu, Jul 25, 2024 at 7:39 PM
To: Amie Hanson <ahanson@isd317.org>

Dear Amie Hanson,

I regret to inform you that I am resigning from my position as an ADSIS Paraprofessional. I have truly enjoyed my 6 years working at King Elementary school and am grateful for the opportunity to have worked with such a great team. I will miss everyone, but I am excited to start my new adventure at East Rapids Elementary for the 2024-2025 school year.

I want to take this opportunity to thank you for all the support and guidance my fellow intervention team and other faculty and staff have provided me during my time at King Elementary. I have learned so much and am proud of the contributions I have made to King School. I am confident that the skills I have gained and the experiences I have had, will help me in my future endeavors, as a Special Education ESP and future elementary school teacher. Thank you again for everything. I wish you and the entire King School all the best in the future!

—
Sincerely,
Bailey S. Drotts

DEER RIVER SCHOOLS
EVERY CHILD, EVERY DAY

**Amie Hanson <ahanson@isd317.org>**

# Fwd: Can we meet sometime this week

**Ara Anderson** <aanderson@isd317.org> Wed, Aug 7, 2024 at 11:57 AM
To: Amie Hanson <ahanson@isd317.org>

Another resignation. Need to get this posted as soon as possible.

Ara
Sent from my iPhone

Begin forwarded message:

**From:** Kayla Jackson <kjackson@isd317.org>
**Date:** August 7, 2024 at 11:53:18 AM CDT
**To:** Ara Anderson <aanderson@isd317.org>
**Subject: Can we meet sometime this week**

Hi Ara,

I am wondering if there is a good time to talk with you this week. I can pop in today or Friday.
There is no easy way to discuss or tell you but I will be resigning from my position as ALP Secretary.
It was very last minute that I got a great job opportunity that I couldn't pass up and I start on Monday.
If there is a time that you would be willing to meet with me that would be great, if not I understand.

Thanks, Kayla

Kayla Jackson
ALP Secretary
Deer River High School
218-246-8241
Ext:60267

**Amie Hanson <ahanson@isd317.org>**

# Fwd: ATS

**Ara Anderson** <aanderson@isd317.org> Mon, Jul 29, 2024 at 11:28 AM
To: Amie Hanson <ahanson@isd317.org>

See below from Tesa Johnson regarding ATS position. Please post a full-time ATS soon.

Thanks,
Ara

---------- Forwarded message ---------
From: **Tesa Mcleod** <tesamac@hotmail.com>
Date: Mon, Jul 29, 2024 at 9:51 AM
Subject: ATS
To: aanderson@isd317.org <aanderson@isd317.org>

Ara,

I apologize for not getting back to you. It has been a crazy busy month.

As I am sure you assumed with my urgency being in different places the past few weeks I won't be coming back. As much as I LOVED working with those kiddos I am going to be far too busy this winter to come back. I am disappointed but I am not going to be able to swing it. Thank you for following up with me I do appreciate it.

Thank you again!

Tesa Johnson

Get Outlook for iOS

--
Ara Anderson
Principal
Deer River High School
aanderson@isd317.org
218-246-8241 ex 60260
218-256-3413 cell

7/31/2024

Mr. Pat Rendle and ISD #317 School Board Members:

Please accept this letter as formal notice of my resignation from my position of Speech Language Pathology Assistant at ISD #317, effective immediately; 8/1/2024.

This was not an easy decision, as I always intended to continue serving my community through a career with ISD #317. I am grateful to have had the opportunity to work with the families and students of my community and will miss the connection and support this position allowed me to offer.

Sincerely,

Michelle L. Petermeier

08/07/2024

Please accept my letter of resignation to ISD 317 school district. It has been a great 21 years of service to the Special Education department. I have worked with some great people in this district. My last day will be August 31,2024.

Thank you

Jane Sundin

Jenica Weber
1015 NW 4th Ave.
Grand Rapids, MN 55744
612-720-7209

August 7th, 2024

Dear Mr. Anderson,

Please accept this letter as my resignation from Deer River Schools, ISD #317, as a Special Education Teacher. I appreciate the opportunities for professional and personal development that I have been provided during my time here.

Thank you for your understanding and support. Please let me know how I can assist in the transition.

Sincerely,

Jenica Weber

King Staff,
I am excited to let you know that I am expecting a baby come November. My projected due date is November 12th, 2024. *Please see attached note from the clinic.

My expectation and plan is to work up until this date or longer, given everything goes well, and whenever the baby decides to come. I plan to return at the beginning of March on the 3rd.

Thank you!

McKenna Anderlie

Sarah Umlauf
ADSIS Behavior Interventionist
7/22/2024

Dear Mrs. Stefan and Mr. Rendle,

I am writing to request a maternity leave of absence. I will be starting my maternity leave on 9/23/24, with an expected return date of 1/2/25. If I go into labor early, I will begin my maternity leave and then return 12 weeks from that date,

I will have all documentation updated and plans set for each student I am working with. I will also have duties completed and/or delegated to the appropriate staff for each team I am a part of.

Please let me know if any further documentation is required.

Thank you for your continued support.

Sincerely,
Sarah Umlauf

8/5/24

To whom it may concern,
Boozhoo, my name is Jade Wilson and I am the Cultural teacher for King Elementary School. I am expecting a child on January 17th, 2025. I plan to work as long as I can up until I go into labor. I would like to take 8 weeks off of work to get a routine set with my newborn. I plan on working up until the day that I have him, so I'm thinking I will request that I start my maternity leave on the 17th. If I did my calculations right, I should be back to work by March 14th, 2025.
Miigwech,
Ms. Jade Wilson

*TEACHER CONTRACT FOR MINNESOTA*
*PUBLIC SCHOOL DISTRICTS*

The School Board of Independent School District No. 0317 of the State of Minnesota, Deer River, Minnesota, enters into this contract, pursuant to M.S. 122A.40, as amended, with Charles Box a legally qualified licensed teacher who agrees to teach in the public schools of said District as Technology Teacher for the school year 2024 to 2025.

The following provisions shall apply and are a part of this contract:

1. Basic Services: Said teacher shall faithfully perform the services prescribed by the School Board, or its designated representative(s), whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the School Board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the School District as assigned in such grades or subjects for which the teacher has the necessary license.
2. Duration: This contract is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge of teachers for cause. Thereafter, this contract shall remain in full force and effect except if modified by mutual consent of the School Board and the teacher or unless terminated as provided by law, or by written resignation pursuant to M.S. 122A.40.
3. Duty Year: The teacher's duty year and vacation days shall be as adopted by the School Board, and the teacher agrees to teach on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines.
   In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the School Board.
4. Additional Services: The School Board, or its designated representative(s), may assign the teacher to extra-curricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph 1. Said extra-curricular, co-curricular, or other assignments may be described in paragraph 6 of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The School Board, or its designated representative(s), may make any additions or amendments during the duty year as shall be necessary. Said extra-curricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's continuing contract rights unless the words, "continuing contract," are recorded immediately following the assignment.
5. Reference: This contract shall be subject to the agreement between the School District and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act, as amended.
6. Special Provisions: (Insert here any other contractual provisions).

   In addition, said teacher agrees to perform the following additional services for the additional salary indicated.

| Additional Service | Additional Compensation |
|---|---|
| 1. **5 day extended contract**…..... | $ **1,846.60** |
| 2. ..... | $ ..... |
| 3. ..... | $ ..... |

7. In consideration thereof, the School Board agrees to pay said teacher the following annual salary:
   $_____For basic services ***(*MA, Step ;** based on 2023-2025 DREA Master Agreement
   $_____ For additional services as set forth in paragraph 6
   **$1,846.60**_____Total salary, exclusive of fringe benefits based on 2023-2025 DREA Master Agreement

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate School Board regulation. This contract shall be effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF, I have subscribed my signature on _____(date).

Teacher .....

IN WITNESS THEREOF, we have subscribed our signatures on _____(date).

INDEPENDENT SCHOOL DISTRICT NO. 0317 – DEER RIVER SCHOOL

Chairperson .....

Clerk .....

*TEACHER CONTRACT FOR MINNESOTA*
*PUBLIC SCHOOL DISTRICTS*

The School Board of Independent School District No. 0317 of the State of Minnesota, Deer River, Minnesota, enters into this contract, pursuant to M.S. 122A.40, as amended, with Lisa Box, a legally qualified licensed teacher who agrees to teach in the public schools of said District as Instructional Coach for the school year 2024 to 2025.

The following provisions shall apply and are a part of this contract:

1. Basic Services: Said teacher shall faithfully perform the services prescribed by the School Board, or its designated representative(s), whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the School Board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the School District as assigned in such grades or subjects for which the teacher has the necessary license.
2. Duration: This contract is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge of teachers for cause. Thereafter, this contract shall remain in full force and effect except if modified by mutual consent of the School Board and the teacher or unless terminated as provided by law, or by written resignation pursuant to M.S. 122A.40.
3. Duty Year: The teacher's duty year and vacation days shall be as adopted by the School Board, and the teacher agrees to teach on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines.
   In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the School Board.
4. Additional Services: The School Board, or its designated representative(s), may assign the teacher to extra-curricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph 1. Said extra-curricular, co-curricular, or other assignments may be described in paragraph 6 of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The School Board, or its designated representative(s), may make any additions or amendments during the duty year as shall be necessary. Said extra-curricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's continuing contract rights unless the words, "continuing contract," are recorded immediately following the assignment.
5. Reference: This contract shall be subject to the agreement between the School District and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act, as amended.
6. Special Provisions: (Insert here any other contractual provisions).

   In addition, said teacher agrees to perform the following additional services for the additional salary indicated.

| Additional Service | Additional Compensation |
|---|---|
| 1. **8 day extended contract**…..... | $ **3,776.88** |
| 2. ..... | $ ..... |
| 3. ..... | $ ..... |

7. In consideration thereof, the School Board agrees to pay said teacher the following annual salary:
   $_____For basic services *(***MS+30, Step 12;** based on 2023-2025 DREA Master Agreement
   $_____For additional services as set forth in paragraph 6
   **$ 3,776.88** Total salary, exclusive of fringe benefits based on 2023-2025 DREA Master Agreement

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate School Board regulation. This contract shall be effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF, I have subscribed my signature on _____ (date).

Teacher .....

IN WITNESS THEREOF, we have subscribed our signatures on _____ (date).

INDEPENDENT SCHOOL DISTRICT NO. 0317 – DEER RIVER SCHOOL

Chairperson .....

Clerk .....

*TEACHER CONTRACT FOR MINNESOTA*
*PUBLIC SCHOOL DISTRICTS*

The School Board of Independent School District No. 0317 of the State of Minnesota, Deer River, Minnesota, enters into this contract, pursuant to M.S. 122A.40, as amended, with Matt Carlstrom, a legally qualified licensed teacher who agrees to teach in the public schools of said District as High School Media Center Teacher for the school year 2024 to 2025.

The following provisions shall apply and are a part of this contract:

1. Basic Services: Said teacher shall faithfully perform the services prescribed by the School Board, or its designated representative(s), whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the School Board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the School District as assigned in such grades or subjects for which the teacher has the necessary license.
2. Duration: This contract is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge of teachers for cause. Thereafter, this contract shall remain in full force and effect except if modified by mutual consent of the School Board and the teacher or unless terminated as provided by law, or by written resignation pursuant to M.S. 122A.40.
3. Duty Year: The teacher's duty year and vacation days shall be as adopted by the School Board, and the teacher agrees to teach on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines.
   In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the School Board.
4. Additional Services: The School Board, or its designated representative(s), may assign the teacher to extra-curricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph 1. Said extra-curricular, co-curricular, or other assignments may be described in paragraph 6 of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The School Board, or its designated representative(s), may make any additions or amendments during the duty year as shall be necessary. Said extra-curricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's continuing contract rights unless the words, "continuing contract," are recorded immediately following the assignment.
5. Reference: This contract shall be subject to the agreement between the School District and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act, as amended.
6. Special Provisions: (Insert here any other contractual provisions).

   In addition, said teacher agrees to perform the following additional services for the additional salary indicated.

| Additional Service | Additional Compensation |
|---|---|
| 1. **4 day extended contract**…..... | $ **1,728.20** |
| 2. ..... | $ ..... |
| 3. ..... | $ ..... |

7. In consideration thereof, the School Board agrees to pay said teacher the following annual salary:
   $_____For basic services ***(*BS+40, Step 12;*** based on 2023-2025 DREA Master Agreement
   $_____For additional services as set forth in paragraph 6
   **$ 1,728.20** Total salary, exclusive of fringe benefits based on 2023-2025 DREA Master Agreement

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate School Board regulation. This contract shall be effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF, I have subscribed my signature on _____ (date).

Teacher .....

IN WITNESS THEREOF, we have subscribed our signatures on _____ (date).

INDEPENDENT SCHOOL DISTRICT NO. 0317 – DEER RIVER SCHOOL

Chairperson .....

Clerk .....

*TEACHER CONTRACT FOR MINNESOTA*
*PUBLIC SCHOOL DISTRICTS*

The School Board of Independent School District No. 0317 of the State of Minnesota, Deer River, Minnesota, enters into this contract, pursuant to M.S. 122A.40, as amended, with Kim Dolensek a legally qualified licensed teacher who agrees to teach in the public schools of said District as MTSS Coordinator for the school year 2024 to 2025.

The following provisions shall apply and are a part of this contract:

1. Basic Services: Said teacher shall faithfully perform the services prescribed by the School Board, or its designated representative(s), whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the School Board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the School District as assigned in such grades or subjects for which the teacher has the necessary license.
2. Duration: This contract is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge of teachers for cause. Thereafter, this contract shall remain in full force and effect except if modified by mutual consent of the School Board and the teacher or unless terminated as provided by law, or by written resignation pursuant to M.S. 122A.40.
3. Duty Year: The teacher's duty year and vacation days shall be as adopted by the School Board, and the teacher agrees to teach on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines.
   In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the School Board.
4. Additional Services: The School Board, or its designated representative(s), may assign the teacher to extra-curricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph 1. Said extra-curricular, co-curricular, or other assignments may be described in paragraph 6 of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The School Board, or its designated representative(s), may make any additions or amendments during the duty year as shall be necessary. Said extra-curricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's continuing contract rights unless the words, "continuing contract," are recorded immediately following the assignment.
5. Reference: This contract shall be subject to the agreement between the School District and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act, as amended.
6. Special Provisions: (Insert here any other contractual provisions).

   In addition, said teacher agrees to perform the following additional services for the additional salary indicated.

| Additional Service | Additional Compensation |
|---|---|
| 1. **5 day extended contract**…..... | $ **2,160.25** |
| 2. ..... | $ ..... |
| 3. ..... | $ ..... |

7. In consideration thereof, the School Board agrees to pay said teacher the following annual salary:
   $_____For basic services ***(*BS+40, Step 12;** based on 2023-2025 DREA Master Agreement
   $_____ For additional services as set forth in paragraph 6
   **$ 2,160.25**_____Total salary, exclusive of fringe benefits based on 2023-2025 DREA Master Agreement

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate School Board regulation. This contract shall be effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF, I have subscribed my signature on _____(date).

Teacher .....

IN WITNESS THEREOF, we have subscribed our signatures on _____(date).

INDEPENDENT SCHOOL DISTRICT NO. 0317 – DEER RIVER SCHOOL

Chairperson .....

Clerk .....

*TEACHER CONTRACT FOR MINNESOTA*
*PUBLIC SCHOOL DISTRICTS*

The School Board of Independent School District No. 0317 of the State of Minnesota, Deer River, Minnesota, enters into this contract, pursuant to M.S. 122A.40, as amended, with Benjamin Maxa, a legally qualified licensed teacher who agrees to teach in the public schools of said District as Dean of Students for the school year 2024 to 2025.

The following provisions shall apply and are a part of this contract:

1. Basic Services: Said teacher shall faithfully perform the services prescribed by the School Board, or its designated representative(s), whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the School Board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the School District as assigned in such grades or subjects for which the teacher has the necessary license.
2. Duration: This contract is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge of teachers for cause. Thereafter, this contract shall remain in full force and effect except if modified by mutual consent of the School Board and the teacher or unless terminated as provided by law, or by written resignation pursuant to M.S. 122A.40.
3. Duty Year: The teacher's duty year and vacation days shall be as adopted by the School Board, and the teacher agrees to teach on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines.
   In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the School Board.
4. Additional Services: The School Board, or its designated representative(s), may assign the teacher to extra-curricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph 1. Said extra-curricular, co-curricular, or other assignments may be described in paragraph 6 of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The School Board, or its designated representative(s), may make any additions or amendments during the duty year as shall be necessary. Said extra-curricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's continuing contract rights unless the words, "continuing contract," are recorded immediately following the assignment.
5. Reference: This contract shall be subject to the agreement between the School District and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act, as amended.
6. Special Provisions: (Insert here any other contractual provisions).

   In addition, said teacher agrees to perform the following additional services for the additional salary indicated.

| Additional Service | Additional Compensation |
|---|---|
| 1. **5 day extended contract**…..... | $ **1,919.35** |
| 2. ..... | $ ..... |
| 3. ..... | $ ..... |

7. In consideration thereof, the School Board agrees to pay said teacher the following annual salary:
   $_____For basic services ***(*BS, Step 12;** based on 2023-2025 DREA Master Agreement
   $_____For additional services as set forth in paragraph 6
   **$ 1,919.35**_____Total salary, exclusive of fringe benefits based on 2023-2025 DREA Master Agreement

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate School Board regulation. This contract shall be effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF, I have subscribed my signature on _____ (date).

Teacher .....

IN WITNESS THEREOF, we have subscribed our signatures on _____ (date).

INDEPENDENT SCHOOL DISTRICT NO. 0317 – DEER RIVER SCHOOL

Chairperson .....

Clerk .....

*TEACHER CONTRACT FOR MINNESOTA*
*PUBLIC SCHOOL DISTRICTS*

The School Board of Independent School District No. 0317 of the State of Minnesota, Deer River, Minnesota, enters into this contract, pursuant to M.S. 122A.40, as amended, with Lael Storlie, a legally qualified licensed teacher who agrees to teach in the public schools of said District as School Counselor for the school year 2024 to 2025.

The following provisions shall apply and are a part of this contract:

1. Basic Services: Said teacher shall faithfully perform the services prescribed by the School Board, or its designated representative(s), whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the School Board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the School District as assigned in such grades or subjects for which the teacher has the necessary license.
2. Duration: This contract is subject to the provisions of M.S. 122A.40, as amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge of teachers for cause. Thereafter, this contract shall remain in full force and effect except if modified by mutual consent of the School Board and the teacher or unless terminated as provided by law, or by written resignation pursuant to M.S. 122A.40.
3. Duty Year: The teacher's duty year and vacation days shall be as adopted by the School Board, and the teacher agrees to teach on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines.
   In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the School Board.
4. Additional Services: The School Board, or its designated representative(s), may assign the teacher to extra-curricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph 1. Said extra-curricular, co-curricular, or other assignments may be described in paragraph 6 of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The School Board, or its designated representative(s), may make any additions or amendments during the duty year as shall be necessary. Said extra-curricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's continuing contract rights unless the words, "continuing contract," are recorded immediately following the assignment.
5. Reference: This contract shall be subject to the agreement between the School District and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act, as amended.
6. Special Provisions: (Insert here any other contractual provisions).

   In addition, said teacher agrees to perform the following additional services for the additional salary indicated.

| Additional Service | Additional Compensation |
|---|---|
| 1. **8 day extended contract**…..... | $ **3,492.00** |
| 2. ..... | $ ..... |
| 3. ..... | $ ..... |

7. In consideration thereof, the School Board agrees to pay said teacher the following annual salary:
   $_____For basic services *(***MS+30, Step 10;** based on 2023-2025 DREA Master Agreement
   $_____For additional services as set forth in paragraph 6
   **$ 3,492.00**_____Total salary, exclusive of fringe benefits based on 2023-2025 DREA Master Agreement

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate School Board regulation. This contract shall be effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF, I have subscribed my signature on _____ (date).

Teacher .....

IN WITNESS THEREOF, we have subscribed our signatures on _____ (date).

INDEPENDENT SCHOOL DISTRICT NO. 0317 – DEER RIVER SCHOOL

Chairperson .....

Clerk .....

## ISD #317 - Deer River

## Cash & Investment Balances

## Month Ended May 31st 2024

| Funds | Cash Balance 4/30/2024 | Receipts | Adjustments / Disbursements | Cash Balance 5/31/2024 |
|---|---|---|---|---|
| General | $3,390,097.57 | $1,377,794.51 | $1,342,129.75 | $3,425,762.33 |
| Food Service | -$32,879.81 | $157,530.29 | $77,529.64 | $47,120.84 |
| Transportation | -$2,991,933.90 | $0.00 | $146,032.92 | -$3,137,966.82 |
| Community Service | -$47,973.78 | $8,460.81 | -$53,933.00 | $14,420.03 |
| Capital Expenditure | -$234,375.64 | $0.00 | $4,249.80 | -$238,625.44 |
| Abatement Bonds | $5,466,529.91 | $0.00 | $0.00 | $5,259,330.39 |
| Debt Service | $219,544.52 | $14,368.16 | $4,050.00 | $229,862.68 |
| Trust | $53,707.34 | $500.00 | $500.00 | $53,707.34 |
| Activities | $69,140.21 | $3,275.03 | $9,409.80 | $63,005.44 |
| Flex Account | $491.08 | $0.00 | $0.00 | $491.08 |
| OPEB Trust Cash/Investments | $1,060,867.25 | $8,420.00 | $2,805.00 | $1,066,482.25 |
| **Totals** | $6,953,214.75 | $1,570,348.80 | $1,532,773.91 | $6,783,590.12 |

## Bank Account Balances

| | |
|---|---|
| MMDA | $87,884.57 |
| MSDLAF+ | $366,752.49 |
| Payroll Checking | $372,593.68 |
| MN Trust/PMA | $1,865.91 |
| Woodland Savings | $3,045.70 |
| Flex Benefit Cash | $829.56 |
| Petty Cash | $260.00 |
| Abatement Bond | $5,144,197.94 |
| OPEB Trust Investments | $1,057,496.41 |
| Plus Outstanding Deposits | $0.00 |
| Less Oustanding Checks | -$251,336.14 |

| | |
|---|---|
| Adjusted Bank Account Balances | $6,783,590.12 |
| *Flex Benefit Cash* | $9,170.14 |
| *OPEB Trust Cash/Investments/Debt Service* | -$1,066,482.25 |
| ***Cash Available to Meet Current Liabilities*** | **$5,726,278.01** |

# Deer River ISD #317
## Trial Balance Summary Report



Periods: 202410 To: 202410

| Comp | L | Fd | Org | Pro | Crs | Fin | O/S | Ty | Account Description | Fin Code | Class | Sub Class | Starting Balance | Debits | Credits | Ending Balance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0317 | B | 01 | 101 | 000 | | | | F | Cash - MSDLAF+ | B | 100 | 00 | 2,049,068.65 | 1,530,203.28 | 1,691,305.37 | 1,887,966.56 |
| 0317 | B | 01 | 101 | 005 | | | | F | Cash - Flex Benefits Accou | B | 100 | 00 | (9,170.14) | 0.00 | 0.00 | (9,170.14) |
| 0317 | B | 01 | 101 | 010 | | | | F | Cash - Woodland Bank | B | 100 | 00 | (338,987.72) | 239,701.70 | 243,474.66 | (342,760.68) |
| 0317 | B | 01 | 101 | 020 | | | | F | Cash in Payroll | B | 100 | 00 | (188,438.14) | 2,075,809.88 | 1,494,359.36 | 393,012.38 |
| 0317 | B | 01 | 101 | 030 | | | | F | Cash-MN Trust/PMA | B | 100 | 00 | 1,414,977.44 | 3.30 | 0.00 | 1,414,980.74 |
| 0317 | B | 01 | 101 | 060 | | | | F | Cash - Woodland Savings | B | 100 | 00 | 3,045.58 | 0.12 | 0.00 | 3,045.70 |
| 0317 | B | 01 | 102 | 000 | | | | F | Petty Cash | B | 100 | 00 | 260.00 | 0.00 | 0.00 | 260.00 |
| 0317 | B | 02 | 101 | 000 | | | | F | Cash - MSDLAF+ | B | 100 | 00 | (804,160.46) | 71,508.28 | 51,203.27 | (783,855.45) |
| 0317 | B | 02 | 101 | 010 | | | | F | Cash - Woodland Bank | B | 100 | 00 | 94,345.07 | 6,152.65 | 89.24 | 100,408.48 |
| 0317 | B | 02 | 101 | 020 | | | | F | Cash in Payroll | B | 100 | 00 | (99,760.20) | 14,229.43 | 23,006.81 | (108,537.58) |
| 0317 | B | 02 | 101 | 030 | | | | F | Cash-MN PMA/Trust | B | 100 | 00 | 759,015.50 | 0.00 | 0.00 | 759,015.50 |
| 0317 | B | 03 | 101 | 000 | | | | F | Cash - MSDLAF+ | B | 100 | 00 | (2,867,802.54) | 0.00 | 133,946.79 | (3,001,749.33) |
| 0317 | B | 03 | 101 | 010 | | | | F | Cash - Woodland Bank | B | 100 | 00 | (14,554.77) | 0.00 | 0.00 | (14,554.77) |
| 0317 | B | 03 | 101 | 020 | | | | F | Cash in Payroll | B | 100 | 00 | (11,890.31) | 1,296.39 | 2,138.52 | (12,732.44) |
| 0317 | B | 03 | 101 | 030 | | | | F | Cash-MN PMA Trust | B | 100 | 00 | 37,102.64 | 0.00 | 0.00 | 37,102.64 |
| 0317 | B | 04 | 101 | 000 | | | | F | Cash - MSDLAF+ | B | 100 | 00 | (327,571.47) | 25,597.84 | 1,519.20 | (303,492.83) |
| 0317 | B | 04 | 101 | 010 | | | | F | Cash - Woodland Bank | B | 100 | 00 | 29,537.97 | 271.00 | 80.15 | 29,728.82 |
| 0317 | B | 04 | 101 | 020 | | | | F | Cash in Payroll | B | 100 | 00 | (20,252.81) | 2,049.05 | 3,471.17 | (21,674.93) |
| 0317 | B | 04 | 101 | 030 | | | | F | Cash-MN Trust/PMA | B | 100 | 00 | 247,385.01 | 0.00 | 0.00 | 247,385.01 |
| 0317 | B | 05 | 101 | 000 | | | | F | Cash - MSDLAF+ | B | 100 | 00 | (219,434.89) | 0.00 | 4,772.00 | (224,206.89) |
| 0317 | B | 05 | 101 | 010 | | | | F | Cash - Woodland Bank | B | 100 | 00 | (10,168.75) | 0.00 | 0.00 | (10,168.75) |
| 0317 | B | 06 | 101 | 000 | | | | F | Cash - MSDLAF+ | B | 100 | 00 | (1,081,106.22) | 0.00 | 171,109.70 | (1,252,215.92) |
| 0317 | B | 06 | 101 | 030 | | | | F | Cash-MN Trust/PMA | B | 100 | 00 | 1,374,674.40 | 0.00 | 0.00 | 1,374,674.40 |
| 0317 | B | 06 | 104 | 030 | | | | F | Investments | B | 100 | 00 | 5,344,071.43 | 0.00 | 0.00 | 5,344,071.43 |
| 0317 | B | 07 | 101 | 000 | | | | F | Cash - MSDLAF+ | B | 100 | 00 | 4,086,623.48 | 0.00 | 0.00 | 4,086,623.48 |
| 0317 | B | 07 | 101 | 030 | | | | F | Cash-MN Trust/PMA | B | 100 | 00 | (3,867,078.96) | 0.00 | 0.00 | (3,867,078.96) |
| 0317 | B | 08 | 101 | 000 | | | | F | Cash - MSDLAF+ | B | 100 | 00 | (6,156.66) | 0.00 | 0.00 | (6,156.66) |
| 0317 | B | 08 | 101 | 010 | | | | F | Cash - Woodland Bank | B | 100 | 00 | 59,864.00 | 0.00 | 0.00 | 59,864.00 |
| 0317 | B | 11 | 101 | 000 | | | | F | Cash | B | 100 | 00 | 1,684.68 | 0.00 | 575.00 | 1,109.68 |
| 0317 | B | 11 | 101 | 010 | | | | F | Cash | B | 100 | 00 | 67,355.75 | 1,280.00 | 1,530.81 | 67,104.94 |
| 0317 | B | 11 | 101 | 020 | | | | F | Cash in payroll | B | 100 | 00 | (130.50) | 0.00 | 0.00 | (130.50) |
| 0317 | B | 11 | 101 | 030 | | | | F | Cash-MN Trust/PMA | B | 100 | 00 | (474.72) | 0.00 | 0.00 | (474.72) |
| 0317 | B | 19 | 101 | 005 | | | | F | Cash - Flex Account | B | 100 | 00 | 491.08 | 0.00 | 0.00 | 491.08 |
| 0317 | B | 25 | 101 | 000 | | | | F | Cash Revocable Trust | B | 100 | 00 | (200,798.96) | 0.00 | 5,610.00 | (206,408.96) |
| 0317 | B | 25 | 101 | 010 | | | | F | Cash | B | 100 | 00 | 169,459.80 | 5,150.00 | 0.00 | 174,609.80 |

# Deer River ISD #317
## Trial Balance Summary Report

Periods: 202410 To: 202410

| Comp | L | Fd | Org | Pro | Crs | Fin | O/S | Ty | Account Description | Fin Code | Class | Sub Class | Starting Balance | Debits | Credits | Ending Balance |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0317 | B | 25 | 101 | 030 | | | | F | Cash-MN Trust/PMA | B | 100 | 00 | 35,170.00 | 0.00 | 0.00 | 35,170.00 |
| 0317 | B | 25 | 104 | 000 | | | | F | OPEB Investments-Revoca | B | 100 | 00 | 1,053,255.25 | 4,241.16 | 0.00 | 1,057,496.41 |
| | | | | | | | | | Report Total: | | | | $6,759,449.51 | $3,977,494.08 | $3,828,192.05 | $6,908,751.54 |

# Deer River ISD #317
## Receipt Listing Report with Detail by Deposit
## Fund Summary



| Fund | Total |
|---|---|
| 01 | $1,377,794.51 |
| 02 | $157,530.29 |
| 04 | $8,460.81 |
| 07 | $14,368.16 |
| 08 | $500.00 |
| 11 | $3,275.03 |
| 25 | $8,420.00 |
| **Report Total** | **$1,570,348.80** |

# Deer River ISD #317
## Exp Summary - Fd, Pro
## Period Ending May 31, 2024



Sequence: Fd, Pro

| | | Description | InProc24 Annual Budget | Period 202411 | Year To Date | % YTD | Encumbrances | % YTD + Enc | Remaining Balance |
|---|---|---|---|---|---|---|---|---|---|
| 01 | General | | | | | | | | |
| | 010 | Board of Education | 40,037.00 | 6,512.56 | 40,200.19 | 100% | 0.00 | 100% | (163.19) |
| | 020 | Superintendent | 204,089.00 | 15,222.03 | 179,802.30 | 88% | 1,801.70 | 89% | 22,485.00 |
| | 050 | School Adm | 557,023.00 | 42,763.27 | 508,141.96 | 91% | 265.08 | 91% | 48,615.96 |
| | 105 | General Administrative Support | 190,645.00 | 19,172.18 | 116,150.31 | 61% | 1,732.10 | 62% | 72,762.59 |
| | 108 | Admin Technology Services | 0.00 | 94.95 | 249.95 | 0% | 0.00 | 0% | (249.95) |
| | 110 | Business Services | 559,194.00 | 32,113.70 | 499,457.91 | 89% | 479.40 | 89% | 59,256.69 |
| | 130 | Community Relations | 1,083.00 | 0.00 | 1,082.25 | 100% | 0.00 | 100% | 0.75 |
| | 140 | Data Processing | 17,455.00 | 0.00 | 9,954.87 | 57% | 0.00 | 57% | 7,500.13 |
| | 150 | Legal Services | 8,000.00 | 4,734.00 | 6,050.50 | 76% | 0.00 | 76% | 1,949.50 |
| | 199 | School Elections | 36,048.00 | 0.00 | 36,110.70 | 100% | 0.00 | 100% | (62.70) |
| | 200 | Voluntary Pre-Kindergarten | 200,000.00 | 0.00 | 0.00 | 0% | 0.00 | 0% | 200,000.00 |
| | 201 | Kindergarten | 265,036.00 | 22,222.16 | 198,440.22 | 75% | 0.00 | 75% | 66,595.78 |
| | 203 | Elementary Education | 2,519,873.00 | 151,454.84 | 1,560,413.35 | 62% | 0.00 | 62% | 959,459.65 |
| | 206 | Safe & Drug Free Schools | 74,351.00 | 117.48 | 34,826.55 | 47% | 2,108.74 | 50% | 37,415.71 |
| | 211 | Secondary | 625,987.00 | 151,195.74 | 523,735.24 | 84% | 1,129.00 | 84% | 101,122.76 |
| | 212 | Art | 72,317.00 | 5,954.95 | 56,777.43 | 79% | 0.00 | 79% | 15,539.57 |
| | 216 | Title I | 360,746.00 | 31,490.27 | 287,970.29 | 80% | 0.00 | 80% | 72,775.71 |
| | 218 | Gifted and Talented | 11,762.00 | 105.29 | 1,548.34 | 13% | 0.00 | 13% | 10,213.66 |
| | 220 | English | 350,925.00 | 25,455.27 | 263,390.55 | 75% | 0.00 | 75% | 87,534.45 |
| | 230 | Foreign Language | 106,832.00 | 9,074.36 | 80,889.60 | 76% | 0.00 | 76% | 25,942.40 |
| | 231 | Ojibwe | 36,238.00 | 3,033.39 | 26,787.80 | 74% | 0.00 | 74% | 9,450.20 |
| | 240 | Health Physical Ed | 296,218.00 | 24,767.25 | 223,396.16 | 75% | 0.00 | 75% | 72,821.84 |
| | 250 | Family Living Science | 97.00 | 0.00 | 97.47 | 100% | 0.00 | 100% | (0.47) |
| | 255 | Industrial Education | 87,615.00 | 7,148.09 | 67,631.65 | 77% | 1,535.42 | 79% | 18,447.93 |
| | 256 | Mathematics | 332,256.00 | 28,227.51 | 251,370.60 | 76% | 0.00 | 76% | 80,885.40 |
| | 257 | Computer Instruction | 48,790.00 | 3,933.07 | 36,842.20 | 76% | 0.00 | 76% | 11,947.80 |
| | 258 | Music | 294,397.00 | 21,059.08 | 215,161.03 | 73% | 112.00 | 73% | 79,123.97 |
| | 260 | Science | 318,033.00 | 26,367.12 | 240,099.32 | 75% | 0.00 | 75% | 77,933.68 |
| | 270 | Social Sciences | 219,907.00 | 16,160.25 | 165,334.64 | 75% | 0.00 | 75% | 54,572.36 |

# Deer River ISD #317
## Exp Summary - Fd, Pro
## Period Ending May 31, 2024

Sequence: Fd, Pro

| | | Description | InProc24 Annual Budget | Period 202411 | Year To Date | % YTD | Encumbrances | % YTD + Enc | Remaining Balance |
|---|---|---|---|---|---|---|---|---|---|
| 01 | General | | | | | | | | |
| | 273 | Remedial Other Content Areas | 101,943.00 | 8,123.54 | 35,651.96 | 35% | 0.00 | 35% | 66,291.04 |
| | 275 | Kindergarten Instruction | 30,262.00 | 8,793.46 | 79,131.97 | 261% | 0.00 | 261% | (48,869.97) |
| | 276 | Elementary Instruction | 143,417.00 | 25,048.14 | 227,366.12 | 159% | 0.00 | 159% | (83,949.12) |
| | 278 | Regular School Day Addt'l Time | 8,530.00 | (22,108.02) | 3,332.06 | 39% | 0.00 | 39% | 5,197.94 |
| | 280 | Other Regular Inst | 29,945.00 | 230.85 | 19,689.87 | 66% | 0.00 | 66% | 10,255.13 |
| | 291 | Co-Curricular | 17,579.00 | 5,802.41 | 19,488.99 | 111% | 0.00 | 111% | (1,909.99) |
| | 292 | Boys/Girls Athletics | 146,280.00 | 15,515.36 | 153,366.64 | 105% | 1,688.00 | 106% | (8,774.64) |
| | 294 | Boys Athletics | 149,816.00 | 5,860.69 | 156,147.73 | 104% | 495.00 | 105% | (6,826.73) |
| | 296 | Girls Athletics | 100,518.00 | 5,389.70 | 101,786.85 | 101% | 408.25 | 102% | (1,677.10) |
| | 298 | Extra Curricular | 1,622.00 | 1,320.33 | 2,993.88 | 185% | 0.00 | 185% | (1,371.88) |
| | 301 | Agriculture Science | 81,319.00 | 11,144.67 | 75,512.79 | 93% | 107.70 | 93% | 5,698.51 |
| | 361 | Trade and Industrial | 110,700.00 | 8,809.20 | 81,205.69 | 73% | 0.00 | 73% | 29,494.31 |
| | 380 | Special Needs | 19,196.00 | 467.62 | 11,897.23 | 62% | 0.00 | 62% | 7,298.77 |
| | 400 | Special Ed - General (non-reim | 66,179.00 | 4,151.09 | 28,451.44 | 43% | 0.00 | 43% | 37,727.56 |
| | 401 | Speech Impaired | 305,815.00 | 67,180.49 | 307,753.53 | 101% | 0.00 | 101% | (1,938.53) |
| | 402 | DCD-MM | 397,236.00 | 12,609.92 | 113,276.36 | 29% | 0.00 | 29% | 283,959.64 |
| | 403 | Mental Imp-Mod/Sev | 76,885.00 | 6,234.15 | 56,185.90 | 73% | 0.00 | 73% | 20,699.10 |
| | 404 | Physically Impaired | 60,361.00 | 5,610.61 | 51,640.27 | 86% | 0.00 | 86% | 8,720.73 |
| | 406 | Visually Impaired | 6,964.00 | 583.84 | 5,207.62 | 75% | 0.00 | 75% | 1,756.38 |
| | 407 | Specific Learning Di | 552,610.00 | 54,243.32 | 472,745.08 | 86% | 0.00 | 86% | 79,864.92 |
| | 408 | Emotional Disorder | 442,599.00 | 41,569.21 | 369,712.29 | 84% | 0.00 | 84% | 72,886.71 |
| | 410 | Other Health Impairments | 164,045.00 | 13,391.94 | 127,942.41 | 78% | 0.00 | 78% | 36,102.59 |
| | 411 | Autistic Spectrum Disorders | 76,422.00 | 7,763.70 | 64,510.39 | 84% | 0.00 | 84% | 11,911.61 |
| | 412 | Developmentally Delayed (EC) | 286,752.00 | 23,465.06 | 225,181.45 | 79% | 0.00 | 79% | 61,570.55 |
| | 414 | Traumatic Brain Inj | 7,213.00 | 716.13 | 5,528.96 | 77% | 0.00 | 77% | 1,684.04 |
| | 416 | Severly Multiply Impaired | 168,102.00 | 15,802.05 | 145,620.37 | 87% | 0.00 | 87% | 22,481.63 |
| | 420 | Special Education | 628,115.00 | (22,044.74) | 227,986.71 | 36% | 0.00 | 36% | 400,128.29 |
| | 421 | School Psychologist | 0.00 | 0.00 | 71,145.18 | 0% | 0.00 | 0% | (71,145.18) |
| | 422 | ADSIS | 476,187.00 | 39,552.46 | 354,296.47 | 74% | 0.00 | 74% | 121,890.53 |

# Deer River ISD #317
## Exp Summary - Fd, Pro
## Period Ending May 31, 2024

**Sequence: Fd, Pro**

| | | Description | InProc24 Annual Budget | Period 202411 | Year To Date | % YTD | Encumbrances | % YTD + Enc | Remaining Balance |
|---|---|---|---|---|---|---|---|---|---|
| 01 | | General | | | | | | | |
| | 605 | Gen Inst Support | 214,485.00 | 23,386.60 | 252,239.28 | 118% | 40.60 | 118% | (37,794.88) |
| | 610 | Curriculum/Assessment | 156,520.00 | 18,362.43 | 170,050.93 | 109% | 0.00 | 109% | (13,530.93) |
| | 620 | Library Media Center | 157,348.00 | 8,482.60 | 130,690.93 | 83% | 0.00 | 83% | 26,657.07 |
| | 630 | Human Relations | 130,000.00 | 8,484.62 | 67,770.04 | 52% | 813.55 | 53% | 61,416.41 |
| | 640 | Staff Development | 88,022.00 | 36,039.64 | 93,332.42 | 106% | 490.00 | 107% | (5,800.42) |
| | 680 | Instruc-Related Technology | 270,277.00 | 8,900.90 | 211,022.20 | 78% | 31,873.30 | 90% | 27,381.50 |
| | 710 | Counseling-Guidance | 116,036.00 | 10,192.06 | 85,595.18 | 74% | 0.00 | 74% | 30,440.82 |
| | 715 | School Security | 45,000.00 | 0.00 | 45,000.00 | 100% | 0.00 | 100% | 0.00 |
| | 718 | Other School Safety | 4,218.00 | 0.00 | 4,218.27 | 100% | 0.00 | 100% | (0.27) |
| | 720 | Health Services | 117,122.00 | 9,579.55 | 88,360.00 | 75% | 147.12 | 76% | 28,614.88 |
| | 740 | Interventionist | 98,795.00 | 51,968.22 | 107,913.67 | 109% | 0.00 | 109% | (9,118.67) |
| | 790 | Other Pupil Support | 956,970.00 | 49,847.25 | 634,654.86 | 66% | 2,106.79 | 67% | 320,208.35 |
| | 810 | Plant Operations | 1,432,158.00 | 83,859.85 | 1,173,704.05 | 82% | 5,521.77 | 82% | 252,932.18 |
| | 850 | Capital Facilities | 71,370.00 | (7,480.00) | 71,370.00 | 100% | 1,675.00 | 102% | (1,675.00) |
| | 940 | Insurance | 101,558.00 | 0.00 | 101,330.64 | 100% | 0.00 | 100% | 227.36 |
| **01** | | **General** | 16,451,445.00 | 1,295,229.71 | 12,463,922.06 | 76% | 54,530.52 | 76% | 3,932,992.42 |
| 02 | | Food Service | | | | | | | |
| | 770 | Food Services | 854,553.00 | 78,712.04 | 777,853.47 | 91% | 367.68 | 91% | 76,331.85 |
| **02** | | **Food Service** | 854,553.00 | 78,712.04 | 777,853.47 | 91% | 367.68 | 91% | 76,331.85 |
| 03 | | Transportation | | | | | | | |
| | 760 | Pupil Transportation | 1,286,073.00 | 146,768.32 | 1,263,508.49 | 98% | 0.00 | 98% | 22,564.51 |
| **03** | | **Transportation** | 1,286,073.00 | 146,768.32 | 1,263,508.49 | 98% | 0.00 | 98% | 22,564.51 |
| 04 | | Community Service | | | | | | | |
| | 505 | Community Education | 35,538.00 | 2,195.68 | 34,180.42 | 96% | 0.00 | 96% | 1,357.58 |
| | 570 | School - Age Care | 4,627.00 | 434.58 | 3,979.95 | 86% | 0.00 | 86% | 647.05 |
| | 580 | Early Childhood Family Educ | 57,909.00 | 0.00 | 0.00 | 0% | 0.00 | 0% | 57,909.00 |
| | 582 | School Readiness | 121,580.00 | 0.00 | 33,281.25 | 27% | 0.00 | 27% | 88,298.75 |
| | 583 | Preschool Screening | 2,700.00 | 0.00 | 0.00 | 0% | 0.00 | 0% | 2,700.00 |
| | 585 | YouthDevel/Servs/After School | 22,856.00 | (56,630.47) | (12,217.22) | (53%) | 75.50 | (53%) | 34,997.72 |

# Deer River ISD #317
## Exp Summary - Fd, Pro
## Period Ending May 31, 2024



**Sequence: Fd, Pro**

| | Description | InProc24 Annual Budget | Period 202411 | Year To Date | % YTD | Encumbrances | % YTD + Enc | Remaining Balance |
|---|---|---|---|---|---|---|---|---|
| 04 | Community Service | | | | | | | |
| 590 | Other Community Programs | 1,800.00 | 0.00 | 1,799.80 | 100% | 0.00 | 100% | 0.20 |
| 591 | Youth Service/Development | 358.00 | 0.00 | 357.33 | 100% | 0.00 | 100% | 0.67 |
| **04** | **Community Service** | 247,368.00 | (54,000.21) | 61,381.53 | 25% | 75.50 | 25% | 185,910.97 |
| 05 | Capital Expenditure | | | | | | | |
| 108 | Admin Technology Services | 7,045.00 | 0.00 | 7,044.90 | 100% | 0.00 | 100% | 0.10 |
| 140 | Data Processing | 36,870.00 | 0.00 | 36,869.55 | 100% | 0.00 | 100% | 0.45 |
| 203 | Elementary Education | 55,044.00 | 0.00 | 55,043.82 | 100% | 0.00 | 100% | 0.18 |
| 211 | Secondary | 30,000.00 | 0.00 | 27,479.70 | 92% | 0.00 | 92% | 2,520.30 |
| 292 | Boys/Girls Athletics | 1,992.00 | 0.00 | 1,991.56 | 100% | 0.00 | 100% | 0.44 |
| 850 | Capital Facilities | 50,953.00 | 0.00 | 50,952.29 | 100% | 0.00 | 100% | 0.71 |
| 865 | LTFM <$100,000 | 81,609.00 | 4,249.80 | 79,878.80 | 98% | 829.83 | 99% | 900.37 |
| **05** | **Capital Expenditure** | 263,513.00 | 4,249.80 | 259,260.62 | 98% | 829.83 | 99% | 3,422.55 |
| 06 | Building Construction Fund | | | | | | | |
| 865 | LTFM <$100,000 | 0.00 | (69,428.69) | 0.00 | 0% | 0.00 | 0% | 0.00 |
| 867 | LTFM > $2,000,000 | 2,360,013.00 | 322,841.20 | 1,462,940.40 | 62% | 4,550.00 | 62% | 892,522.60 |
| 870 | Bldg Construction | 4,811.00 | 0.00 | 60.70 | 1% | 0.00 | 1% | 4,750.30 |
| **06** | **Building Construction Fund** | 2,364,824.00 | 253,412.51 | 1,463,001.10 | 62% | 4,550.00 | 62% | 897,272.90 |
| 07 | Debt Redemption | | | | | | | |
| 910 | Debt Redemption | 1,917,911.00 | 4,050.00 | 1,919,111.26 | 100% | 0.00 | 100% | (1,200.26) |
| **07** | **Debt Redemption** | 1,917,911.00 | 4,050.00 | 1,919,111.26 | 100% | 0.00 | 100% | (1,200.26) |
| 08 | Trust Fund | | | | | | | |
| 960 | Other Nonrecurring Items | 2,500.00 | 500.00 | 4,000.00 | 160% | 0.00 | 160% | (1,500.00) |
| **08** | **Trust Fund** | 2,500.00 | 500.00 | 4,000.00 | 160% | 0.00 | 160% | (1,500.00) |
| 11 | Student Activities | | | | | | | |
| 298 | Extra Curricular | 55,000.00 | 7,878.99 | 34,700.71 | 63% | 6.49 | 63% | 20,292.80 |
| **11** | **Student Activities** | 55,000.00 | 7,878.99 | 34,700.71 | 63% | 6.49 | 63% | 20,292.80 |
| 25 | OPEB Revocable Trust | | | | | | | |
| 935 | Post Employment Benefits | 55,768.00 | 2,805.00 | 42,181.30 | 76% | 0.00 | 76% | 13,586.70 |
| **25** | **OPEB Revocable Trust** | 55,768.00 | 2,805.00 | 42,181.30 | 76% | 0.00 | 76% | 13,586.70 |
| | **Report Totals:** | 23,498,955.00 | 1,739,606.16 | 18,288,920.54 | 78% | 60,360.02 | 78% | 5,149,674.44 |

# Deer River ISD #317
## 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 0317 | 2 | 51889 | 1334105086 | Check | 1 | 5178 | | BENHAM, DAMON | Yes | Yes | No | USD | 05/01/2024 | 95.00 |
| | | | 51895 | 1334105087 | Check | 1 | 6251 | REMIT | BURGGRAF'S ACE HARDWARE | Yes | Yes | No | USD | 05/01/2024 | 162.67 |
| | | | 51893 | 1334105088 | Check | 1 | 6066 | | C&L DISTRIBUTING | Yes | Yes | No | USD | 05/01/2024 | 168.48 |
| | | | 51897 | 1334105089 | Check | 1 | 6442 | | CARSTENSEN, JACELYN | Yes | No | No | USD | 05/01/2024 | 40.00 |
| | | | 51892 | 1334105090 | Check | 1 | 5567 | R1 | CONSTELLATION ENERGY-GAS DIVI | Yes | Yes | No | USD | 05/01/2024 | 6,539.27 |
| | | | 51898 | 1334105091 | Check | 1 | 6444 | | EDWARDS, COLE | Yes | Yes | No | USD | 05/01/2024 | 160.00 |
| | | | 51894 | 1334105092 | Check | 1 | 6184 | | ERZAR, JAMES | Yes | Yes | No | USD | 05/01/2024 | 95.00 |
| | | | 51888 | 1334105093 | Check | 1 | 4512 | | GEISLINGER, KEVIN | Yes | Yes | No | USD | 05/01/2024 | 115.10 |
| | | | 51884 | 1334105094 | Check | 1 | 19222 | | HILLYARD / HUTCHINSON | Yes | Yes | No | USD | 05/01/2024 | 2,161.68 |
| | | | 51896 | 1334105095 | Check | 1 | 6285 | | MAKI, SHEILA RAE | Yes | Yes | No | USD | 05/01/2024 | 390.00 |
| | | | 51891 | 1334105096 | Check | 1 | 5486 | | MICHAUD, JAMES | Yes | Yes | No | USD | 05/01/2024 | 472.50 |
| | | | 51890 | 1334105097 | Check | 1 | 5266 | | NINHAM, DANIEL C | Yes | Yes | No | USD | 05/01/2024 | 1,552.71 |
| | | | 51883 | 1334105098 | Check | 1 | 14200 | | NORTHERN STAR COOPERATIVE SE | Yes | Yes | No | USD | 05/01/2024 | 6.40 |
| | | | 51887 | 1334105099 | Check | 1 | 3577 | | OBEY, SHERWIN | Yes | Yes | No | USD | 05/01/2024 | 600.00 |
| | | | 51885 | 1334105100 | Check | 1 | 2089 | | OLSON AUTO BODY REPAIR | Yes | Yes | No | USD | 05/01/2024 | 300.00 |
| | | | 51886 | 1334105101 | Check | 1 | 2745 | | OTT, ROB | Yes | Yes | No | USD | 05/01/2024 | 95.00 |
| | | | 51912 | 1334105102 | Check | 1 | 6447 | | BEBEAU, TEONA | Yes | Yes | No | USD | 05/01/2024 | 300.00 |
| | | | 51917 | 1334105103 | Check | 1 | 6452 | | DAHL, KRISSALYN | Yes | No | No | USD | 05/01/2024 | 300.00 |
| | | | 51913 | 1334105104 | Check | 1 | 6448 | | EDWARDS, HANNAH | Yes | Yes | No | USD | 05/01/2024 | 300.00 |
| | | | 51916 | 1334105105 | Check | 1 | 6451 | | ISAACS, BRITA | Yes | Yes | No | USD | 05/01/2024 | 300.00 |
| | | | 51899 | 1334105106 | Check | 1 | 21074 | | ISD 0118 NORTHLAND COMM SCHO( | Yes | Yes | No | USD | 05/01/2024 | 250.00 |
| | | | 51909 | 1334105107 | Check | 1 | 6278 | | KINGBIRD, KEVEON | Yes | Yes | No | USD | 05/01/2024 | 800.00 |
| | | | 51903 | 1334105108 | Check | 1 | 5310 | | NEEDHAM, MICHAEL | Yes | Yes | No | USD | 05/01/2024 | 800.00 |
| | | | 51901 | 1334105109 | Check | 1 | 45794 | | RAPID PEST CONTROL | Yes | Yes | No | USD | 05/01/2024 | 105.00 |
| | | | 51902 | 1334105110 | Check | 1 | 4732 | | RIGHT WAY DRIVING INC | Yes | Yes | No | USD | 05/01/2024 | 376.00 |
| | | | 51900 | 1334105111 | Check | 1 | 4019 | R1 | RTS | Yes | Yes | No | USD | 05/01/2024 | 98.52 |
| | | | 51910 | 1334105112 | Check | 1 | 6445 | | SCAIA, KEVIN | Yes | Yes | No | USD | 05/01/2024 | 263.70 |
| | | | 51915 | 1334105113 | Check | 1 | 6450 | | SCHEDIN, OWEN | Yes | No | No | USD | 05/01/2024 | 300.00 |
| | | | 51911 | 1334105114 | Check | 1 | 6446 | | SCHULTZ, TIA | Yes | Yes | No | USD | 05/01/2024 | 300.00 |
| | | | 51904 | 1334105115 | Check | 1 | 5847 | | SCHULTZ, TODD | Yes | Yes | No | USD | 05/01/2024 | 2,517.50 |
| | | | 51908 | 1334105116 | Check | 1 | 6216 | | SITELOGIQ, INC | Yes | Yes | No | USD | 05/01/2024 | 7,326.03 |
| | | | 51907 | 1334105117 | Check | 1 | 6201 | | SOBOLIK, STEPHANIE | Yes | Yes | No | USD | 05/01/2024 | 40.00 |
| | | | 51918 | 1334105118 | Check | 1 | 6453 | | STORLIE, ELLA | Yes | No | No | USD | 05/01/2024 | 500.00 |
| | | | 51914 | 1334105119 | Check | 1 | 6449 | | THUNEY, TRISTON | Yes | Yes | No | USD | 05/01/2024 | 300.00 |
| | | | 51906 | 1334105120 | Check | 1 | 6185 | | T-MOBILE | Yes | Yes | No | USD | 05/01/2024 | 102.39 |
| | | | 51905 | 1334105121 | Check | 1 | 6075 | | WILDER RESEARCH | Yes | Yes | No | USD | 05/01/2024 | 12,500.00 |
| | | | 51923 | 1334105123 | Check | 1 | 6457 | | FAIRBANKS, LENA | Yes | Yes | No | USD | 05/06/2024 | 500.00 |
| | | | 51920 | 1334105124 | Check | 1 | 6434 | | KINGBIRD, VINCENT D | Yes | Yes | No | USD | 05/06/2024 | 500.00 |
| | | | 51921 | 1334105125 | Check | 1 | 6455 | | MONROE, LOGAN | Yes | Yes | No | USD | 05/06/2024 | 100.00 |
| | | | 51922 | 1334105126 | Check | 1 | 6456 | | WINDOM, WAKON | Yes | No | No | USD | 05/06/2024 | 250.00 |
| | | | 51930 | 1334105127 | Check | 1 | 6460 | | BLACKDUCK GOLF COURSE | Yes | Yes | No | USD | 05/13/2024 | 40.00 |

# Deer River ISD #317
## 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 0317 | 2 | 51928 | 1334105128 | Check | 1 | 4528 | | GIANTS RIDGE GOLF AND SKI RESO | Yes | Yes | No | USD | 05/13/2024 | 150.00 |
| | | | 51926 | 1334105129 | Check | 1 | 3606 | | GREENWOOD GOLF COURSE | Yes | Yes | No | USD | 05/13/2024 | 60.00 |
| | | | 51925 | 1334105130 | Check | 1 | 3330 | | ITASCA CO AUDITOR/TREAS | Yes | Yes | No | USD | 05/13/2024 | 450.00 |
| | | | 51929 | 1334105131 | Check | 1 | 6459 | | MUMM, JUSTIN | Yes | Yes | No | USD | 05/13/2024 | 800.00 |
| | | | 51924 | 1334105132 | Check | 1 | 2610 | | NOR-TRAN INC | Yes | Yes | No | USD | 05/13/2024 | 119,868.77 |
| | | | 51927 | 1334105133 | Check | 1 | 4037 | | SCHIMEK, BRENT | Yes | Yes | No | USD | 05/13/2024 | 5,000.00 |
| | | | 51931 | 1334105134 | Check | 1 | 4528 | | GIANTS RIDGE GOLF AND SKI RESO | Yes | Yes | No | USD | 05/14/2024 | 25.00 |
| | | | 51949 | 1334105135 | Check | 1 | 6441 | | CAMPBELL, ANNE | Yes | Yes | No | USD | 05/15/2024 | 335.72 |
| | | | 51946 | 1334105136 | Check | 1 | 6313 | | DROTTS, TESS | Yes | Yes | No | USD | 05/15/2024 | 40.00 |
| | | | 51943 | 1334105137 | Check | 1 | 6184 | | ERZAR, JAMES | Yes | Yes | No | USD | 05/15/2024 | 95.00 |
| | | | 51932 | 1334105138 | Check | 1 | 16275 | | GEBHART, SAM | Yes | Yes | No | USD | 05/15/2024 | 95.00 |
| | | | 51937 | 1334105139 | Check | 1 | 3333 | | HYINK, GRETCHEN | Yes | Yes | No | USD | 05/15/2024 | 360.00 |
| | | | 51933 | 1334105140 | Check | 1 | 21500 | | ISD 0318 - GRAND RAPIDS | Yes | Yes | No | USD | 05/15/2024 | 150.00 |
| | | | 51939 | 1334105141 | Check | 1 | 4901 | | ISD 2711 - MESABI EAST | Yes | Yes | No | USD | 05/15/2024 | 300.00 |
| | | | 51942 | 1334105142 | Check | 1 | 5996 | | ISD 2909 - ROCK RIDGE | Yes | Yes | No | USD | 05/15/2024 | 150.00 |
| | | | 51940 | 1334105143 | Check | 1 | 5831 | | KING, BILL | Yes | Yes | No | USD | 05/15/2024 | 511.64 |
| | | | 51934 | 1334105144 | Check | 1 | 24212 | | KLENNERT, BILL | Yes | Yes | No | USD | 05/15/2024 | 693.60 |
| | | | 51938 | 1334105145 | Check | 1 | 4608 | | LONGBOW GOLF COURSE | Yes | Yes | No | USD | 05/15/2024 | 150.00 |
| | | | 51935 | 1334105146 | Check | 1 | 2610 | | NOR-TRAN INC | Yes | Yes | No | USD | 05/15/2024 | 10,000.00 |
| | | | 51941 | 1334105147 | Check | 1 | 5915 | | OJA, JOSH | Yes | No | No | USD | 05/15/2024 | 480.82 |
| | | | 51945 | 1334105148 | Check | 1 | 6306 | | RAHIER, SAMUEL | Yes | Yes | No | USD | 05/15/2024 | 40.00 |
| | | | 51948 | 1334105149 | Check | 1 | 6419 | | RAPIDS RADIO | Yes | No | No | USD | 05/15/2024 | 264.00 |
| | | | 51936 | 1334105150 | Check | 1 | 3044 | | REGION 7A MSHSL | Yes | No | No | USD | 05/15/2024 | 200.00 |
| | | | 51944 | 1334105151 | Check | 1 | 6206 | | SCAIA, TODD | Yes | No | No | USD | 05/15/2024 | 382.40 |
| | | | 51947 | 1334105152 | Check | 1 | 6406 | | WILLIAMS, ETHAN | Yes | No | No | USD | 05/15/2024 | 40.00 |
| | | | 51958 | 1334105153 | Check | 1 | 4178 | | BLUE CROSS BLUE SHIELD OF MN | Yes | Yes | No | USD | 05/20/2024 | 2,805.00 |
| | | | 51965 | 1334105154 | Check | 1 | 6066 | | C&L DISTRIBUTING | Yes | Yes | No | USD | 05/20/2024 | 380.04 |
| | | | 51950 | 1334105155 | Check | 1 | 07020 | | CITY OF DEER RIVER | Yes | Yes | No | USD | 05/20/2024 | 2,916.87 |
| | | | 51951 | 1334105156 | Check | 1 | 13560 | | EHLERS AND ASSOCIATES, INC | Yes | Yes | No | USD | 05/20/2024 | 4,050.00 |
| | | | 51966 | 1334105157 | Check | 1 | 6081 | | GULLICKSON, VICKI | Yes | Yes | No | USD | 05/20/2024 | 270.00 |
| | | | 51970 | 1334105158 | Check | 1 | 6435 | | HUNT ELECTRIC CORP | Yes | Yes | No | USD | 05/20/2024 | 8,550.00 |
| | | | 51953 | 1334105159 | Check | 1 | 23009 | | ITASCA CO HEALTH & HUMAN SER | Yes | No | No | USD | 05/20/2024 | 6,585.00 |
| | | | 51967 | 1334105160 | Check | 1 | 6100 | | LOFFLER COMPANIES INC | Yes | Yes | No | USD | 05/20/2024 | 4,488.12 |
| | | | 51969 | 1334105161 | Check | 1 | 6267 | | LOFFLER COMPANIES, INC. | Yes | Yes | No | USD | 05/20/2024 | 308.37 |
| | | | 51971 | 1334105162 | Check | 1 | 6461 | | MAHS | Yes | No | No | USD | 05/20/2024 | 127.00 |
| | | | 51955 | 1334105163 | Check | 1 | 28900 | | MN POWER & LIGHT CO | Yes | Yes | No | USD | 05/20/2024 | 20,571.20 |
| | | | 51952 | 1334105164 | Check | 1 | 14200 | | NORTHERN STAR COOPERATIVE SE | Yes | Yes | No | USD | 05/20/2024 | 910.00 |
| | | | 51954 | 1334105165 | Check | 1 | 2610 | | NOR-TRAN INC | Yes | No | No | USD | 05/20/2024 | 817.50 |
| | | | 51956 | 1334105166 | Check | 1 | 2896 | | PAN-O-GOLD BAKING CO | Yes | Yes | No | USD | 05/20/2024 | 1,050.14 |
| | | | 51959 | 1334105167 | Check | 1 | 43022 | | PAUL BUNYAN RURAL TELEPHONE | Yes | Yes | No | USD | 05/20/2024 | 1,673.55 |
| | | | 51960 | 1334105168 | Check | 1 | 46375 | | SANDSTROM'S | Yes | Yes | No | USD | 05/20/2024 | 5,383.88 |

# Deer River ISD #317
## 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 0317 | 2 | 51961 | 1334105169 | Check | 1 | 5042 | | SECURITY CONTROL SYSTEMS INC | Yes | Yes | No | USD | 05/20/2024 | 480.00 |
| | | | 51962 | 1334105170 | Check | 1 | 5276 | | SHANNONS INC | Yes | Yes | No | USD | 05/20/2024 | 219,221.40 |
| | | | 51968 | 1334105171 | Check | 1 | 6216 | | SITELOGIQ, INC | Yes | Yes | No | USD | 05/20/2024 | 18,315.08 |
| | | | 51964 | 1334105172 | Check | 1 | 5761 | | SPEECH PARTNERS | Yes | Yes | No | USD | 05/20/2024 | 31,071.92 |
| | | | 51957 | 1334105173 | Check | 1 | 4044 | | SPORT DECALS | Yes | Yes | No | USD | 05/20/2024 | 47.70 |
| | | | 51963 | 1334105174 | Check | 1 | 54801 | R1 | XEROX CORP | Yes | No | No | USD | 05/20/2024 | 410.03 |
| | | | 51990 | 1334105175 | Check | 1 | 5124 | | ACT INC | Yes | No | No | USD | 05/24/2024 | 1,150.50 |
| | | | 51972 | 1334105176 | Check | 1 | 01460 | | AMERICAN DISPOSAL | Yes | No | No | USD | 05/24/2024 | 3,643.98 |
| | | | 51973 | 1334105177 | Check | 1 | 02400 | | ANDERSON GLASS INC | Yes | No | No | USD | 05/24/2024 | 24.00 |
| | | | 51995 | 1334105178 | Check | 1 | 5604 | | BIX PRODUCE | Yes | No | No | USD | 05/24/2024 | 1,344.77 |
| | | | 52004 | 1334105179 | Check | 1 | 6251 | REMIT | BURGGRAF'S ACE HARDWARE | Yes | No | No | USD | 05/24/2024 | 325.40 |
| | | | 52000 | 1334105180 | Check | 1 | 6066 | | C&L DISTRIBUTING | Yes | No | No | USD | 05/24/2024 | 68.64 |
| | | | 51980 | 1334105181 | Check | 1 | 2443 | | COLOSIMO PATCHIN KEARNEY | Yes | No | No | USD | 05/24/2024 | 4,734.00 |
| | | | 51975 | 1334105182 | Check | 1 | 10942 | | DEER RIVER LUMBER | Yes | No | No | USD | 05/24/2024 | 23.45 |
| | | | 52008 | 1334105183 | Check | 1 | 6444 | | EDWARDS, COLE | Yes | No | No | USD | 05/24/2024 | 120.00 |
| | | | 51976 | 1334105184 | Check | 1 | 13560 | | EHLERS AND ASSOCIATES, INC | Yes | No | No | USD | 05/24/2024 | 3,200.00 |
| | | | 51983 | 1334105185 | Check | 1 | 4090 | | FAIRMONT AWARDS | Yes | No | No | USD | 05/24/2024 | 82.45 |
| | | | 51977 | 1334105186 | Check | 1 | 1619 | | FRABONI WHOLESALE INC | Yes | No | No | USD | 05/24/2024 | 5,908.16 |
| | | | 51974 | 1334105187 | Check | 1 | 1065 | | GRAINGER, INC | Yes | No | No | USD | 05/24/2024 | 71.83 |
| | | | 52007 | 1334105188 | Check | 1 | 6293 | | GRAND RAPIDS FARMERS MARKET | Yes | No | No | USD | 05/24/2024 | 308.99 |
| | | | 51979 | 1334105189 | Check | 1 | 19222 | | HILLYARD / HUTCHINSON | Yes | No | No | USD | 05/24/2024 | 2,165.39 |
| | | | 51998 | 1334105190 | Check | 1 | 5869 | | JAMAR CO | Yes | No | No | USD | 05/24/2024 | 3,769.80 |
| | | | 52001 | 1334105191 | Check | 1 | 6100 | | LOFFLER COMPANIES INC | Yes | Yes | No | USD | 05/24/2024 | 3,314.56 |
| | | | 52005 | 1334105192 | Check | 1 | 6267 | | LOFFLER COMPANIES, INC. | Yes | Yes | No | USD | 05/24/2024 | 229.95 |
| | | | 51994 | 1334105193 | Check | 1 | 5540 | R1 | MINERS INC | Yes | No | No | USD | 05/24/2024 | 550.54 |
| | | | 51981 | 1334105194 | Check | 1 | 2994 | R1 | MN ENERGY RESOURCES | Yes | No | No | USD | 05/24/2024 | 1,443.56 |
| | | | 51999 | 1334105195 | Check | 1 | 5911 | REMIT | MN FFA | Yes | No | No | USD | 05/24/2024 | 1,070.00 |
| | | | 52003 | 1334105196 | Check | 1 | 6172 | | MORRISON, TY | Yes | No | No | USD | 05/24/2024 | 40.00 |
| | | | 52010 | 1334105197 | Check | 1 | 6463 | | MUNDT, RHETT | Yes | No | No | USD | 05/24/2024 | 240.00 |
| | | | 51992 | 1334105198 | Check | 1 | 5310 | | NEEDHAM, MICHAEL | Yes | No | No | USD | 05/24/2024 | 300.00 |
| | | | 51982 | 1334105199 | Check | 1 | 3577 | | OBEY, SHERWIN | Yes | No | No | USD | 05/24/2024 | 600.00 |
| | | | 51984 | 1334105200 | Check | 1 | 43258 | REMIT | PEPSI BOTTLING GROUP | Yes | No | No | USD | 05/24/2024 | 3,633.93 |
| | | | 52012 | 1334105201 | Check | 1 | 6465 | | PERRINGTON, SHEILA | Yes | No | No | USD | 05/24/2024 | 90.00 |
| | | | 51985 | 1334105202 | Check | 1 | 45845 | | RAPIDS WELDING SUPPLY | Yes | No | No | USD | 05/24/2024 | 45.00 |
| | | | 51986 | 1334105203 | Check | 1 | 46375 | | SANDSTROM'S | Yes | No | No | USD | 05/24/2024 | 1,160.20 |
| | | | 52009 | 1334105204 | Check | 1 | 6445 | | SCAIA, KEVIN | Yes | No | No | USD | 05/24/2024 | 127.16 |
| | | | 52002 | 1334105205 | Check | 1 | 6108 | | SIGN CONTRACTORS LLC | Yes | No | No | USD | 05/24/2024 | 350.00 |
| | | | 52006 | 1334105206 | Check | 1 | 6268 | | SIMPLIVERIFIED | Yes | No | No | USD | 05/24/2024 | 136.50 |
| | | | 51987 | 1334105207 | Check | 1 | 4725 | | SOBOLIK, JULIE | Yes | Yes | No | USD | 05/24/2024 | 224.00 |
| | | | 51996 | 1334105208 | Check | 1 | 5761 | | SPEECH PARTNERS | Yes | No | No | USD | 05/24/2024 | 29,125.76 |
| | | | 51989 | 1334105209 | Check | 1 | 4956 | | TAUS, DAVID | Yes | No | No | USD | 05/24/2024 | 95.00 |

# Deer River ISD #317
## 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 0317 | 2 | 52011 | 1334105210 | Check | 1 | 6464 | | THOMPSON, SHELLBIE | Yes | No | No | USD | 05/24/2024 | 150.00 |
| | | | 51988 | 1334105211 | Check | 1 | 4829 | | TRI-STATE BOBCAT INC | Yes | No | No | USD | 05/24/2024 | 2,067.62 |
| | | | 51997 | 1334105212 | Check | 1 | 5860 | | TYSON FOODS INC | Yes | No | No | USD | 05/24/2024 | 2,462.88 |
| | | | 51991 | 1334105213 | Check | 1 | 52559 | | UPPER LAKES FOODS, INC | Yes | No | No | USD | 05/24/2024 | 29,277.50 |
| | | | 51978 | 1334105214 | Check | 1 | 16430 | | US FOOD SERVICE | Yes | Yes | No | USD | 05/24/2024 | 5,158.91 |
| | | | 51993 | 1334105215 | Check | 1 | 54801 | R1 | XEROX CORP | Yes | No | No | USD | 05/24/2024 | 454.92 |
| | | | | | | | | | Bank Total: 2 | | | | | | $622,487.05 |
| | | | | | | | | | Report Total: | | | | | | $622,487.05 |

*Adopted:_____*

*Revised:_____*

*MSBA/MASA Model Policy 522*
*Orig. 1995*
*Rev. 2024*

# 522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

## I. GENERAL STATEMENT OF POLICY

A. The school district does not discriminate on the basis of sex, including discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, in any education program or activity that it operates, including in admission and employment. The school district does not discriminate in such a manner in its implementing regulations. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

B. Except as provided elsewhere under Title IX or its regulations, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the school district.

C. The school district prohibits sex-based discrimination or sexual harassment that occurs within its education programs and activities. The school district shall promptly respond in a manner that is prompt and effective.

D. Except as provided therein, Title IX and its regulations apply to all sex discrimination occurring under a school district's education program or activity in the United States. For the purpose of this paragraph, conduct that occurs under the school district's education program or activity includes but is not limited to conduct that is subject to the school district's disciplinary authority. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity or outside the United States.

E. The school district has adopted, published, and implemented grievance procedures consistent with the requirements of 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46, that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the school district's education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or its regulations.

F. The school district's obligation to comply with Title IX and its regulations is not obviated or alleviated by the Federal Educational Rights and Privacy Act (FERPA), 20 United States Code, section 1232g, or its implementing regulations, 34 Code of Federal Regulations, part 99, or any state law or local law. The obligation to comply is not obviated or alleviated by any rule or regulation of any organization, club, athletic or other league, or association which would render any applicant or student ineligible to participate or limit the eligibility or participation of any applicant or student, on the basis of sex, in any education program or activity operated by the school district and which receives Federal financial assistance.

G. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity or outside the United States.

H. Nothing in Title IX or its regulations may be read in derogation of any legal right of a parent, guardian, or other authorized legal representative to act on behalf of a complainant, respondent, or other person, subject to Paragraph F of this section, including but not limited to making a complaint through the school district's grievance procedures for complaints of sex discrimination.

I. In the limited circumstances in which Title IX or its regulations permits different treatment or separation on the basis of sex, the school district must not carry out such different treatment or separation in a manner that discriminates on the basis of sex by subjecting a person to more than de minimis harm, except as permitted by 20 United States Code, section 1681(a)(1) through (9) and the corresponding regulations sections 106.12 through 106.15, 20 United States Code, section 1686 and its corresponding regulation section 106.32(b)(1), or section 106.41(b). Adopting a policy or engaging in a practice that prevents a person from participating in an education program or activity consistent with the person's gender identity subjects a person to more than de minimis harm on the basis of sex.

J. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are: Brent Schimek, bshimek@isd317.org, 218-246-8241

Inquiries about Title IX and its regulations may be referred to the Title IX Coordinator(s), the United States Department of Education's Office for Civil Rights, or both.

K. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to ISD317 District Office located in Deer River High School.

L. The effective date of this policy is August 1, 2024, and applies to alleged violations of this policy occurring on or after August 1, 2024.

## II. DEFINITIONS

A. "Admission" means selection for part-time, full-time, special, associate, transfer, exchange or any other enrollment, membership, or matriculation in or at an education program or activity operated by the school district.

B. "Complainant" means

1. a student or employee of the school district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or

2. a person other than a student or employee of the school district who is alleged

to have been subjected to conduct that could constitute sex discrimination under Title IX and who was participating or attempting to participate in a school district education program or activity at the time of the alleged sex discrimination.

C. "Complaint" means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged discrimination under Title IX or its regulations.

1. A person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 Code of Federal Regulations, section 106.44(f)(1)(v).

2. The following individuals have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the school district investigate and make a determination about alleged discrimination under Title IX:

a. a complainant;

b. a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or

c. the school district's Title IX Coordinator.

3. With respect to complaints of sex discrimination other than sex-based harassment, in addition to the persons listed above, the following persons have a right to make a complaint:

a. any school district student or employee; or

b. any person other than a school district student or employee who was participating or attempting to participate in a school district education program or activity at the time of the alleged sex discrimination.

D. "Confidential employee" means

1. A school district employee whose communications are privileged or confidential under Federal or Minnesota law. The employee's confidential status, for purposes of this part, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or

2. A school district employee whom the school district has designated as confidential under this part for the purpose of providing services to persons related to sex discrimination. If the employee also has a duty not associated with providing those services, the employee's confidential status is only with respect to information received about sex discrimination in connection with providing those services.

E. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday,

excluding State-recognized holidays).

F. "Disciplinary sanctions" means consequences imposed on a respondent following a determination under Title IX that the respondent violated the school district's prohibition on sex discrimination.

G. "Parental status" as used in Title IX and its regulations means the status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is:

1. A biological parent;

2. An adoptive parent;

3. A foster parent;

4. A stepparent;

5 A legal custodian or guardian;

6. In loco parentis with respect to such a person; or

7. Actively seeking legal custody, guardianship, visitation, or adoption of such a person.

H. "Party" means a complainant or respondent.

I. "Peer retaliation" means retaliation by a student against another student.

J. "Pregnancy or related conditions" means:

1. Pregnancy, childbirth, termination of pregnancy, or lactation;

2. Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or

3. Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

K. "Program or activity" and "program" means all of the operations of a local education agency as defined in 20 United States Code, section 8801, a special purpose district, a system of vocational education, or other school system.

L. "Relevant" means related to the allegations of sex discrimination under investigation as part of the grievance procedures under Title IX and 34 Code of Federal Regulations, section 106.44. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

M. "Remedies" means measures provided, as appropriate, to a complainant or any other person the school district identifies as having had their equal access to the school district's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the school

district's education program or activity after a school district determines that sex discrimination occurred.

N. "Respondent" means a person who is alleged to have violated the school district's prohibition on sex discrimination.

O. "Retaliation" means intimidation, threats, coercion, or discrimination against any person by the school district, a student, or an employee or other person authorized by the school district to provide aid, benefit, or service under the school district's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

P. "Sex-based harassment" prohibited by Title IX and its regulations is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

1. *Quid pro quo harassment*.

   An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

2. *Hostile environment harassment*.

   Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (*i.e.,* creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

   a. The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;

   b. The type, frequency, and duration of the conduct;

   c. The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;

   d. The location of the conduct and the context in which the conduct occurred; and

   e. Other sex-based harassment in the school district's education program or activity; or

3. *Specific offenses*.

   a. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal

Bureau of Investigation;

b. Dating violence meaning violence committed by a person:

i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:

(a) The length of the relationship;

(b) The type of relationship; and

(c) The frequency of interaction between the persons involved in the relationship;

c. Domestic violence meaning felony or misdemeanor crimes committed by a person who:

i. is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the state of Minnesota, or a person similarly situated to a spouse of the victim;

ii. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

iii. shares a child in common with the victim; or

iv. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or

d. Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

i. Fear for the person's safety or the safety of others; or

ii. Suffer substantial emotional distress.

Q. "Student" means a person who has gained admission.

R. "Student with a disability" means a student who is an individual with a disability as defined in the Rehabilitation Act of 1973, as amended, or a child with a disability as defined in the Individuals with Disabilities Education Act.

S. "Supportive measures" means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

1. Restore or preserve that party's access to the school district's education program or activity, including measures that are designed to protect the safety of the parties or the school district's educational environment; or

2. Provide support during the school district's grievance procedures or during the informal resolution process.

The school district will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to the school district's education program or activity or provide support during the school district's Title IX grievance procedures or during the informal resolution process.

T. "Title IX" means Title IX of the Education Amendments of 1972, as amended.

## III. DESIGNATION OF TITLE IX COORDINATOR AND DESIGNEES

A. The school district must designate and authorize at least one employee, referred to as a Title IX Coordinator, to coordinate its efforts to comply with its obligations under Title IX and its regulations. If a school district has more than one Title IX Coordinator, it must designate one of its Title IX Coordinators to retain ultimate oversight over the responsibilities and ensure the school district's consistent compliance with its responsibilities under Title IX and its regulations.

B. As appropriate, the school district may delegate, or permit a Title IX Coordinator to delegate, specific duties to one or more designees.

## IV. PARENTAL, FAMILY, OR MARITAL STATUS; PREGNANCY OR RELATED CONDITIONS

A. Status Generally

The school district must not adopt or implement any policy, practice, or procedure concerning a student's current, potential, or past parental, family, or marital status that treats students differently on the basis of sex.

B. Pregnancy or Related Conditions

1. Nondiscrimination

The school district must not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions. The school district does not engage in prohibited discrimination when it allows a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of its education program or activity provided the school district ensures that the separate portion is comparable to that offered to students who are not pregnant and do not have related conditions.

2. Responsibility to Provide Title IX Coordinator Contact and Other Information

The school district must ensure that when a student, or a person who has a legal right to act on behalf of the student, informs any employee of the student's pregnancy or related conditions, unless the employee reasonably believes that the Title IX Coordinator has been notified, the employee promptly provides that person with the Title IX Coordinator's contact information and informs that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the school district's education program or activity.

3. Specific Actions to Prevent Discrimination and Ensure Equal Access

The school district must take specific actions below to promptly and effectively prevent sex discrimination and ensure equal access to the school district's education program or activity once the student, or a person who has a legal right to act on behalf of the student, notifies the Title IX Coordinator of the student's pregnancy or related conditions. The Title IX Coordinator must coordinate these actions.

a. Responsibility to provide information about school district obligations.

The school district must inform the student, and if applicable, the person who notified the Title IX Coordinator of the student's pregnancy or related conditions and has a legal right to act on behalf of the student, of the school district's obligations under 34 Code of Federal Regulations, section 106.31, paragraphs (b)(1) through (5) and section 106.44(j) and provide the school district's notice of nondiscrimination under section 106.8(c)(1)

b. Reasonable modifications

i. The school district must make reasonable modifications to the school district's policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the r school district's education program or activity. Each reasonable modification must be based on the student's individualized needs. In determining what modifications are required under this paragraph, the school district must consult with the student. A modification that a school district can demonstrate would fundamentally alter the nature of its education program or activity is not a reasonable modification.

ii. The student has discretion to accept or decline each reasonable modification offered by the school district. If a student accepts the school district's offered reasonable modification, the school district must implement it.

iii. Reasonable modifications may include, but are not limited to, breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom; intermittent absences to attend medical appointments; access to online or homebound education; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations; allowing a student to sit or stand, or carry or keep water nearby; counseling; changes in physical space or supplies (for example, access to a larger desk or a footrest); elevator access; or other changes to policies, practices, or procedures.

c. Voluntary access to separate and comparable portion of program or activity

The school district must allow the student to voluntarily access any separate and comparable portion of the school district's education program or activity under Paragraph A. above.

d. Voluntary leaves of absence

The school district must allow the student to voluntarily take a leave of absence from the school district's education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. To the extent that a student qualifies for leave under a leave policy maintained by the school district that allows a greater period of time than the medically necessary period, the school district must permit the student to take voluntary leave under that policy instead if the student so chooses. When the student returns to the school district's education program or activity, the student must be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the voluntary leave began.

e. Lactation space

The school district must ensure that the student can access a lactation space, which must be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed.

f. Limitation on supporting documentation

The school district must not require supporting documentation under Paragraph B.3, subparagraphs b. through e. unless the documentation is necessary and reasonable for the school district to determine the reasonable modifications to make or whether to take additional specific actions. Examples of situations when requiring supporting documentation is not necessary and reasonable include, but are not limited to, when the student's need for a specific action under Paragraph C. subparagraphs 3 through 5 is obvious, such as when a student who is pregnant needs a bigger uniform; when the student has previously provided the school district with sufficient supporting documentation; when the reasonable modification because of pregnancy or related conditions at issue is allowing a student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom; when the student has lactation needs; or when the specific action under Paragraph C. subparagraphs 3 through 5 is available to students for reasons other than pregnancy or related conditions without submitting supporting documentation.

4. Comparable Treatment to Other Temporary Medical Conditions

To the extent consistent with Paragraph B.3 above, the school district must treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions with respect to any medical or hospital benefit, service, plan, or policy the school district administers, operates, offers, or participates in with respect to students admitted to the

school district's education program or activity.

5. Certification to Participate

The school district must not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the school district's class, program, or extracurricular activity unless:

a. The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;

b. The school district requires such certification of all students participating in the class, program, or extracurricular activity; and

c. The information obtained is not used as a basis for discrimination prohibited by this part.

## V. REPORTING PROHIBITED CONDUCT

A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.

B. The school district requires all employees who are not confidential employees to notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations. This requirement does not apply to an employee who has personally been subject to conduct that reasonably may constitute sex discrimination under Title IX or its regulations.

C. Confidential Employee Requirements

1. The school district must notify all participants in the school district's education program or activity of how to contact its confidential employees, if any.

2. The school district must require a confidential employee to explain to any person who informs the confidential employee of conduct that reasonably may constitute sex discrimination under Title IX or its regulations:

a. The employee's status as confidential for purposes of this part, including the circumstances in which the employee is not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination;

b. How to contact the school district's Title IX Coordinator and how to make a complaint of sex discrimination; and

c. That the Title IX Coordinator may be able to offer and coordinate supportive measures, as well as initiate an informal resolution process or an investigation under the grievance procedures.

D. Any employee of the school district who has experienced, has knowledge of, or has

witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.

E. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during nonbusiness hours, and may be made in person, by mail, by telephone, or by email using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

F. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the school district may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

## VI. SCHOOL DISTRICT'S RESPONSE TO SEXUAL HARASSMENT

A. General

Upon knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity, the school district must respond promptly and effectively. The school district must also comply with 34 Code of Federal Regulations, section 106.44 to address sex discrimination in its education program or activity.

B. Barriers to Reporting

The school district must require its Title IX Coordinator to:

1. Monitor the school district's education program or activity for barriers to reporting information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations; and

2. Take steps reasonably calculated to address such barriers.

C. Title IX Coordinator Requirements

1. The Title IX Coordinator is responsible for coordinating the school district's compliance with its obligations under Title IX and its regulations. The school district must require its Title IX Coordinator, when notified of conduct that reasonably may constitute sex discrimination under Title IX or its regulations, to take the following actions to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects:

   a. Treat the complainant and respondent equitably;

   b. Offer and coordinate supportive measures, as appropriate, for the complainant. In addition, if the school district has initiated grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures, as appropriate, for the respondent;

   c. Notify the complainant or, if the complainant is unknown, the individual

who reported the conduct, of the grievance procedures and if applicable and the informal resolution process, if available and appropriate. If a complaint is made, notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate;

d. In response to a complaint, initiate the grievance procedures or the informal resolution process, if available and appropriate and requested by all parties;

e. In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, determine whether to initiate a complaint of sex discrimination that complies with the grievance procedures.

i. To make this fact-specific determination, the Title IX Coordinator must consider, at a minimum, the following factors:

[a] The complainant's request not to proceed with initiation of a complaint;

[b] The complainant's reasonable safety concerns regarding initiation of a complaint;

[c] The risk that additional acts of sex discrimination would occur if a complaint is not initiated;

[d] The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;

[e] The age and relationship of the parties, including whether the respondent is an employee of the school district;

[f] The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;

[g] The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and

[h] Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

ii. If, after considering these and other relevant factors, the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct as alleged

prevents the school district from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator may initiate a complaint

f. If initiating a complaint under Subparagraph e. above, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures; and

g. Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps, in addition to steps necessary to effectuate the remedies provided to an individual complainant, if any, to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

2. The Title IX Coordinator is not required to comply with Paragraph C.1, subparagraphs a. through g. above upon being notified of conduct that may constitute sex discrimination if the Title IX Coordinator reasonably determines that the conduct as alleged could not constitute sex discrimination under Title IX or its regulations.

D. Supportive Measures

Under the *Title IX Coordinator Requirements* above, the school district must offer and coordinate supportive measures, as appropriate, as described below. For allegations of sex discrimination other than sex-based harassment or retaliation, the school district's provision of supportive measures does not require the school district, its employee, or any other person authorized to provide aid, benefit, or service on the school district's behalf to alter the alleged discriminatory conduct for the purpose of providing a supportive measure.

1. Supportive measures may vary depending on what the school district deems to be reasonably available. These measures may include but are not limited to: counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of the campus; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment.

2. Supportive measures must not unreasonably burden either party and must be designed to protect the safety of the parties or the school district's educational environment, or to provide support during the school district's grievance procedures, or during the informal resolution process. The school district must not impose such measures for punitive or disciplinary reasons.

3. The school district may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures or at the conclusion of the informal resolution process, or the school district may continue them beyond that point.

4. The school district must provide a complainant or respondent with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of the school district's decision to provide, deny, modify, or

terminate supportive measures applicable to them. The impartial employee must be someone other than the employee who made the challenged decision and must have authority to modify or reverse the decision, if the impartial employee determines that the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures. The school district must also provide a party with the opportunity to seek additional modification or termination of a supportive measure applicable to them if circumstances change materially.

5. The school district must not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the education program or activity, or when an exception in 34 Code of Federal Regulations section 106.44(j)(1) through (5) applies.

6. The school district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 in the implementation of supportive measures.

E. Students with Disabilities

If a complainant or respondent is an elementary or secondary student with a disability, the school district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973 throughout the school district's implementation of grievance procedures under 34 Code of Federal Regulations, section 106.45.

F. Emergency Removal

Nothing in Title IX or its regulations precludes the school district from removing a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis, determines that an imminent and serious threat to the health or safety of a complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision must not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

G. Administrative Leave

Nothing in Title IX or its regulations precludes the school district from placing an

employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures. This provision must not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990.

H. Prohibited Disclosures of Personally Identifiable Information

The school district must not disclose personally identifiable information obtained in the course of complying with this part, except in the following circumstances:

1. When the school district has obtained prior written consent from a person with the legal right to consent to the disclosure;

2. When the information is disclosed to a parent, guardian, or other authorized legal representative with the legal right to receive disclosures on behalf of the person whose personally identifiable information is at issue;

3. To carry out the purposes of 34 Code of Federal Regulations, section 106, including action taken to address conduct that reasonably may constitute sex discrimination under Title IX in the school district's education program or activity;

4. As required by federal law, federal regulations, or the terms and conditions of a Federal award, including a grant award or

5. To the extent such disclosures are not otherwise in conflict with Title IX or its regulations, when required by Minnesota or local law or when permitted under FERPA or its implementing regulations.

## VII. GRIEVANCE PROCEDURES FOR THE PROMPT AND EQUITABLE RESOLUTION OF COMPLAINTS OF SEX DISCRIMINATION

A. General

The school district's grievance procedures for the prompt and equitable resolution of complaints of sex discrimination must be in writing and include provisions that incorporate the requirements of this section. The requirements related to a respondent apply only to sex discrimination complaints alleging that a person violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that a school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

B. Basic Requirements for Grievance Procedures

The school district's grievance procedures must:

1. Treat complainants and respondents equitably;

2. Require that any person designated as a Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The decisionmaker may be the same person as the Title IX Coordinator or investigator;

3. Include a presumption that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of the school district's grievance procedures for complaints of sex discrimination;

4. Establish reasonably prompt timeframes for the major stages of the grievance procedures, including a process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay. Major stages include, for example, evaluation (i.e., the school district's decision whether to dismiss or investigate a complaint of sex discrimination); investigation; determination; and appeal, if any;

    a. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.

    b. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.

    c. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the school district.

    d. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the school district.

    e. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

    f. The school district has established the following process for reasonable extension of timeframes on a case-by-case basis for good cause as set forth above. The process includes notice to the parties and the reason for the delay:

5. Require the school district to take reasonable steps to protect the privacy of the parties and witnesses during the pendency of the school district's grievance procedures, provided that the steps do not restrict the ability of the parties to: obtain and present evidence, including by speaking to witnesses, subject to the prohibition against retaliation; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance

procedures;

6. Require an objective evaluation of all evidence that is relevant, as defined in Article II, and not otherwise impermissible—including both inculpatory and exculpatory evidence—and provide that credibility determinations must not be based on a person's status as a complainant, respondent, or witness;

7. Exclude the following types of evidence, and questions seeking that evidence, as impermissible (i.e., must not be accessed or considered, except by the school district to determine whether an exception in subparagraphs (a) through (c) applies; must not be disclosed; and must not otherwise be used), regardless of whether they are relevant:

   a. Evidence that is protected under a privilege as recognized by federal or Minnesota law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;

   b. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the school district obtains that party's or witness's voluntary, written consent for use in the school district's grievance procedures; and

   c. Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred; and

8. If the school district adopts grievance procedures that apply to the resolution of some, but not all, complaints articulate consistent principles for how the school district will determine which procedures apply.

C. Notice of Allegations

Upon initiation of the school district's grievance procedures, the school district must provide notice of the allegations to the parties whose identities are known.

1. The notice must include:

   a. The school district's grievance procedures, and if applicable, any informal resolution process;

   b. Sufficient information available at the time to allow the parties to respond to the allegations. Sufficient information includes the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination under Title IX or this part, and the date(s)

and location(s) of the alleged incident(s), to the extent that information is available to the school district;

c. A statement that retaliation is prohibited; and

d. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence; and if the school district provides a description of the evidence, the parties are entitled to an equal opportunity to access to the relevant and not otherwise impermissible evidence upon the request of any party.

2. If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice or that are included in a complaint that is consolidated, the school district must provide notice of the additional allegations to the parties whose identities are known.

D. Notice

Upon initiation of the school district's Title IX grievance procedures, the school district will notify the parties of the following:

1. The school district's Title IX grievance procedures and any informal resolution process;

2. Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);

3. Retaliation is prohibited; and

4. The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence.

If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the school district will notify the parties of the additional allegations.

E. Consolidation

The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

F. Complaint Investigation

A. The school district must provide for adequate, reliable, and impartial

investigation of complaints. To do so, the school district must:

1. Ensure that the burden is on the school district – not on the parties – to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred;

2. Provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible;

3. Review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance, consistent with § 106.2 and with paragraph (b)(7) of this section; and

4. Provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible in the following manner:

   a. The school district must provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the school district provides a description of the evidence, it must further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;

   b. The school district must provide a reasonable opportunity to respond to the evidence or to the accurate description of the evidence; and

   c. The school district must take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

G. Questioning Parties and Witnesses to Aid in Evaluating Allegations and Assessing Credibility

The school district must provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

H. Determination Whether Sex Discrimination Occurred

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the school district must:

1. Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred, unless the school district uses the clear and

convincing evidence standard of proof in all other comparable proceedings, including proceedings relating to other discrimination complaints, in which case the school district may elect to use that standard of proof in determining whether sex discrimination occurred. Both standards of proof require the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness; if the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker must not determine that sex discrimination occurred.

2. Notify the parties in writing of the determination whether sex discrimination occurred under Title IX or its regulations including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;

3. If there is a determination that sex discrimination occurred, as appropriate, require the Title IX Coordinator to coordinate the provision and implementation of remedies to a complainant and other persons the school district identifies as having had equal access to the school district's education program or activity limited or denied by sex discrimination, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity. The school district may not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the school district's grievance procedures that the respondent engaged in prohibited sex discrimination;

4. Comply with 34 Code of Federal Regulations, section 106.45, before the imposition of any disciplinary sanctions against a respondent; and

5. Not discipline a party, witness, or others participating in school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

I. Additional Provisions

If the school district adopts additional provisions as part of its grievance procedures for handling complaints of sex discrimination, including sex-based harassment, such additional provisions must apply equally to the parties.

J. Informal Resolution

In lieu of resolving a complaint through the school district's grievance procedures, the parties may instead elect to participate in an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) if provided by the school district consistent with that paragraph.

K. Provisions Limited to Sex-Based Harassment Complaints

For complaints alleging sex-based harassment, the grievance procedures must:

1. Describe the range of supportive measures available to complainants and respondents; and

2. List, or describe the range of, the possible disciplinary sanctions that the school district may impose and remedies that the school district may provide following a determination that sex-based harassment occurred.

VIII. INFORMAL RESOLUTION OF A COMPLAINT

A. At any time prior to determining whether sex discrimination occurred, the school district may offer to a complainant and respondent an informal resolution process, unless the complaint includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student or such a process would conflict with federal, Minnesota, or local law. A school district that provides the parties an informal resolution process must, to the extent necessary, also require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

1. Subject to the limitations in Paragraph A. above, the school district has discretion to determine whether it is appropriate to offer an informal resolution process when it receives information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations or when a complaint of sex discrimination is made, and may decline to offer informal resolution despite one or more of the parties' wishes.

2. In addition to the limitations in Paragraph A. above, circumstances when the school district may decline to allow informal resolution include but are not limited to when the school district determines that the alleged conduct would present a future risk of harm to others.

B. The school district must not require or pressure the parties to participate in an informal resolution process. The school district must obtain the parties' voluntary consent to the informal resolution process and must not require waiver of the right to an investigation and determination of a complaint as a condition of enrollment or continuing enrollment, or employment or continuing employment, or exercise of any other right.

C. Before initiation of an informal resolution process, the school district must provide to the parties notice that explains:

1. The allegations;

2. The requirements of the informal resolution process;

3. That, prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and to initiate or resume the school district's grievance procedures;

4. That the parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from initiating or resuming grievance procedures arising from the same allegations;

5. The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding

only on the parties; and

6. What information the school district will maintain and whether and how the school district could disclose such information for use in grievance procedures, if grievance procedures are initiated or resumed.

D. The facilitator for the informal resolution process must not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Any person designated by the school district to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Any person facilitating informal resolution must receive training as provided under this policy.

E. Potential terms that may be included in an informal resolution agreement include but are not limited to:

1. Restrictions on contact; and

2. Restrictions on the respondent's participation in one or more of the school district's programs or activities or attendance at specific events, including restrictions the school district could have imposed as remedies or disciplinary sanctions had the school district determined at the conclusion of the school district's grievance procedures that sex discrimination occurred.

## IX. DISMISSAL OF A COMPLAINT

A. The school district may dismiss a complaint of sex discrimination made through its grievance procedures under this policy for any of the following reasons:

1. The school district is unable to identify the respondent after taking reasonable steps to do so;

2. The respondent is not participating in a school district education program or activity and is not employed by the school district;

3. The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or,

4. The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the school district will make reasonable efforts to clarify the allegations with the complainant.

B. Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

C. The school district must notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint

on the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent that the dismissal may be appealed on the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal is appealed, the school district must:

1. Notify the parties of any appeal, including notice of the allegations consistent with paragraph (c) of this section if notice was not previously provided to the respondent;

2. Implement appeal procedures equally for the parties;

3. Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;

4. Ensure that the decisionmaker for the appeal has been trained as set out in this policy;

5. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and

6. Notify the parties of the result of the appeal and the rationale for the result.

D. When the school district dismisses a complaint, it must, at a minimum:

1. Offer supportive measures to the complainant as appropriate;

2. For dismissals under Paragraph A. 3 and 4 above in which the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate under 34 Code of Federal Regulations, section 106.44(g); and

3. Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

E. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

## XI. APPEAL OF DETERMINATION

A. The school district offers the following process for appeals from a determination whether sex discrimination occurred. This appeal process will be, at a minimum, the same as the school district offers in all other comparable proceedings, including proceedings relating to other discrimination complaints.

B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the appellate decisionmaker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

C. After reviewing the parties' written statements, the appellate decisionmaker must issue

a written decision describing the result of the appeal and the rationale for the result.

D. The written decision describing the result of the appeal must be provided simultaneously to the parties.

E. The decision of the appellate decisionmaker is final. No further review beyond the appeal is permitted.

## XII. SANCTIONS AND REMEDIES

Following a determination that sex-based harassment occurred, the school district may impose disciplinary sanctions. The school district may also provide remedies, which may include

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

2. If the decisionmaker determines a respondent is responsible for violating this policy, the decisionmaker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.]

## XIII. RETALIATION

The school district must prohibit retaliation, including peer retaliation, in its education program or activity. When the school district has information about conduct that reasonably may constitute retaliation under Title IX or its regulations, the school district is obliged to comply with 34 Code of Federal Regulations, section 106.44. Upon receiving a complaint alleging retaliation, the school district must initiate its grievance procedures or, as appropriate, an informal resolution process.

## XIV. TRAINING

A. The school district must ensure that the following persons receive training related to their duties under Title IX promptly upon hiring or change of positions that alters their duties under Title IX or its regulations, and annually thereafter. This training must not rely upon sex stereotypes.

1. *All employees* must be trained on:

a. The school district's obligation to address sex discrimination in its

education program or activity;

b. The scope of conduct that constitutes sex discrimination under Title IX and its regulations, including the definition of sex-based harassment; and

c. All applicable notification and information requirements under 34 Code of Federal Regulations, sections 106.40(b)(2) and 106.44.

2. *Investigators, decisionmakers, and other persons who are responsible for implementing the school district's grievance procedures or have the authority to modify or terminate supportive measures*.

In addition to the training requirements for all employees described in Paragraphs 1 and 2 above, all investigators, decisionmakers, and other persons who are responsible for implementing the school district's grievance procedures or have the authority to modify or terminate supportive measures under 34 Code of Federal Regulations, section 106.44(g)(4) must be trained on the following topics to the extent related to their responsibilities:

a. The school district's obligations under 34 Code of Federal Regulations, section 106.44;

b. The school district's grievance procedures under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46;

c. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and

d. The meaning and application of the term ''relevant'' in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46.

3. *Facilitators of informal resolution process*

In addition to the training requirements for all employees described in Paragraph 1 above, all facilitators of an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) must be trained on the rules and practices associated with the school district's informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.

4. *Title IX Coordinator and Title IX Personnel*

In addition to the training requirements in Paragraphs 1 through 3 above, the Title IX Coordinator and Title IX Personnel must be trained on their specific responsibilities under 34 Code of Federal Regulations, section 106.8(a), section 106.40(b)(3), section 106.44(f) and (g), the school district's recordkeeping system and the requirements of 34 Code of Federal Regulations, section 106.8 (f), and any other training necessary to coordinate the school district's compliance with Title IX. "Title IX Personnel" means any person who addresses, works on, or assists with the school district's response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal

resolutions.

## XV. DISSEMINATION OF POLICY

A. This policy shall be made available to all students, parents/guardians of students, school district employees, and employee unions.

B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.

C. Notice of Nondiscrimination

1. The school district must provide notice of nondiscrimination to applicants for admission and employment, students, parents, guardians, or other authorized legal representatives of elementary and secondary school students, employees, and all unions holding collective bargaining agreements with the school district.

2. Contents of Notice of Nondiscrimination

The notice of nondiscrimination must include the following elements:

a. A statement that the school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment;

b. A statement that inquiries about the application of Title IX and its regulations to the school district may be referred to the school district's Title IX Coordinator, the federal Office for Civil Rights, or both;

c. The name or title, office address, email address, and telephone number of the Title IX Coordinator;

d. How to locate the school district's nondiscrimination policy and the school district's grievance procedures; and

e. How to report information about conduct that may constitute sex discrimination under Title IX; and how to make a complaint of sex discrimination under the regulations.

3. The school district must prominently include all elements of its notice of nondiscrimination on its website and in each handbook, catalog, announcement, bulletin, and application form that it makes available to people entitled to notice, or which are otherwise used in connection with the recruitment of students or employees.

4. If necessary, due to the format or size of any publication, the school district may instead include in those publications the information covered in the following statement: ISD #317 prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at **isd317.org**.

5. The school district must not use or distribute a publication stating that the school district treats applicants, students, or employees differently on the basis of sex, except as such treatment is permitted by Title IX or its regulations.

## XVI. RECORDKEEPING

The school district must create, and maintain for a period of seven years:

A. For each complaint of sex discrimination, records documenting the informal resolution process under 34 Code of Federal Regulations, section 106.44(k) or the grievance procedures under section 106.45, and if applicable section 106.46, and the resulting outcome.

B. For each notification the Title IX Coordinator receives of information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations, including notifications under 34 Code of Federal Regulations, section 106.44(c)(1) or (2), records documenting the actions the school district took to meet its obligations under section 106.44

C. All materials used to provide training under this policy. The school district must make these training materials available upon request for inspection by members of the public.

***Legal References:***
Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act ("Clery Act")

***Cross References:***
MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

**TO: ISD 317 Board of Directors**
FROM: Ara Anderson, DRHS Principal
DATE: August 8, 2024

**Student Achievement:**

- Met with Tech Hub Director to discuss upcoming school year and how Tech Hub can best support our kids. July 23
- IASC NEXT Counselors & Principals Meeting July 16

**Safe, Welcoming and Trusting Environment:**

- Check and Connect Community Connections event at Winnie Dam August 3.

**Professional Development:**

- MDE UFARS training July 31
- PBIS team training Duluth August 8

**Staffing:**

- New Assistant Principal Emilie Duffney
- Postings for:
  - Paraprofessionals
  - Alternative to Suspension Supervisor
  - Long-term guest teacher Special Education
  - Anishinaabe Language and Culture Teacher or Cultural Advisor

**Upcoming Events:**

- Leech Lake Truancy Back to School event at Winnie Dam August 15 2-6 p.m.
- New Teacher Training August 22 8:30-3:00
- Teacher workshop week August 27-29
- Back to School Open House August 28 4:00-6:00 p.m.
- **1st Day of School September 3**

Respectfully Submitted,

Ara Anderson
DRHS Principal

DEER RIVER SCHOOLS
HOPE · HAPPINESS · SUCCESS
BAGOSENDAM · MINWAANIGOZI · GASHKITOON

DEER RIVER HIGH SCHOOL
101 First Avenue NE
PO Box 307
Deer River, MN 56636
*Home of the Warriors*

KING ELEMENTARY SCHOOL
504 5th St. SE
PO Box 307
Deer River, MN 56636
*King Pride*

TO: ISD 317 Board of Directors
FROM: Jennifer Stefan
Date: August 12, 2024

**Resilient and Supported Students**

Summer Learning Academy, Boys and Girls Club and North Homes Summer Programming appreciation

King School and Deer River High School Open House will be held August 28 from 4:00-6:00

**High Quality Instruction and Equipped and Supported Staff**

King Staffing Update:

- Fully staffed for teachers
- Paraprofessionals needed

LETRS Volume 2 training August 29

Respectfully Submitted,

Jennifer Stefan

# *JULY Happenings in the Buildings and Grounds Dept*

- Completed Lead in Water Testing. We will have to do some remediation and retest again.
- Construction moving along at King. Mostly on schedule
- Deep cleaning classrooms at both schools, waxing floors, changing stained ceiling tiles, painting etc…
- Repaired sheetrock over ATM at HS
- New wood mulch at Kings Courtyard
- Repaired East Gym locker room showers and painted
- Changing HVAC filters and cleaning coils
- Purchase new Floor Scrubber and reel cleaner
- Repairing and seal coating HS West and North Parking lots
- Replace cables on BB hoists in West Gym and completed bleacher inspections

School Board Meeting
August 12, 2024

**Integrated Student Support**
Replacing healthcare navigator due to resignation, interviews week of August 5

**Expanded Learning Time and Opportunities**
Reviewing attendance data and creating a plan to increase learning time for students

**Family and Community Engagement**
Party in the Park August 10th at Tractor Club grounds

**Collaborative Leadership and Practices**
Partnering with Invest Early on wrap around care for preschool students at King School

BOYS & GIRLS CLUB
OF THE LEECH LAKE AREA

# School Board Report
# 8/12/24

1. Attendance
    a. Total Summer memberships: 87
    b. Average Daily Attendance: 26
    c. Monday-Thursday 7:45am-5pm

2. Programs
    a. SMART Kids
    b. Power Hour
    c. Fitness and Recreation-Triple Play
    d. Healthy Habits
    e. Art and Culture
    f. STEM

3. Events/Activities:
    a. Learning Academy Partnership
    b. Community Garden Plot
    c. Bemidji Science Center
    d. Grand Rapids Band
    e. Library Wednesdays
    f. Mural Painting with Annie Humphrey
    g. Bike Fleet
    h. Summer Olympics
    i. Cultural Camp-Birch Bark Baskets
    j. Check and Connect
    k. Party in the Park Ninja Wall
    l. Youth of the Month: Sonny Doust

**<u>Community Ed Update</u>**

1. Football Camp
2. Party in the Park- Ninja Anywhere
3. Catalog will be out September

# S.T.E.P. COALITION

**STANDING TOGETHER EMBRACING PREVENTION**

August 12, 2024
School Board Meeting Agenda
DFC Grant
Project Coordinator: Breanne Kaanta
Contact: bkaanta@isd317.org
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STEP Coalition

- Number of Members: 26
- Monthly Meetings: Third Tuesday of each month at 4 PM (Room 226/virtual)
    - Next meeting: August 20, 2024
- Summer Training: Montana Institute (July 16-19)
    - Great learning opportunity! All sessions were engaging and informative. I believe all who went took away new insight into the field of prevention and the power of the positive.

Summer Events/Activities:

- Kayak Trips from Blueberry Hills Golf Course
    - July 2- 7 attended
    - August 27- 9 signed up so far
- Horseback Riding Trail Rides at Pine River Riding Stables
    - July 30- 17 attended
    - August 22- 20 signed up so far
- Parade at Wild Rice Festival (July 14)
    - 7 youth attended
- Community Connections Event (Aug 3)
- Parade at Tall Timber Days (Aug 4)
- Youth Activities at Party in the Park (Aug 10)
- Table at Itasca County Fair (Aug 14-18)
- Community Movie Night/Back to School Night (Aug 26)
    - Collaborating with Boys & Girls Club and TechHub

Upcoming Reporting:

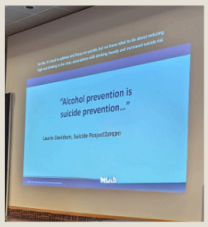
- Annual Progress Report
    - Due in August
        - Reporting from August 1, 2023 through July 31, 2024
        - Currently in progress!
- DFC Grant Site Visit
    - Monday, August 26th
    - Quoted from Grant Project Officer:
        - *"Purpose of this virtual site visit is to:"*

- *Learn more about your community and its needs*
- *Learn about your coalition and its efforts*
- *Explore ways CDC Subject Matter Experts (SMEs) can support the work of the coalition*
- *Confirm compliance with DFC requirements*

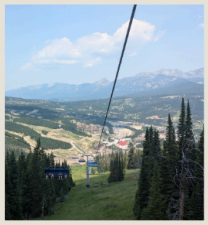
  - We are hoping to have members of the community join us this day from 9:00-10:30 to share their experiences with the program! Please share.

**COMMUNITY CONNECTIONS EVENT**
August 3rd

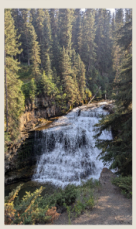
**STEP UP KAYAK TRIP**
July 2nd 2024



**MONTANA SUMMER INSTITUTE**
JULY 2024



**MONTANA SUMMER INSTITUTE**
JULY 2024
*Team Building!*



To: ISD 317 Board
From: Liz Lyytine, Project Coordinator, State Personnel Development Grant (SPDG)

Subject: SPDG Program Updates and Community Engagement

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**1. Fall Planning for SPDG Program**

- Wild Ricing Activity: We are preparing for a late summer wild ricing activity with students. To enhance this experience, we have purchased an additional canoe, rice knockers, and a push pole.
- Community Expert: I propose hiring community expert Daniel Rabbitt to provide instruction on ricing and other cultural activities. This is pending board approval and successful completion of a background check.

**2. Community Connections Event**

- Event Overview: The recent Community Connections Event was a success, with approximately 70 attendees.
- This event was a collaborative effort involving various programs across the district.
- Our biggest support and contributor: The event was supported by the Leech Lake Band of Ojibwe (LLBO), which contributed 150 fishing rods for the fishing contest and provided exceptional door prizes. (We have leftover rods that can be used/donated for more activities/event for students this coming year)

**3. Meeting with Ball Club LIC**

- Discussion Points: Key topics from our meeting with the Ball Club LIC included:
    - Check and Connect Program: We discussed the Check and Connect program, outlining its purpose and benefits for students within the school district.
    - Mentorship: We explored strategies to recruit more mentors with culturally relevant backgrounds to support our students.
    - Fall Tutoring Planning: We discussed plans to initiate tutoring earlier this school year and strategies to increase student participation, including offering incentives.
    - Event Participation: The Ball Club LIC extended invitations for the Check and Connect program to participate in their Back to School event and Day of Connections event.

**4. Minnesota Department of Education (MDE) Requirements for Grant During the 2024/2025 School Year**

- Student-Mentor Scaling Report: We will prepare and submit a report detailing the scaling of our student-mentor relationships, in accordance with MDE guidelines.

- SPDG Qualitative Data: We will collect and analyze qualitative data to assess the impact of SPDG activities and outcomes.
- Check & Connect Fidelity Data: We will gather and report fidelity data for the Check & Connect program to ensure its implementation aligns with best practices.
- District Capacity Assessment: We will conduct a comprehensive assessment of district capacity to support ongoing and future SPDG initiatives.
- Graduation Tracking (New): We will implement a new system for tracking student graduation rates to evaluate the effectiveness of our programs and identify areas for improvement.

**5. Grant Award Status**

- Pending Award: As of August 8th, we have not yet received official confirmation of our grant award for the 2024/2025 school year from the Minnesota Department of Education. All planning and activities are contingent upon being awarded funds for another grant year.

# ANISHINAABE EDUCATION ROAD MAP

## LANGAUGE FLUENCY

- LANGUAGE IMMERSIAN
- GROW YOUR OWN TEACHERS
- PD LANGUAGE TABLES

## COMMUNITY OUTREACH

- GROWING AIPAC
- COLLABORATION WITH LIC
- 4 ANNUAL COMMUNITY EVENTS
- COLLABORATION WITH NEIGHBORING DISTRICTS

## CURRICULUM

- K-12 CURRICULUM
- PROJECT-BASED
- MASTERY BASED

## INTER-DISTRICT RESOURCES

- RESOURCES FOR GEN ED TEACHERS
- VIBILITY IN DISTRICT

## INCREASED STUDENT INVOLVEMENT

- INCREASED PARTICIPATION OJIBWEMOWIN
- OJIBWE QUIZ BOWL TEAM
- INCREASED PARTICIPATION IN DRUM AND DANCE
- UNITY CHAPTER ESTABLISHED

## FORWARD PLANNING

- CLEAR GOALS FOR GROWTH
- PROACTIVE SPENDING
- INCREASE RESOURCES
- MEASURABLE MILESTONES

# ISD #317 – DEER RIVER PUBLIC SCHOOLS
# BOARD OF EDUCATION

## AGENDA ANALYSIS FORM

Board Meeting of August 12, 2024

SUBJECT: Set Truth in Taxation Meeting Date, Time and Location

Board Action __X__ Status or Scheduled Report____ Information only____

**BACKGROUND/RATIONALE:**
ISD #317 is required to hold a Payable 25 Truth in Taxation public meeting as part of a regularly scheduled meeting between November 24th and no later than December 29th. The regular meeting during that time is December 9th, 2024, at 6:00 p.m. in the Deer River High School Media Center.

During the Truth in Taxation meeting, we are required to discuss the 2025 budget, the levy and allow the public to speak. Once the discussion is completed, action should be taken on certifying the final levy amounts.

**PRESENTER(S):**
Jennifer Drotts, Business Manager

**SUPERINTENDENT'S RECOMMENDATION:**
Approve setting the date of the Truth in Taxation Meeting as December 9, 2024 at 6:00 p.m. in the Deer River High School Media Center.

# PROFESSIONAL SERVICE AGREEMENT
# BETWEEN
# NORTH HOMES, INC. AND INDEPENDENT SCHOOL DISTRICT 317

This Agreement is entered into by and between Independent School District #317, 101 1st Avenue, Deer River, MN 56636, (hereafter District) and North Homes, Inc., 303 SE First Street, Grand Rapids, MN 55744 (hereafter "Contractor").

## RECITALS

The parties hereto recite and declare:

A. The **District** is a legal entity created and established pursuant to Minn. Stat. 471.51 having the status of an independent school district with a purpose and mission to provide services and programs within the geographical limits and boundaries of its members.

B. **Contractor** is a provider of mental health and related services under the Minnesota Department of Human Services CTSS (Children's Therapeutic Support Service) certification.

C. The **District** desires to purchase the services of Contractor for Mental Health services and supports to students and indirect/consultative support into planning pre-interventions;

D. **Contractor** is duly qualified to provide the desired services.

E. The parties desire to set forth the terms and conditions of their relationship in written form.

**NOW THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the District, and the Contractor agree as follows:**

## 1. TERM AND COST OF THE AGREEMENT

This contract shall be in effect from the date of execution by all parties, or from commencement of services hereunder, whichever is first, and shall continue in effect until June 30, 2025. This Agreement shall be renewed automatically for succeeding terms of one (1) year each unless either party gives written notice to the other at least thirty (30) days prior to the expiration of any term.

All of the agreed upon services are available to the District at the same rate with or without the service being included in an individual educational plan (IEP).

NHCFS will bill services provided to District students to appropriate 3rd party funding sources. No service will be billed to the District without their prior written approval. These could include but are not limited to:

Medical Assistance – Primary Funder CTSS
School Linked Grant – Crisis, Ancillary and Uninsured
3rd Party Plans – Mental Health Therapy
Payment Waiver (Guardian Sliding Fee Scale)
In-Kind - Necessary Unfunded Activity
School District (with appropriate referral and prior approval)

## 2. CORE SERVICES OF THE AGREEMENT

**CTSS – Standard**

School-based CTSS services strengthen students and their families through prevention, intervention and skill building within the school setting. NHCFS professionals and/or practitioners work with the school professional, student and family to formulate goals and objectives identified by the team.

CTSS Services Include:

- Individual, family and group skills training to improve functioning at school, home and in the community.
- Psychotherapy directed towards changing or reducing symptoms of a mental health condition.
- Diagnostic assessments and treatment planning by a licensed Mental Health Professional.
- Student specific consultations with parents and school staff.

**CTSS – Intensive**

This level incorporates all of the elements in the Standard CTSS but increases the amount of service to the student. Typically, this service works in conjunction with the EBD rooms providing a seamless and intensive mental health component to student's experiencing significant emotional and behavioral challenges.

**Crisis Intervention**

NHCFS school-based practitioners and professionals remain at the ready to respond to any student experiencing a crisis. This would include early intervention and a course of action to ensure ongoing support.

**Day Treatment**

When Day Treatment Services are being provided for the District, those services will be addressed under a separate contract.

**Diagnostic Assessments**

As a Rule 29 provider NHCFS has numerous qualified Mental Health Professionals who will make it a priority to provide high quality and timely Diagnostic Assessments. Please note that NHCFS professionals take this very seriously and do not diagnose unless clearly indicated.

**Therapy**

NHCFS School Practitioners work under the direction of the Mental Health Professional. They are well-trained and supervised to conduct group, individual and/or family skills work. Mental Health Professionals are also available to do therapy at our clinic or in the school if requested.

**Ancillary Services and Other Functions**

(a) Parent and Child Study Sessions

NHCFS feels it is very important to create a team with the school and family. Therefore, our Practitioners and Mental Health Professionals (when requested) will participate in the child and family study, IEP meetings, etc.

(b) Suicide Prevention and Intervention Services

All NHCFS Practitioners are trained in the ASIST (Applied Suicide Intervention Training) curriculum. NHCFS has therapists at our clinics with extensive training in suicide prevention and intervention. At the time this contract was written, NHCFS has 23 therapists that have completed Trauma Based Cognitive Behavioral Treatment training, 4 of which are nationally certified.

(c) On-going Behavioral Health Consultation

As stated above, when working in the schools we are one team. NHCFS work with very behaviorally challenging children throughout our continuum. Our effectiveness is dependent on our ability in this regard.

(d) Training (Behavioral Management, Mental Health)

NHCFS trains our staff in the behavioral management model Life Space Crisis Intervention (LSCI). Upon request of the District, NHCFS would offer cross training of these skills to the district staff. NHCFS staff working in the School District locations are not trained in CPI and are instructed not to do physical interventions or holds unless there is no other option for ensuring the immediate safety of the student. School staff are to take lead in any physical interventions or hold.

(e) Tragic Event Response Services

Whenever a tragedy occurs within a school (i.e. suicide, car accident, etc.) NHCFS commits to put our collective resources on-site to assist, council and support. NHCFS professionals are trained and skilled in Informed Trauma Therapy and we commit to assisting your staff and students in coping with tragic events.

(f) Wrap Around Services and Coordination with Community Resources

NHCFS has a comprehensive service continuum and strong connections with community resources, as such, we have at our disposal resources and consultants to address the often complex needs of students. Our multi-disciplinary team in our Rule 29 Clinic can staff difficult cases and come up with intervention strategies.

**Summer Programming**

NHCFS will provide quality outdoor programming for the CTSS students in the summer months. Programming will focus on outdoor skill building and healthy recreation. NHCFS will seek to partner with other community resources such as the Boys and Girls Club for summer programming at the Middle School level.

## 3. SERVICES TO BE PROVIDED

Contractor shall utilize best efforts to:

a. Provide licensed mental health professionals and qualified mental health practitioners that meet the guidelines of Minnesota Department of Human Services certification for Children's Therapeutic Support Services (CTSS). Upon request by the District, the Contractor will provide license, background and supporting professional and practitioner documentation for Contractor staff working in their District.
b. Provide appropriate mental health services on a regular basis according to DA (Diagnostic Assessment) specifications.
c. Provide appropriate documentation required by the school.
d. Bill all appropriate third-party payer sources.
e. Participate in student's educational meetings and appropriate conferences in person, via computer, or by phone. If the Provider cannot attend a meeting by one of these means, a written update will be provided for the team's review.

## 4. PAYMENT FOR SERVICES

Payment for services shall be made directly to the Contractor by Third Party Payor source. It will be the Contractors responsibility to bill and collect for services provided.

The District will provide referral data to the Contractor and will aid in obtaining Consent Authorizations as deemed necessary and appropriate.

If payment under this Agreement is dependent upon the availability of federal, state, District or other funds and such funds are reduced or terminated, this Agreement may be renegotiated or terminated at the sole discretion of the District.

Contractor certifies that payment for purchased services will be in accordance with rates of payment which do not exceed amounts reasonable and necessary to assure quality of services.

## 5. INDEPENDENT CONTRACTOR

A. Contractor is to be and shall remain an independent contractor with respect to any and all work performed under this Contract. Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners or joint ventures with the Contractor. No tenure or any rights including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available Contractor's employees, including indemnification for third party personal injury/property damage claims, shall accrue to the Contractor or employees of the Contractor performing services under this Agreement.

B. Contractor acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or other, will be made from the payments due Contractor and it is Contractor's sole obligation to comply with all federal and state tax laws.

C. Contractor shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified in this Agreement.

D. Contractor is responsible for hiring sufficient workers to perform the services required by this Agreement and withholding taxes and paying all other employment tax obligation on their behalf.

E. The Contractor is solely responsible for supervision, control and direction of the Contract personnel utilized to provide the services under this agreement.

## 6. INDEMNIFICATION AND INSURANCE

Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any negligent act or omission of the party, its agents, servants or employees, in the execution or performance or failure to adequately perform its obligations pursuant to this Agreement.

It is understood and agreed that the District's and the Contractor's liability shall be limited by the provisions of Minnesota Statute § 466 and/or other applicable law.

Contractor further agrees that in order to protect itself as well as the District under the indemnity provision set forth above, it will at all times during the term of this Agreement keep in force liability limits in compliance with Minnesota Statutes, Section 466 or:

A. Commercial General Liability Insurance Policy with minimum limits of $1,500,000 combined single limit (CSL), with coverage pertaining premise operations. In the event Combined Single Limits Coverage is not secured by the Contractor, the minimum limits apply:
   $3,000,000 Aggregate
   $2,000,000 Each Occurrence

B. Automobile Liability Insurance including owned, non-owned, and hired vehicles in an amount not less than $2,000,000 combined single limit (CSL) for total bodily injuries and/or damages arising from any one accident.

C. Professional Liability Insurance (when required) the following minimum limits apply:
   $3,000,000 Aggregate
   $2,000,000 Each Occurrence

D. Excess Umbrella Liability Policy will be additionally required if any of the above policies have lower limits than stated.

E. Worker's Compensation Insurance.

F. At the request of the District, the Contractor will furnish the District with an original Certificate of Insurance providing proof of the coverage areas.

## 7. DATA PRIVACY/DATA OWNERSHIP

A. Data Practices.

All data collected, created, received, maintained, or disseminated in any form, for any purposes by the activities of Contractor because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules promulgated pursuant to Chapter 13 and the Federal Health Insurance Portability and Accountability Act (45 C.F.R. §§160,162,164) The Contractor will be responsible for release of all data under this Agreement and will abide by all governing State and Federal laws.

B. Health Insurance Portability and Accountability Act (HIPAA - 45 C.F.R. §§160,162,164)
If under this Agreement the exchange of Protected Health Information in any form is anticipated the Contractor shall comply with all regulatory obligations including signing any required agreements (e.g., Business Associate Agreement). Such Agreements shall be attached to and incorporated into this Agreement.

C. Release.

No educational data may be released by the Contractor to a third party without the express consent of the District's representative as indicated below – this includes any media relations.

D. Ownership.
Ownership of all data prepared by the Contractor for the District under this contract, whether having commercial value or not shall be owned by the Contractor. Any reports, studies, photographs, negatives or other documents or any other form of data prepared by the Contractor in the performance of its obligations under this contract shall be maintained by the Contractor as part of the mental health records. Contractor shall not use, allow, or cause to have such materials used for any purpose other than performance of the Contractor's obligations under this contract without the prior written consent of the District.

## 8. RECORDS: AVAILABILITY AND RETENTION

Pursuant to Minnesota Statute §16C.05, subd. 5, the Contractor agrees that the District, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Contractor and involve transactions relating to this Agreement. Contractor agrees to maintain these records for a period of six years from the date of termination of this Agreement. Any educational data may be retained for a longer period, as the District may determine in accordance with applicable law and policy.

## 9. MERGER AND MODIFICATION

A. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are presumed to be incorporated or attached and are deemed to be part of this Agreement. Where the incorporated terms differ with the terms of this Agreement, the terms of this Agreement shall control.

B. Any material alteration, modification, or variation shall be reduced to writing as an amendment and signed by the parties.

## 10. DEFAULT AND CANCELLATION

A. If the Contractor fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default. Unless the Contractor's default is excused by the District,

the District may, upon written notice to the Contractor's representative listed herein, cancel this Agreement in its entirety as indicated in (10 B.) below.

B. This Agreement may be cancelled with or without cause by either party upon thirty (30) days written notice.

C. Representatives for each of the parties to this Agreement are as listed below:

| **District** | **Contractor** |
|---|---|
| Pat Rendle, Superintendent | James C. Christmas, President & CEO |
| ISD #317 | North Homes, Inc. |
| 101 1st Avenue | 303 SE First Street |
| Deer River, MN 56636 | Grand Rapids, MN 55744 |
| 218.246.8241 | 218.327.3000 |

D. The District and the Contractor agree to attempt to resolve quickly all matters related to uncontrollable circumstances and use all reasonable efforts to mitigate its effects.

## 11. SUBCONTRACTING AND ASSIGNMENT

A. Contractor shall not enter into any subcontract for the performance of any services contemplated under this Agreement without the prior written approval of the District and subject to such conditions and provisions as the District may deem necessary. The Contractor shall be responsible for the performance of all Subcontracts. Any agreement between the Contractor and any subcontractor shall obligate the subcontractor with the general terms of this Contract.

B. No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other parties and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors.

## 12. NONDISCRIMINATION

During the performance of this Agreement, the Contractor agrees to the following:
No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, sexual orientation, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

## 13. HEALTH AND SAFETY

The Contractor shall be solely responsible for the health and safety of its employees and subcontractor's employees in connection with the services performed in accordance with this Agreement. The Contractor shall ensure that all employees, including those of all subcontractors, have received training required to properly and safely perform services outlined in this Agreement. Upon the request of the District, the Contractor shall provide copies of any licenses and/or training records for Contractor and/or Contractor's employees or subcontractor's employees who perform services pursuant to this Agreement.

## 14. NONWAIVER, SEVERABILITY & APPLICABLE LAWS

A. Nonwaiver.
Nothing in this Agreement shall constitute a waiver by the District of any statute of limitations or exceptions on liability. If the District does not enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.

B. Severability.
If any part of this Agreement is rendered void, invalid or unenforceable, by a court of competent jurisdiction, such rendering shall not affect the remainder of this Agreement unless it shall substantially impair the value of the entire Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.

C. Applicable Laws.
The Laws of the State of Minnesota shall apply to this Agreement. The Contractor shall abide by all Federal, State, or local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which Contractor is responsible.

## 15. SECTION HEADINGS

The section headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

## 16. THIRD PARTIES

This Agreement does not create any rights, claims or benefits inuring to any person that is not a party hereto nor create or establish any third-party beneficiary.

## 17. CONFLICT OF INTEREST

Contractor agrees that it will not contract for or accept employment for the performance of any work or services with any individual, business, partnership, corporation, government, governmental unit or any other organization that would create a conflict of interest in the performance of its obligations under this Contract.

District and Contractor, having signed this Agreement and pursuant to the proper District and Contractor officials having signed this Agreement, the parties hereto agree to be bound by the provisions herein and attached.

NORTH HOMES, INC.

_____

Contractor Date

ISD #317

_____

Superintendent Date

_____

Chairperson, School Board Date

# COMMERCIAL LEASE

This lease is made between Independent School District #317, herein called LESSOR, and KOOTASCA Community Action, Inc., herein called LESSEE.

LESSEE hereby offers to lease from LESSOR the premises situated in the City of Deer River, described as 500 5th St. SE, Deer River MN 56636, Early Childhood classrooms totaling approximately 1900 square feet, upon the following TERMS and CONDITIONS.

1. Terms and Rent: LESSOR demises the above premises for a term of 1 year, commencing on July 1, 2024 and terminating on June 30, 2025, at the annual rental rate of Eleven Thousand and No/l00 Dollars ($11,000.00) payable in equal monthly installments. All payments shall be made to LESSOR, at the following address: 101 First Ave. NE, Deer River, MN 56636.

2. Use: LESSEE shall use and occupy the premise for the purpose of carrying out Early Childhood business. The premises shall be used for no other purpose. LESSOR represents that the premises may lawfully be used for such purpose.

3. Care and Maintenance of Premises: LESSEE acknowledges that the premises are in good order and repair, unless otherwise indicated herein. LESSOR shall maintain the premises in good and safe condition, including plate glass, electrical wiring, plumbing and heating installations and any other system or equipment upon the premises. LESSOR shall be responsible for all repairs required due to normal wear and tear. LESSOR shall not be responsible for repairs upon implements or articles which are the personal property of the LESSEE, nor shall the LESSOR bear the expense of repairs to the Lease Premises necessitated by damage caused by LESSEE beyond normal wear and tear.

4. Alterations: LESSEE shall not, without first obtaining the written consent of LESSOR, make any alterations, additions, or improvements, in, to or about the premises.

5. Ordinances and Statutes: LESSEE shall comply with all statutes, ordinances and requirements of all municipal, state and federal authorities not in force or which may hereafter be in force, pertaining to the premises, occasioned by or affecting the use thereof by LESSEE.

6. Assignment and Subletting: LESSEE shall not assign this lease or sublet any portion of the premises without prior written consent of the LESSOR, which shall not be unreasonably withheld. Any such assignment or subletting without consent shall be void and, at the option of the LESSOR, may terminate this lease.

7. Utilities: All applications and connections for necessary utility services on the demised premises shall be made in the name of LESSOR only, and LESSOR shall be solely liable for utility charges as they become due

8. Indemnification of LESSOR: LESSOR shall not be liable for any damage or injury to LESSEE, or any other person, or to any property, occurring on the demised premises or any part thereof, and LESSEE agrees to hold LESSOR harmless from any claim for damages, no matter how caused.

9. Insurance Liability: Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this contract. LESSEE agrees that LESSOR assumes by this lease agreement no liability for loss of LESSEE personal property resulting from fire, tornado, civil disorder, theft or any cause whatsoever, except as may be attributed to LESSOR negligence, acts, or omissions as determined by a court of law. LESSEE shall be responsible to insure its personal property from loss, damage or destruction and to carry renter's insurance.

10. LESSOR'S Remedies on Default: If LESSEE defaults in the payment of rent, or any additional rent, or defaults in the performance of any of the other covenants or conditions hereof, LESSOR may give LESSEE notice of such default and if LESSEE does not cure any such default within 60 days, after the giving of such notice (or if such other default is of such nature that it cannot be completely cured within such period, if LESSEE does not commence such curing within such 60 days and thereafter proceed with reasonable diligence and in good faith to cure such default), then LESSOR may terminate this lease on not less than 60 days' notice to LESEE. On the date specified in such notice the term of this lease shall terminate, and LESSEE shall then quit and surrender the premises to LESSOR, but LESSEE shall remain liable as hereinafter provided. If this lease shall have been so terminated by LESSOR, LESSOR may at any time thereafter resume possession of the premises by any lawful means and remove LESSEE or other occupants and their effects. No failure to enforce any term shall be deemed a waiver.

11. Option to renew: Provided that LESSEE is not in default in the performance of this lease, LESSEE shall have the option to renew the lease, with terms to be mutually agreed upon by the LESSEE and LESSOR. The option shall be exercised by written notice given to LESSOR not less than 60 days prior to the expiration of the initial lease term. If notice is not given in the manner provided herein within the time specified, this option shall expire.

12. Entire Agreement: The foregoing constitutes the entire agreement between the parties and may be modified only in writing signed by both parties.

**LESSOR**
Independent School District #317

By: _____

Title: _____

Date: _____

**LESSEE**
KOOT ASCA Community Action, Inc.

By: _____

Title: _____

Date: _____

# SPEECH THERAPY SERVICE CONTRACT

This Speech Therapy Service Contract ("**Agreement**") is made and entered into as of the ____ day of _____, 2024 ("**Execution Date**") by and between Deer River School District ("**School**") and Speech Partners, LLC a Minnesota limited liability company ("**Provider**").

## AGREEMENT

In consideration of the mutual covenants and obligations of this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **TERM.** The term of this Agreement shall commence on or around the first day of the 2024/ 2025 school year and shall terminate on or around the last day of the 2024/2025 school year ("**Term**"). The term of this Agreement shall also include any Extended School Year services provided at the request of the School.

2. **AGREEMENT TERMS**. All services rendered by the Provider shall be rendered in a competent, efficient, and satisfactory manner and in strict accordance with currently approved methods and practices of the Provider's profession. The parties agree that the Provider shall be an independent contractor and not the School's employee, however all Speech-Language Pathologists ("**SLPs**") being provided shall be deemed to be School personnel for licensing purposes.

3. **PROVIDER'S QUALIFICATIONS.** All services provided by the Provider shall be performed by a Minnesota Board of Teaching licensed SLP holding a Certificate of Clinical Competence ("**CCC**") with ASHA Certification and a master's degree. All SLPs shall provide the School with any required qualification documentation upon written request by the School.

4. **SERVICES OF PROVIDER**. Services shall include Speech-Language Pathology furnished in accordance with the plan of treatment/IEP. SLPs shall utilize best efforts to:

a. Provide appropriate speech therapy services on a regular basis according to IEP specifications using the telepractice service model.
b. Provide appropriate documentation required by the School.
c. Develop and follow the IEP for the student's communication deficits or work with appropriate School staff to adjust IEP to meet the student's needs.
d. Evaluate communication skills of students as requested.
e. Communicate regularly with appropriate staff via email or phone.
f. Participate in student's IEP meetings and appropriate conferences via computer or phone.
g. Re-schedule any missed sessions caused by the SLP. Missed sessions caused by the student/school may be re-scheduled if possible and will be billed at the regular rate.
h. Complete all documentation requested by the School for which the School is attempting to seek MA payment. The Provider does not directly bill MA, does not provide expert advice in MA billing, and does not determine which students, schools, or services may qualify for MA funding. It is the School's responsibility to determine what speech

therapy services provided by the Provider are eligible to bill for MA funding.

5. **INSURANCE**. Provider shall maintain professional liability insurance coverage of at least $1,000,000 per occurrence. A copy of the certificate of insurance evidencing such coverage is available upon request.

6. **CIVIL RIGHTS**. Provider agrees to comply with TITLE VI of the Civil Rights Act of 1964 and all requirements imposed by the Department of Health, Education and Welfare in the end that no person in the Unites States shall, on the ground of race, color, religion, or sex be excluded from the participation in services.

7. **CONFIDENTIALITY**. Provider shall keep all student information confidential, only discussing information with parents, teachers, or other involved professionals on a need-to-know basis. Any information and methods of service provided by the Provider to the School shall be kept confidential by the School and may not, without prior written consent of the Provider, be disclosed in any manner for any other purpose than performing its requirements under this Agreement. The terms of this Article shall survive for two (2) years following the termination of the Term.

8. **TECHNOLOGY**. SLPs shall provide and maintain their own technology to use the online speech therapy meeting room for the scheduled sessions. In the event that the SLP's technology is temporarily not functional, the SLP will contact the School and the School will not be charged for the scheduled sessions. All attempts will be made to re-schedule those missed sessions.

The School shall be responsible to provide and maintain its own technology in order to adequately use the online speech therapy meeting room. This includes a Microsoft Windows or Mac based PC with an adequately sized monitor, webcam, a headset, a back-up phone (speaker phone or headset), printer, and reliable high-speed internet with adequate bandwidth for telepractice. Any missed sessions (without 24-hour notice) due to the school's non-functional technology will be billed at the regular rate. Reasonable efforts will be made to re-schedule those missed sessions and will be billed at the regular rate.

The School shall give the Provider full-administrative access to its telepractice computer via a remote management software package that is provided by the Provider free of charge. The School shall allow internet access to online speech therapy resources through the telepractice computer's internet connection. The Provider agrees to restrict its use of the telepractice computer and its internet connection for the sole purpose of providing speech therapy services to the school.

9. **OTHER ACCOMMODATIONS**. The School shall provide at its own expense, a "telepractice assistant" (usually a paraprofessional) to maintain the continuity of the telepractice services under the SLP's supervision and direction. The School shall also provide a quiet room that is adequate for telepractice speech therapy services.

10. **COMPENSATION**. Provider shall be compensated by the School for speech therapy services rendered at the request of the School at the rate of **$84.59** per hour. Speech therapy services include but are not limited to evaluation, direct time, indirect time, supervision time, make-up sessions, preparation time, documentation time, meeting time, therapy-related communication, travel time and mileage if requested by the school.

All scheduled appointments require a minimum of 24-hour notice for cancellation in order to avoid being charged at the regular rate.

Provider shall provide billing statements at the beginning of each month, which shall be paid no later than 14 days after billing statements are submitted to School District.

11. **MISCELLANEOUS PROVISIONS.**

a. Captions. The headings in this Agreement are for convenience of reference only and do not affect the interpretation of this Agreement.

b. Modification. This Agreement may not be altered, modified or amended except by an instrument in writing signed by each of the parties hereto.

c. Governing Law. The laws of the State of Minnesota shall govern the validity, construction and performance of this Agreement, to the extent not pre-empted by federal law. Any legal proceeding related to this Agreement shall be brought in Hennepin County, Minnesota.

d. Notices. All notices and other communications required or permitted under this Agreement shall be in writing, and provided to the other party either in person, by fax, or by certified mail.

e. Survival. Notwithstanding the termination of this Agreement, the terms of this Agreement which relate to periods, activities, obligations, rights or remedies of the parties upon or subsequent to such termination shall survive such termination and shall govern all rights, disputes, claims or causes of action arising out of or in any way related to this Agreement.

f. Attorney's Fees. If any action or proceeding is commenced by any party to enforce its rights under this Agreement or to collect damages as a result of the breach of any of the provisions of this Agreement, the prevailing party shall be entitled to recover all reasonable costs and expenses, including, without limitation, reasonable attorneys' fees and court costs, in addition to any other relief awarded by the court.

h. Severability/Enforcement. Should any provision of this Agreement be held illegal or unenforceable, the Agreement shall be construed as if not containing the invalid provision(s), and the Agreement shall be construed to give effect to the intent of the parties and shall be governed by the remaining portions or provisions governing the rights and obligations of the parties. A party's decision to refrain from enforcing a breach of any part of this Agreement (or a party's settlement of any claims for breach) will not prevent the party from enforcing the

Agreement as to any other breach of this Agreement that the non-breaching party discovers and shall not operate as a waiver against any future enforcement of any part of this Agreement.

i. Rule of Construction. The parties acknowledge and agree that the normal rule of construction whereby ambiguities are resolved against the drafting party shall not be employed in the interpretation of this Agreement or any amendments or exhibits hereto.

j. Entire Agreement. This Agreement contains the entire agreement of the parties relating to the subject matter hereof and, except as otherwise stated, supersedes any and all oral or written prior agreements and understandings with respect to such subject matter; the parties have made no agreements, representations, or warranties relating to the subject matter of this Agreement which are not set forth herein.

IN WITNESS WHEREOF, we the undersigned, duly authorized representatives of the parties to this Agreement herein above expressed, have entered into this Agreement and have read the terms herein.

Accepted by:

_____ on _____/_____/_____
School's representative

_____ on _____/_____/_____
Provider

Speech Partners, LLC
Tami Colombo MA, CCC-SLP
12082 Quail Ave N
Stillwater, MN 55082

Phone: 651-439-2207
Fax: 651-430-3171
tami.c@speechpartners.com

Deer River School District
313 Main Ave W
Deer River, MN 56636

Phone: 218-246-9877

# PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT entered into between **INDEPENDENT SCHOOL DISTRICT NO. 118, NORTHLAND COMMUNITY SCHOOLS,** hereinafter referred to as "**Northland**" and **INDEPENDENT SCHOOL DISTRICT NO. 317, DEER RIVER SCHOOLS,** hereinafter referred to as "**Deer River**".

## RECITALS

The parties hereto recite and declare as follows:

A. **Northland and Deer River** are public school districts created by and operating under the laws of the state of Minnesota.

B. **Deer River** desires to purchase and obtain certain professional services from **Northland:** specifically, .7 FTE licensed school psychologist services, for the 2023-2024 school year.

C. **Northland** desires and agrees to provide the needed professional services to **Deer River,** as set forth herein.

**NOW, THEREFORE, FOR THE REASONS SET FORTH ABOVE AND IN CONSIDERATION OF THE MUTUAL COVENANTS AND PROMISES OF THE PARTIES HERETO, THE PARTIES COVEANT AND AGREE, AS FOLLOWS:**

## I. DESCRIPTION OF WORK:

**Northland** shall provide to **Deer River** the following services:

A .7 FTE licensed school psychologist services for the 2023-2024 school year;

## II. PAYMENT:

**Deer River** shall pay to **Northland** for the above services, as follows:

The sum of the .7 FTE step 15/Lane 9 salary from the salary schedule in the Northland teacher contract plus benefits and relevant administrative costs payable at the end of FY24, or as otherwise agreed upon by the parties.

## III. PERSONNEL PERFORMING SERVICES:

A. Personnel or employees of **Northland** assigned by **Northland** to perform the professional services described above shall be, during the term of this agreement, qualified and properly licensed to perform the duties and services contemplated and intended by this agreement. **Northland** agrees that it shall provide the Superintendent of **Deer River** with the identity and curriculum vitae of the person(s) it intends to assign to the performance of these services at the commencement of the school year, and that every reasonable effort shall be made to provide continuity in the performance of these services throughout the school year. The parties shall meet and confer prior to any such assignment, and must agree on the person(s) assigned by **Northland** to perform the services.

**Northland** agrees and represents that it shall have subjected any personnel assigned to perform services under this contract to both a criminal history and background check, and shall not assign anyone to perform services under this agreement who has any record or history which would have a negative bearing on that individual's ability to properly and safely perform the services contemplated by this agreement, or who might pose even the slightest risk to co-employees or students with whom he/she may come into contact.

B. **Northland** assumes full responsibility for its employee/personnel providing services hereunder, and will make all deductions required of employers by state, federal and local laws, including deductions for TRA, social security and withholding taxes, and contributions for unemployment compensation; and shall maintain workers' compensation and liability insurance coverage for such employee.

C. **Northland** shall not be permitted to subcontract any of the services to be provided hereunder to any other entity, without the express written consent of **Deer River.**

## IV. RELATIONSHIP OF PARTIES:

A. The parties intend that an independent contractor relationship be created by this contract. The overall conduct and control of the services performed under this agreement will lie with **Northland.** However, **Northland** agrees and represents that its employees/personnel shall perform said services in accordance with approved methods and procedures for such services and in conformity to federal and state law, rule and policy.

B. **Northland** and its employees/personnel performing services under this contract are not to be considered as agents or employees of **Deer River** for any purpose, and **Northland's** personnel/employees will not be entitled to any benefits from **Deer River** or to any of the benefits and rights which **Deer River** provides its own employees.

## V. DURATION:

A. The agreement shall continue throughout 2023-2024 school year and shall automatically terminate at that time, unless renewed or extended by written agreement of the parties.

## VI. COMPLIANCE WITH POLICIES AND PROCEDURES:

A. **Northland** agrees that its personnel/employee assigned to perform services under this contract shall fully comply with all policies and procedures of **Deer River**, and will be subject to on-site, day-to-day direction of the superintendent and building principal of **Deer River** relative to the performance of such services, so as to conform to the needs and mission of **Deer River.** Any deficiency, failure, or refusal on the part of any employees of **Northland** assigned to perform the services with regard to compliance with the policies and procedures of **Deer River** and the directions of its site administrator or superintendent shall be both orally and in written form brought to the attention of the designated **Northland** administrator having oversight responsibilities over said employee.

B. **Northland** agrees that its employee assigned to perform services under this agreement shall conform to, and comply with, all federal and state laws dealing with the release and dissemination of data. Further, the conduct and actions of any such employee, whether by omission or commission, shall not violate any of the policies and rules of **Northland**; with any such violation of policy or rule to be considered also a violation of policy or rule of **Deer River.**

C. **Northland** agrees and represents that its employee will not perform any of the services contemplated and intended by this agreement after having used or consumed any alcoholic beverages, illegal drugs, or after misusing prescription drugs.

D. The parties agree that any violation or non-compliance by the employee assigned by **Northland** to perform services under this agreement shall be dealt with by **Northland**, and shall be subject to **Northland's** collective bargaining agreement and disciplinary process. However, **Deer River** shall have the right to request removal of any such employee from performing services under this agreement, and have the right to have another **Northland** employee assigned to perform said services.

E. All written information, data, student records, personnel records and other data compiled or kept in conjunction with the services performed under this contract, or related thereto, will be subject to state and federal data practice laws and rules to the extent that each party to this contract complies with and safeguards its own data. Each party shall be responsible for its own wrongful acts with regard to the inappropriate or unlawful release of protected data, but shall be allowed and authorized to have access to each other's data to the extent necessary to perform services under this agreement.

## VII. LIABILITIES AND INDEMNIFICATION:

A. **Northland** shall be solely liable for the actions, conduct, and/or wrongdoing, whether by omission or commission, of any of its personnel/employees assigned to perform services under this agreement and arising directly or indirectly from the performance of those services. **Northland** agrees that it shall hold **Deer River** harmless from and for any claim or cause of action which might arise therefrom.

B. **Deer River** shall be solely liable for the actions, conduct, and/or wrongdoing, whether by omission or commission, of any of its personnel/employees. **Deer River** agrees that it shall indemnify and hold **Northland** harmless from and for any claim or cause of action which might arise therefrom.

## VIII. DISPUTE RESOLUTION:

The parties agree that any and all disputes arising out of this agreement shall be subject to binding arbitration through the Minnesota Bureau of Mediation Services, and shall be conducted in accordance with its procedures and rules. Under no circumstances, shall the arbitrator render a decision which is outside the parameters and the specific terms and provisions of this agreement.

## XI. TERMS TO BE EXCLUSIVE:

A. The entire agreement between the parties with respect to the services provided hereunder is contained in this agreement.

B. The provisions of this agreement are for the benefit of the parties hereto and not for the benefit of any other person or legal entity.

## X. WAIVER OR MODIFICATION OF TERMS.

No waiver, alteration or modification any of the terms and provisions of this agreement shall be binding unless in written form and signed and executed by the authorized representatives of the parties hereto.

**"Deer River":**

**INDEPENDENT SCHOOL DISTRICT NO. 317, Deer River Schools,**

By _____
Authorized Signature

Date July 17, 2024

**"Northland":**

**INDEPENDENT SCHOOL DISTRICT NO. 118, NORTHLAND**

By _____
Authorized Signature

Date July 17, 2024

# ISD #317 – DEER RIVER PUBLIC SCHOOLS
# BOARD OF EDUCATION

## AGENDA ANALYSIS FORM

Board Meeting of August 12, 2024

SUBJECT: 2024-2025 School Meal Prices

Board Action __X__ Status or Scheduled Report____ Information only____

**BACKGROUND/RATIONALE:**

Minnesota Legislation effective for the 2024-2025 school year passed the Free School Meals bill into law. The funding for the Minnesota Free School Meals Program is permanent. The state funded program reimbursement for meals served to students who do not qualify for free or reduced-price meals, so ALL students receive meals at no cost.

Parents and Guardians should still fill out the Application for Educational Benefits, formally known as the free and reduced lunch form. A school's eligibility for programs such as the Summer Food Service Program (SFSP), the Seamless Summer Option (SSO), and federal after school snack and supper programs is based on free and reduced-price eligibility. Additional federal meal reimbursement is available to schools that meet severe need criteria based on free and reduced-price eligibility. Students and families may qualify for other program fee reductions based on their eligibility for free or reduced-price meals.

Junior and Senior High students may purchase a second lunch, second entrée or ala carte items, providing they have a signed permission slip and have a positive lunch account balance.

Milk will be available for purchase for students bringing a lunch from home. This is because a meal must meet the meal pattern requirements to be claimed for reimbursement. Milk by itself does not meet the minimum requirements to be claimed for reimbursement.

# FY25 PRICES

| | | | |
|---|---|---|---|
| **Elementary Breakfast** | $1.45 | **Milk** | $0.50 |
| **Elementary Lunch** | $2.10 | **Adult Milk** | $0.50 |
| **High School Breakfast** | $1.55 | **Adult Breakfast** | $2.75 |
| **High School Lunch** | $2.35 | **Adult Lunch** | $5.00 |
| **Student Second Lunch*** | $5.00 | **Second Entrée** | $2.00 |
| **Student Second Breakfast*** | $2.75 | | |

** This legislation provides a maximum of one free breakfast and one free lunch per day for students at participating schools. A second breakfast and/or a second lunch is considered an a la carte item and MUST be priced at the adult meal rate.*

All the lunch prices in FY25 are the same as FY24.

**PRESENTER(S):**
Jennifer Drotts, Business Manager

**SUPERINTENDENT'S RECOMMENDATION:**
Approve meal prices.

2024-25

# DEER RIVER HIGH SCHOOL

# TEACHER HANDBOOK

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## 1. TEACHER - GENERAL

Sect. 1.01 Working Hours
Teachers are required to be on duty by 8:00 a.m. and to remain on duty until 3:30 p.m. Instructors are not to leave the building during the above hours without authorization from the principal. It is required that teachers sign out in the High School Office when they leave and return to the building. Early Out – Wednesday – 8:00 – 4:00 p.m.

Sect. 1.02 Teacher Absence
In case of an absence, a teacher must notify the Substitute System by 7:30 a.m. Teachers becoming ill during the school day must report to the High School Principal or designee before leaving the building and should report their absence in Aesop, if possible. When absent from the classroom for any other reason, teachers must report the absence in Aesop at least three days prior to the absence.

Teachers need to verify that a substitute teacher has been assigned the day prior to the approved absence. Should a sub not be assigned, the teacher is expected to cancel their personal or professional activity and report to school.

Administrative approval is required prior to any teacher or coach accepting appointment to an advisory panel or committee that would absent the teacher/coach for any instructional assignment time.

Sect. 1.03 Lesson Plans for Substitutes
Teachers are responsible for completing lesson plans, preparing all relevant materials, and making them readily available to a substitute teacher and/or the High School Office when teachers are absent from the teacher's classroom. The lesson plans should be detailed enough to allow the substitute the ability to effectively deliver a lesson while maintaining a high level of instruction.

Plans should include the most recent class rosters, seating charts, and emergency plans.

Sect. 1.04 Professional Dress
To aid in preserving a professional atmosphere in the building, teachers are expected to dress in a manner which represents their position appropriately. Casual Friday will be respected by the administration. Avoid wearing jeans or shorts unless it is appropriate for a field trip. Please avoid wearing heavy fragrances.

Sect. 1.05 Mail
Teachers will be assigned a mailbox in the High School Office. Mail should be picked up daily. Do not send students to retrieve mail.

Sect. 1.06 Daily Bulletins
A daily bulletin will be prepared and sent to all teachers through e-mail and on Schoology. The purpose of the daily bulletin is to list special announcements and daily events. Any teacher who has an announcement to be included in the daily bulletin should submit the announcement to the High School Office by 8:00 a.m. daily.

School activities, games and meets, dismissal times, student meetings, etc. will be promoted in the daily bulletin. Coaches and advisors are encouraged to provide summary information regarding the previous day's events to be included in the bulletin.

Sect. 1.07 Daily Announcements

General school announcements will be made daily after the first hour bell. General school announcements should be limited during the school day to avoid classroom disruptions.

Sect. 1.08 Email

Teachers have been assigned an email address and should check their email at least twice daily, once in the morning and once in the afternoon. Teachers are responsible for the information distributed via email.

Sect. 1.09 Building Responsibility

It is the responsibility of all the staff to help keep our school a clean, welcoming environment. The teacher in charge of the classroom or study hall is responsible for the equipment in the respective room. The room should be kept clear of any unnecessary marking and damage. Students are held responsible for their assigned seats, and should any unnecessary damage occur to them, the student should be reported to the office so that appropriate action may be taken. Teachers should periodically check the room and desks for this purpose. Desks should be kept away from walls at all times to eliminate marking and damage.

Help the janitors by keeping the floors as free of paper as possible - a minute used at the end of the period to pick up is a good way to keep our school looking good! When the room is not to be used for the remainder of the day, windows are to be closed and locked. All lights shall be turned off when not needed.

All classroom doors will be locked during class time or when the room is not in use. **No students shall be present in your room unless they are supervised.**

Because of fire codes and to aid in a neat appearance of our school, teachers are responsible for keeping materials stored in a proper fashion. Under no circumstances are there to be stacks of materials stored on the floor. Fire code requires that no materials be stored within 18 inches of the ceiling. Additionally, student work or other displays on walls of the hallway must be limited and not more than 20% of wall space per the fire code.

Any personal furniture and small electronics are expected to adhere to the fire safety code. If there are questions, please see the facilities manager.

All faculty and staff are expected to maintain an orderly environment that adheres to federal and state guidelines. It is expected that faculty and staff will follow general guidelines for classroom care and maintenance such as adhering items to the wall with appropriate materials (putty/tape) that do not damage the walls. Painting of walls should be kept to a minimum and only when approved by the facilities manager.

Sect. 1.10 School Telephones

The school telephone should be used primarily for school business. Student access should be limited and monitored.

Sect. 1.11 School Stationery

School stationery and envelopes will be used only for school business.

Sect. 1.12 General Supplies
General supplies for instruction are stored in the High School Office and distributed at the start of the year. Teachers may pick up additional supplies from the office staff as needed. General supplies from the office will not be distributed to students.

Sect. 1.13 Salespeople
Salespeople are not allowed to solicit teachers during school hours without permission from the school office. Salespeople will only be permitted to talk with teachers during prep periods, lunch, before or after school.

Sect. 1.14 Teaching Certificates/Teacher Retirement
Each teacher shall have a valid teaching certificate and their Teacher Retirement Number on file in the school business office.

Sect. 1.15 Inventories
Inventory is completed annually by teachers and by coaches at the conclusion of each season. Each teacher is responsible for doing inventory for the equipment and textbooks of his/her room or department and must turn completed inventory forms into the High School Office or to the Activities Secretary.

Sect. 1.16 Tobacco Free
The Deer River Schools (buildings, grounds, and vehicles) are tobacco free facilities. Any use is always prohibited.

Sect. 1.17 Auto Shop Vehicle Policy
Effective September 8, 1982, vehicles allowed into the auto shop for work or repair will be in the following priority:

1. Students enrolled in auto class.
2. Parents of students enrolled in the auto class.
3. Students enrolled at Deer River High School*.
4. High School faculty*.

*By discretion of instructor, if needed by a student.

## 2 - SCHEDULING

Sect. 2.01 Staff Meetings and Professional Development
Staff meetings will be called when necessary. Teachers shall attend all teacher meetings. If you cannot make it to a staff meeting, please notify the building Principal. You will be expected to get the information from a colleague.

Professional development gatherings will be held as per the contract agreement. All meetings and gatherings will be held in the Media Center or Commons area, depending on space needs. Staff should bring their individual technological devices to aid in training and other forms of communication.

Sect. 2.02 Preparation Periods

Each Secondary Teacher will be allotted one preparation period in their schedule. A prep period is designed for improvement of instruction, curriculum revision, and general daily tasks. Students are encouraged to solicit additional help from their teachers during the prep period. When scheduling is possible, every teacher's classroom will be vacant during a prep period for teachers to perform above listed tasks.

Sect. 2.03 Duty Hour

As per the master agreement, each Secondary Teacher will be assigned one duty hour in their schedule. Duties will be assigned yearly and should be completed in a professional manner. Duties may change as needed. Example duties include Learning Community/Academic Academy, Breakfast, Lunch, and Bus Connect, Hallway Sweep, PGD, Due Process, and Lessons or other tasks as deemed necessary by administration.

Learning Community/Academic Academy: Supervise students - connect with students, support them in schoolwork as needed, encourage academics, create an environment that supports students completing coursework and academic growth.

Breakfast Connect: Spend time with students in a meaningful context - making connections, reminding them of resources and supporting lunchroom monitor paraprofessionals.

Lunch Connect: Spend time with students in a meaningful context - making connections, reminding them of resources and supporting lunchroom monitor paraprofessionals.

Bus Connect: Spend time with students in a meaningful context - making connections, reminding them of resources and supporting bus monitor paraprofessionals.

Hallway Sweep: Move throughout the school, "sweep" kids into classes who may be tardy, check in with students who might be out of their classes and encourage them to get where they need to be.

PGD (Professional Growth & Development): Non-tenured Teachers work with instructional coaches, mentors, and peers to develop pedagogy and access support in profession.

Due Process: Special Education Case Manager Duties

Lessons: Vocal & Instrumental Music Lessons

PGD – Professional Growth & Development – Non-tenured teachers work with coaches, mentors, and peers to develop pedagogy and access support.

Sect. 2.04 Student Schedule

Please adhere to the warning bells, start times, and end times as reflected in the current bell schedule. The bell schedule is available on the school website. Formal class work begins, and tardiness is counted when the bell rings.

No students will be permitted to remain in the building after 3:35 p.m. or on weekends without the direct supervision of an instructor. No students shall be left in classrooms, hallways, or any other school areas unsupervised under any circumstances.

Sect. 2.05 Lunch Schedules

A lunch schedule will be posted and should be strictly adhered to by all classes. Teachers shall adhere to this schedule -- do not dismiss before the time scheduled for your class and be sure to start classes by the time stated. ADHERE YOUR CLASS STRICTLY TO THE SCHEDULE.

Students who eat hot or bag lunches will do so only in the commons. Every teacher should assume responsibility to control the rush to the lunchroom.

Sect. 2.06 Open Noon Hour

Students at Deer River High School [Grades 9-12] may be released during their lunch time for the purpose of dining at local establishments and/or conducting personal business in the downtown area. Students wishing to go downtown during lunch must do so by WALKING. **No personal vehicle use is allowed.** This privilege will continue as long as students conduct themselves in a responsible manner. Failure to comply may result in the loss of Open Noon Hour privileges.

Sect. 2.07 Passing Classes - Hall Duty

**In order to maintain a safe and welcoming school, teachers are to be outside of their classroom door for the passing of classes and before and after school. Teachers should make a concerted effort to welcome and release students from their doorways. Visibility in the hallways during passing time deters inappropriate student behavior and creates a friendly learning environment. Teachers are to start classes promptly and dismiss classes promptly. All teachers should feel responsible for the maintaining of good order in halls, classrooms, and in and around the building and grounds. If all teachers assist in this matter, it will help improve the conduct of students in the school. Assignments may be made if conditions warrant.**

**Every minute of instructional time is valued. Teachers will be responsible for appropriate action to curtail tardiness. Teachers shall confer with the principal regarding repeated violators and a corrective plan will be arranged.**

Sect. 2.08 Hallway Discipline

1. No running is to be allowed in the hallways or on the stairs.

2. Students are to keep to the right in moving in hallways and on stairs.

3. Disorderly conduct or boisterous talking should be curtailed immediately when observed by teachers.

4. Teachers should insist that students do not linger or loiter between passing of classes, request students to move into their rooms or on to their destinations.

5. An over-display of affection (PDAs) in public is considered not to be in good taste, makes other students feel uncomfortable, and therefore should be discouraged. Holding hands is acceptable.

**- Electronic Devices: At NO time should any student be allowed access to any electronic device provided to the staff by the district.**

## 3. CLASSROOM AND SCHOOL PROCEDURES

Sect. 3.01 Textbooks and School Equipment

A. Teachers are responsible for maintaining a record of the number of all books issued and the names of the students who have them. The condition of the book at the time of issuing should be recorded.

B. Students are required to pay for materials (ex. Industrial Tech, Art) provided by the school for required projects only when the project becomes the student's personal property. Students are required to reimburse the school for lost or damaged school property (ex. locks), electronic devices, and textbooks:

Electronic Devices:

1. Lost – 75% of the initial cost

New books:

1. Lost - 75% of the initial cost
2. Pages Torn - 25% of the initial cost
3. Broken Binding - 50% of the initial cost

Used books:

1. Lost - 50% of the initial cost
2. Damaged - 25% of the initial cost

No student will be denied educational activities (ex. assignments, field trips, assessments), grades, or promotion due to uncollected fines or fees.

Students are responsible for the books assigned to them regardless of the circumstances regarding the damage.

It is important to secure all personal and school equipment (i.e., electronics) to prevent theft or damage to items.

Sect. 3.02 Hall Passes/E-Passes

Students shall be issued a Teacher Pass when leaving a classroom at all times. Passes may be issued by a teacher allowing students to go to the Library, Office, or Lavatory. Students must have a pre-signed pass to go to any classroom, teaching station, or support staff office/room. All classrooms will have and maintain a sign out log that all students must sign, date, and record time prior to leaving the classroom.

Sect. 3.03 Student Accidents

It is the responsibility of the teacher to recognize and conduct their classes and maintain equipment so that accidents are not likely to occur. All accidents, no matter how minor, must be reported to the Principal's Office and Nurse's office and an accident report form must be completed by the witnessing staff and turned into the office prior to the end of the school day.

Sect. 3.04 Student Permit to Leave Building

No student will be permitted to leave the building to go elsewhere unless: it is a supervised activity with a teacher for which arrangements have been made with the office, or the student has a written permit slip from the office to allow him/her to leave. Students are permitted to sign out on a sign-out log in the office. Senior high students (grades 9-12) are the only students permitted during lunch to leave school property without permission (walking only).

Sect. 3.05 Admit Slips

Any student who was absent must, upon return to school, report to the High School office to pick up an absentee slip to admit him/her to class. No student is to be admitted to class without an admit slip following an absence.

Sect. 3.06 Safety Glasses

All students working in a hazardous area shall be provided with and required to always wear protective glasses.

Areas considered hazardous:

1. Ind. Arts - Woods, Metals, Plastics, Welding, and Small Engines
2. Science - when working with dangerous chemicals
3. Construction - protective glasses and hard hats

Students who will not wear the required protective devices shall be reported to the principal and those students shall be removed from the class and re-scheduled. Students failing to adhere to safety regulations will receive a failing grade on his/her transcript when they are transferred to another classroom.

Sect. 3.07 Outdoor Class

Classes may be conducted outside during warm weather. The class shall be as orderly and business-like as in the regular classroom. When outside, consideration of other classes in the building must be considered. Only with prior approval from the building Principal shall classes or study halls conduct recreational activities, and the High School Office must be contacted. PE Instructors must take and monitor their cell phones when outside of the building.

The office must be notified that class will be held in an alternate location. All teachers are expected to provide a cell phone number or grab a radio from the office for use in communication as needed.

Sect. 3.08 Student Dismissal to Extra-Curricular Events

Students shall be dismissed no earlier than 15 minutes prior to bus departure time unless students will need to eat an alternative lunch. The release time should be worked out with building administration. The time will be listed in the daily bulletin by the appropriate supervisor. Coaches/advisors are required to inform the high school office:

1. List of students leaving
2. Time of dismissal
3. Time of departure
4. Name of substitute supervising classes and/or where classes will be
5. Approximate return time

Sect. 3.09 Grading

Each teacher is required to maintain student progress (grades) in the Infinite Campus WebBook program to promote consistency and communication with parents through the Parent Portal.

Grades should be updated prior to the start of school each Wednesday to determine field trip and athletic early out eligibility. Parent Portal allows parents the ability to access recorded daily grades as well as nine week (quarter), semester and yearly average, for semester and full year courses. ~~Since WebBook is backed up electronically, no printed copy needs to be turned into the Principal's Office at the end of the school year.~~

Sect. 3.10 Cleaning - Supplies

The custodians will distribute all necessary cleaning supplies. Shower towels shall not be used to clean boards and/or any other surfaces. Cleaning supplies should not be given to students unless the head custodian or the building Principal approves the cleaning solution. Only mild detergents should be given to students for cleaning purposes.

Sect. 3.11 Field Trips

Any time students depart from school property, the activity will be considered a field trip.

1. All field trips shall be cleared through the High School Office using a Field Trip form no later than one week prior to the trip. Teachers must have authorization for transportation prior to the field trip and all costs must be detailed.
2. Cut off date for students to sign-up to attend will be two (2) school days before the field trip. Staff are responsible for notifying students of this date.
3. Parent/Guardian field trip permission forms must be on file in the High School Office.
4. The final list of students attending must be provided to the High School Office by the end of the school day, two (2) days before the trip. The High School Office will determine permission slips and grade checks.
5. A final list will be distributed to all teachers and staff at least one (1) day before the field trip.
6. The High School Office will send a Parent/Guardian notification of a field trip after final list has been provided to the office.
7. Inform Food Service via email at least three (3) days ahead of time if lunches are needed or a change in mealtime is needed.
8. All school rules, regulations, and policies shall be in effect at all times.
9. Any money to be collected from students to cover expenses (guest teacher, transportation fees, etc.) will be collected prior to the event and deposited with the District Office.
10. Teachers are responsible for finding supervision and notifying the High School Office of assigned supervision for students not attending the field trip. Supervision plans must be communicated to the High School Office.
11. Cancellation of the field trip should be made at least one (1) day prior to the trip if possible and the High School Office should be informed.

Field Trip/Early Out Athletic Guidelines for Eligibility

There are two times throughout the quarter that students' grades will be checked. These two monitoring periods are at mid-quarter and end of the quarter, each of which is used to determine trip eligibility.

**A.** If a student earns one or more failing grades at the mid-quarter grade check, the student will be ineligible to participate in field trips/sports early outs as soon as the student and teacher/coach are notified. To become eligible for field trips/sports early outs, the student must present the principal/AD with a teacher signed grade report proving they are currently passing all of their classes three (3) days prior to the event. **Only the Principal or his/her designee may deem a student eligible to attend.**

**B.** If a student earns one or more failing grades at the end of quarter 1, 2, or 3, or at midterm of 4th quarter, the student will be ineligible to attend field trips/sports events. To become eligible for field trips/sports events, the student must present the principal/AD with a teacher signed grade report proving

they are currently passing all of their classes three (3) days prior to the event. **Only the Principal or his/her designee may deem a student eligible to attend.**

**C.** Other items to be considered by the principal for eligibility:

**1.** Attendance Record

**2.** Discipline Record

Sect. 3.12 Nurse's Office

The Nurse's office is available for students who become ill during the school day. Students should be sent to the nurse's office with a hall pass along with a phone call made to the nurse's office indicating that the student is ill. (Note departure time.) Students will either return to classes or be sent home when appropriate. Send only students that need the attention of the nurse. Band-aids and other minor issues should be handled within the classroom.

**No medication, including aspirin, will be issued to students by anyone except the school nurse or their designee.**

Sect. 3.13 Assemblies & Pep Fests

All teachers are required to attend assembly programs and pep fests and **disperse** among the students to assist with supervision. A teacher or teachers may be asked to supervise a designated area for students that have been suspended from assemblies or misbehave during an assembly.

Sect. 3.14 Daily Attendance

Attendance will be taken in classes at the **beginning** of each period on ~~SIS~~ Infinite Campus. Student admission to class after absence should be permitted only upon the presentation of an admit slip for the time missed. It is required that all teachers keep their own attendance records for all classes.

Sect. 3.15 Absences

All work missed due to absence is to be completed and full credit recorded. Students should be allowed 2 days to complete make-up work for every excused day missed. Please refer to application of incomplete grading in Sec. 5.2. Keeping the record and completion of make-up work requirements is the teacher's responsibility. Teachers must provide homework to students that are placed on homebound based on the Homebound District Policy. Students in ~~ISS~~ ATS/OSS may be deducted points for participation in classroom activities for the period(s) missed only if all students received a grade in participation.

Sect. 3.16 After School Credit Recovery: Grades 7-12

Certified teachers within the disciplines of math, science, social and language arts will staff ASCR. ASCR will be offered two nights per week, Tuesday's, and Thursday's, from 3:15 p.m. to 5:30 p.m. Students will meet in the Media Center at 3:15 and be escorted to classrooms by an ASCR teacher(s).

**Purpose:** After School Credit Recovery is designed to help students who have lost credit due to attendance issues or failed a quarter or semester of one or more classes**. Students may be assigned to attend ASCR by the Principal or his/her designee.**

**Credit Deficient Students:**

Students who become 2 or more credits deficient in their Required Core Classes (Math, Science, English, Social, and Computer Apps) after their sophomore year become ineligible to participate all activities until all credits are made up. Deviation from this rule can be cleared through the principal or activity office.

In addition, students may be assigned to attend ASCR to complete course work or complete test/quizzes prior to excused absences. For example, students attending a field trip, family vacation or sports event may use the ASCR time to complete assignments or test/quizzes that will be assigned during their absence.
**Each student's course work will be provided to the ASCR teacher by the student's classroom teacher not later than 3:30 p.m. the day prior to each ASCR session.**

ASCR teachers will be provided student rosters weekly by the ASCR coordinator.

ASCR teachers will take attendance each session and submit attendance to the ASCR coordinator the following day.

**Note:** All Deer River students seeking academic support are welcome to attend ASCR. Non-assigned students are not required to attend for the full two hours and may be released at the ASCR teacher's discretion.

## 4. DISCIPLINE

Sect. 4.01 General Discipline

All policies and procedures outlined in the student handbook shall be consistently followed by faculty and staff. Proper discipline is a prerequisite of effective instruction in any school. While the administration stands ready to help the teachers, especially with unusual cases, discipline will always remain the responsibility of the teacher. Some factors in securing effective discipline are careful teacher preparation, good organization of classroom routine, effective presentation of subject matter, proper teaching attitudes, and consistency.

The purpose of sending a student to the High School Office/principal or designee should be three-fold:

1. Utilize the student support room to allow the student to calm down, make better choices, and return to their regular schedule at the end of the period.
2. Student should be sent to the ATS room for further consequence.
3. Suspension.

If the teacher thinks that a student is detrimental to the class, and the teacher finds it impossible to deal with the student, the student should be sent to the office with a pass, notify the office that the student is on the way to the office and write a discipline referral on Campus. You may be called to the office to testify to the trouble, so come prepared with any material or witnesses to substantiate your charges. The Administration will provide full support for any school employee regarding **t**he enforcement of school policies. The employee's word will be considered sufficient, but documentation in writing may be required. Teachers not enforcing school policy may be subject to disciplinary action.

Sect. 4.02 Proper Title

Any discipline, to be effective, must be promptly administered with no exceptions. The first step in gaining the respect of the students is in the proper use of titles, be it Mr., Mrs., Miss, or Coach. Make this understood whenever the student addresses you by any other title, or when a student refers to another teacher or a support staff member by a title other than the proper one.

Sect. 4.03 Conferences (Parent - Student - School)

You may be called from time to time to participate in parent conferences. For this reason, it is essential that your information, such as grade books on all students, be kept up to date. Any other notations on students that you can contribute to these conferences may be helpful in correcting or substantiating any issues involving a particular student. Dates will be established that will serve as mandatory student information updates.

Sect. 4.04 Assertive Discipline

Assertive Discipline is practiced in Deer River High School. Each teacher will develop and follow a discipline plan that is communicated to the students and parents.
Assertive Discipline plans should include:

A. A system of warnings to allow the student time to make a good decision.
B. A consequence that encourages accountability.
C. A post incident conference to allow for learning, commitment to and understanding of good behavior and resolution to mend and foster the relationship.

# Deer River High School Discipline/Referral Levels

| Level 1 – Incidental Violations (Non-referred/Non-recorded) | Level 2 – Minor Violations (Non-referred/Recorded) | Level 3 – ATS Major Violations (Referred/Recorded) | Level 4 – OSS Illegal Violations (Referred/Recorded) |
|---|---|---|---|
| ▪ Classroom Preparedness<br>▪ Calling out<br>▪ Refusing to work<br>▪ Put downs<br>▪ Noise making<br>▪ Non-Compliance of staff direction.<br>▪ Out of seat<br>▪ Missing homework<br>▪ Classroom Disruption<br>▪ Breaking school rules<br>▪ Inappropriate behavior<br>▪ Chewing gum or eating candy except by teacher permission<br>▪ Inappropriate computer use/electronic devices handled within the hour<br>▪ Inappropriate tone/attitude<br><br>Repeat offenders: move to level 2. | ▪ Lying/cheating<br>▪ Indirect, inappropriate language/gestures<br>▪ Inappropriate dress<br>▪ Indications of bullying<br>▪ Repeated inappropriate computer use/electronic devices that may lead to future confiscation<br>▪ Tardy (>3)<br><br>Repeat offenders: move to level 3. | ▪ Inappropriate language gestures directed at staff or students<br>▪ Fighting/Physical aggression<br>▪ Bullying / Harassment<br>▪ Overt defiance<br>▪ Property destruction/misuse<br>▪ Tardy - 3 or more<br>▪ Theft<br>▪ Forgery<br>▪ Internet misuse/ cyber bullying<br>▪ Skipping class/leaving school<br>▪ Reference in conversation, writing or pictures to weapons or acts of violence<br>▪ Taking pictures/video without consent<br>▪ Gambling<br>▪ Intimidation<br>▪ Inappropriate computer use/ electronic devices that must be confiscated<br><br>The office MUST be notified PRIOR to sending the student to the office. | ▪ Drug-Alcohol Tobacco use/possession<br>▪ Weapon use/possession<br>▪ Fighting/Physical aggression<br>▪ Truancy<br>▪ Arson<br>▪ Bomb threat<br>▪ Extreme property damage/vandalism<br>▪ Combustibles<br>▪ Assault/threats<br>▪ Taking pictures/video without consent<br><br>The office MUST be notified PRIOR to sending the student to the office. |
| **Classroom Managed** | | **Office Managed** | |

# Deer River High School Discipline Process

| | Level 1- Incidental Violations | Level 2- Minor Violations | Level 3- Major Violations | Level 4- Violations |
|---|---|---|---|---|
| Addressing the Behavior | **Teacher-handled**<br><br>The teacher addresses the behavior using classroom management strategies. | **Teacher-handled**<br><br>The teacher addresses the behavior using logical consequences. | **Office-managed**<br><br>Send the student to the office where the principal or ap will address the behavior. | **Office-managed**<br><br>Send the student to the office where the principal or ap will address the behavior. |
| Reporting | Classroom logs are encouraged for future reference and to informally track behavior.<br><br>Parent communication is encouraged. | Submit a referral on Infinite Campus.<br><br>Remember to type in the classroom consequence given to the student. Note in the comments log the name of the contact and time of contact.<br><br>Parent communication is encouraged. | Submit a referral via Infinite Campus.<br><br>The office must be notified prior to sending a student out of the room. Note in the comments log the name of the contact and time of contact.<br><br>Parent communication is required. | Submit a referral via Campus.<br><br>The office must be notified prior to sending a student out of the room. Note in the comments log the name of the contact and time of contact.<br><br>Parent communication is required. |

# BULLYING PROHIBITION POLICY SUMMARY

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, including cyberbullying, is prohibited on school premises, on school district property, at school functions or activities, or on school transportation.

## WHAT IS BULLYING?

**"Bullying"** means intimidating, threatening, abusive, or harming conduct that is:

| | | |
|---|---|---|
| a. objectively offensive; | **OR** | materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. |
| b. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct; | | |
| b. the conduct is repeated or forms a pattern; | | |

## WHO DOES THE BULLYING POLICY APPLY TO?

- Students who directly engage in an act of bullying and students who condone or support another student's act of bullying.
- Teachers, administrators, volunteers, contractors, or other employees of the school district.
- Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

## REPORTING BULLYING

- Alleged acts should immediately be reported to the school Principal, Dean of Students, or Counselor, preferably on the report form available in the school office.
- Bullying can be reported anonymously but the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- Reports of bullying are classified as private data and are confidential.

## SCHOOL OR DISTRICT RESPONSE

- Within three days of the receipt of a report of bullying, the school district will begin an investigation.
- Immediate steps may be taken to protect the target of the bullying, the complainant, the reporter, or others.
- The alleged perpetrator of the bullying will be allowed the opportunity to present a defense.
- Upon completion of an investigation the school district will take appropriate action, which may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
- Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct.
- School officials will notify the parent(s) or guardian(s) of students who are targets of bullying and the parent(s) or guardian(s) of alleged perpetrators of bullying who have been involved in a reported and confirmed bullying incident.
- The school district will discipline or take appropriate action against any student or adult who commits an act of reprisal or retaliation.

## OTHER IMPORTANT ITEMS

- Training will be provided by the district to school personnel and volunteers.
- Students, parents, and staff will be notified of the Bullying policy in student handbooks, school offices, and it will be available on the district website.

August 15, 2014

For the full Policy, see School Board Policy #514

## 5. REPORT CARDS - GRADING

Sect. 5.01 Grading System

The Deer River Junior-Senior High School will evaluate all students by assigning a letter grade quarterly and a cumulative grade at the completion of the course.

The standard of accomplishment as represented by these grades is interpreted as follows:

A - Exceptional work in quality and quantity, evidenced by originality and initiative.
B - Work above average in quality and quantity, some evidence of initiative.
C - Assigned work usually completed as to quantity and quality.
D - Assigned work usually completed, however, quantity and quality are below an average level.
F - Unsatisfactory work - No credit earned.
I - Work has not been completed because of absence or other valid reason.

### Deer River High School Grading Policy

**Grading Terms**

1. Core academic courses in grades 6-8 will be graded on a year-long basis.
2. Fine Arts and Vocational Education courses in grade 6-8 will be graded on a quarterly basis.
3. All other courses are graded on a semester basis.
4. Quarter Grades are Progress Reports ONLY. Some teachers may allow students to retake assessments or re-do assignments, as we believe learning is a continuous process and not an endpoint. For the purposes of athletic eligibility, quarter grades and semester grades will remain constant and will determine eligibility. Grade changes due to continuous progress will not be changed on progress reports but may be used to calculate a semester grade.
5. Semester Grades in High School and Yearlong Grades in Middle School are the only grades that appear on a students' permanent transcript.

**Grading Marks**

1. Courses in grades 6-12 will utilize a letter grade A-F, with the following exceptions:
2. Credit Recovery courses will be scored as a Pass/Fail with 80% as the passing percentage. *
3. ~~Teacher's Assistants~~ Peer Leaders will be graded utilizing satisfactory/unsatisfactory as to not affect the grade point averages of students.

*Students on Individual Education Plans or 504 Plans may utilize a Pass/Fail as determined by appropriate teams. Individual teams will identify the passing percentages for individual students.

**Deer River High School Grading Marks**

| Mark in Grade Book | Meaning |
|---|---|
| Numerical | Calculates in the grade- The number correlates to the earned achievement on a particular assignment. |
| m | Calculates as 0-Can be Made Up |
| 0 | Calculates as 0-Can NOT be Made Up<br>Comments regarding earned grade or lack of submission shall appear in the comment section. |
| Blank | Does Not Calculate- Assignment has NOT been collected |
| √ | Does Not Calculate-<br>Assignment has been turned in but has not been graded. |
| Not for Grade | Does Not Calculate-<br>Assignment has been turned in, graded, and entered for feedback purposes only. |

*At the end of quarters or semesters, (m) may remain in the grade book and calculate as a zero. Teachers should right click and enter the submission deadline in the comment section if they do not turn it to a zero.

**Deer River High School Grading Scale***

| Letter Grade | Percentage | Unweighted Grade Point Scale | Weighted Grade Point Scale | Affects GPA | Courses |
|---|---|---|---|---|---|
| **A** | **93.5** | **4.0** | **4.5** | **Yes** | |
| **A-** | **89.5** | **3.667** | **4.17** | **Yes** | |
| **B+** | **87.5** | **3.333** | **3.83** | **Yes** | |
| **B** | **83.5** | **3** | **3.5** | **Yes** | |
| **B-** | **79.5** | **2.667** | **3.17** | **Yes** | |
| **C+** | **77.5** | **2.333** | **2.83** | **Yes** | |
| **C** | **73.5** | **2** | **2.5** | **Yes** | |
| **C-** | **69.5** | **1.667** | **2.17** | **Yes** | |
| **D+** | **67.5** | **1.333** | **1.83** | **Yes** | |
| **D** | **63.5** | **1** | **1.5** | **Yes** | |
| **D-** | **59.5** | **0.667** | **1.17** | **Yes** | |
| **Pass** | **80% Credit Recovery** | **2** | | **Yes** | **Special Education*, Credit Recovery** |
| **Fail** | | **0** | | **Yes** | **Special Education*, Credit Recovery** |
| **Satisfactory** | | **-** | | **No** | **Teacher's Aide** |
| **Unsatisfactory** | | **-** | | **No** | **Teacher's Aide** |

**Students on Individual Education or 504 Plans may use an altered scale and only as needed**

Assignments that are turned in late may take additional time to grade as the most current work needs to remain the priority of our educators. Teachers will grade these as soon as possible but cannot be expected to grade them immediately to help with eligibility or other matters.

*Core Courses: English, Math, Science, and Social

Sect. 5.02 Incomplete Grading

All required course work shall be completed prior to the conclusion of the course, or a failing (F) grade may be issued. An incomplete (I) grade shall only be recorded as a final course grade in the following circumstances:

The student has been absent during the most recent marking period due to:

A. An extended illness with doctor care
B. A death in the ~~immediate~~ family
C. An extended absence that received pre-approval from the principal
D. Pandemic

Final course Incomplete's (I) must be made up within fifteen school days of the student's ability to return to school. Fourth quarter grades must be made up within 15 calendar days starting the first day after the last day of school.

Sect. 5.03 Dropped Course Grade

A final failing (F) grade will be recorded when a student drops a course after the fourth (4th) week of the course without teacher-initiated class change.

Sect. 5.04 Report Cards

Report cards shall be distributed quarterly (9 weeks). Teachers are to pay particular attention that all students are issued a grade. Teachers are responsible to record all grades, indicate and change incompletes to grades and make appropriate comments.

Sect. 5.05 Progress Reports

Giving parents early and often feedback, both positive and negative, is important to establish and maintain good communication. Teachers are encouraged to recognize exceptional student performance and performance lower than any students' ability through reports, either online or by U.S. mail. Parent addresses and e-mails are available on Infinite Campus. Teachers are required to follow the Campus Update Schedule to allow parents instant access to timely grade updates.

## 6. CLUBS - ACTIVITIES

Sect. 6.01 Officers

A staff member shall supervise all clubs and organizations. When this is not possible, a community citizen may be employed to provide such supervision provided the citizen has completed a mandatory background check.

Sect. 6.02 Meetings

Supervisors shall schedule meetings during advisory at least one week in advance with the principal or designee. Supervisors shall reserve a room for evening meetings in the High School Office and/or facilities secretary. All daytime meetings should be scheduled to be completed during advisory. Students and supervisors will always remain in the meeting room until the bell rings, unless adjusted with the principal's permission.

Sect. 6.03 Class Meetings

Class advisors should schedule class meetings sometime during the first week of school. Nomination for officers and Student Council should be turned into the advisor prior to the class meeting. The class advisor will be responsible for conducting the session.

The following items should be completed:

1. Election of Officers:
   President Secretary
   Vice President Treasurer
2. Homecoming Committees
3. Any other class business that is required.

A list with the officers and Student Council members should be submitted to the High School Office following the meeting.

Sect. 6.04 Fundraising Activities

Concessions for home athletic events will be scheduled with the Activities Director or his/her designee. Advisors are required to maintain accurate financial records. Groups wanting to do fundraisers should clear the fundraiser with the High School Principal or designee to avoid duplication and verify appropriateness.

Sect. 6.05 Evening Activities

Activities sponsored by an organization will be responsible for:

1. Arranging dates and times with the principal or designee.
2. Permission to use district equipment must be obtained prior to event from the appropriate party
3. The building and any damage to it.
4. Cleaning up and returning equipment.
5. Securing adequate supervision.

The Advisor will:

1. Directly supervise entry to activity.
2. Refer those suspected of being under the influence of chemicals to the local law enforcement.
3. Not allow students to enter after they have departed.
4. Report any violations or damage to the principal or designee.
5. Account for all revenues and expenses through the High School Office Activity Account.

Sect. 6.06 Collection and Dispersal of Monies

The collection and dispersal of money requires specific procedures outlined by the Minnesota State Auditor and Independent School District #317 Board Policy. Please review the following guidelines.

Collection:

Provide a sequentially pre-numbered receipt to the person (student or staff) turning in a payment, regardless of the amount. If a teacher/coach collects the payments, the teacher/coach should use a pre-numbered receipt book and detail whether the payment was cash/check. If the payment was a check, be sure to include the check number. Receipt books are available in the office, if necessary.

At a minimum, the teacher/coach must keep an accurate record of individual payments including the check number or cash designation, name, dollar amount, and date paid. It is DRHS recommendation that a receipt book is utilized. All money received shall be turned over to the

treasurer for deposit in the general or related fund **on a daily basis**. Money should not be kept in classrooms or outside the school building.

Dispersal:
The money will then be dispersed for expenses and salaries connected with the activity. In essence, this means that money will be deposited, and a check or purchase order will be provided for the amount owed. Cash should not be utilized as a form of payment.

## 7. SCHOOL PURCHASES AND PAYMENTS

Sect. 7.01 School Purchase

Teachers shall not contract any bill or make any arrangements that involve the school without an approved requisition form. This includes extracurricular and co-curricular activities. Requisitions for supplies, equipment, etc., are to be made through the ESS system. Purchases made without following the requisition process may be denied and the teachers may be responsible for any billing.

Sect. 7.02 Teaching Supplies

Numerous catalogs are available in the High School Office for purchases, rental, and loaning of teaching aids. Teachers are urged to utilize these with discretion. Many agencies supply materials in classroom quantities that may be used to supplement existing learning materials.

Sect. 7.03 Budget Planning

Staff input is essential to provide an adequate budget for instruction. Planning forms and tentative requests will be issued yearly. Staff members are to complete and return such information forms to the principal as accurately as possible and by the set deadline for budget considerations.

Sect. 7.04 Return of Materials

All materials to be returned to a vendor should be brought to the district office for shipment. The office will be responsible for obtaining vendor's permission to return materials and for preparing the materials for shipment. Advise the office why the materials need to be returned.

## 8. TECHNOLOGY

Sect. 8.01 Responsibility for Equipment

All technology equipment will be kept in the Media Center unless signed out to a staff member. Please be advised that all equipment has a sign-out process and school faculty/staff are expected to adhere to the process.

Teachers are responsible for all technology equipment checked out to them. Defective equipment should be marked and returned to the Media Center immediately for repairs. Teachers should personally inform the office of such conditions. Teachers may be held accountable for damaged or lost technology equipment assigned to them.

Electronic Devices: At NO time should any student be allowed access to any electronic device provided to staff by the district.

Sect. 8.02 Classroom Use of Videotapes

Only lawful copies of videotapes are permitted, and the viewing shall be for instructional purposes only. The use of lawful videotapes may be used for entertainment purposes only with written authorization from the building principal. Instructional staff shall preview all videotapes prior to use in the classroom to determine the appropriateness of the video for the age of the students. Videotapes rated "G" (General Audience) are permissible for all age groups, "PG" (Parental Guidance) and "PG-13" for students in grades 10-12, and ratings of NC-17, R, or X **shall not** be used in classrooms. Videotape segments are more effective in reinforcing learning and represent best practice.

**Deer River School District Technology and Internet System User Notification:**

1. District technology and Internet system use is subject to compliance with school district policies.
2. Use of the school district system is at the user's own risk. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.
3. All users should expect only limited privacy in the contents of personal files on the school district system and inspection of files and accounts may occur due to routine maintenance or suspicion of activity that violates district policy.
4. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files, and the right to request the termination of their child's individual account at any time.
5. Employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minn. Stat. Ch. 13 (The Minnesota Government Data Practices Act).
6. The school district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.
7. The school district utilizes technical means to limit Internet access, but these limits do not provide a foolproof means for enforcing the provisions of the district's acceptable use policy.
8. Goods and services purchased over the Internet by a user resulting in unwanted financial obligations are the sole responsibility of the user or the user's guardians.
9. The collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
10. Should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, disciplinary action may be taken and/or appropriate legal action may be taken.
11. All provisions of this notice and the district's acceptable use policy are subordinate to local, state, and federal laws.

## 9. MEDIA CENTER

Sect. 9.01 Class Use

Classes may use the Media Center and its facilities during scheduled class periods. Arrangements should be made in advance with the Media Center staff. Teachers shall remain with their class in the Media Center to assist with supervision at all times.

Sect. 9.02 Resources

Teachers should request reference and supplemental books to the Media Center staff to be ordered and added to the Media Center collection. Teachers who desire that specific newspapers and magazine be a part of the Library should place their requests with the Librarian.

Sect. 9.03 Resource Use

Teachers who wish to send small groups from their class to the Media Center for various projects, research, etc. shall make such arrangements with the Media Center staff in advance.

Sect. 9.04 Departure from the Library

Students who check out of a ~~study hall~~ Learning Community to work in the Media Center will remain in the Media Center for the entire period. They will be dismissed from the Media Center at the appropriate time (end of period).

## 10. CLASSROOM OBSERVATION

Sect. 10.01 Administrative Supervision

The Principal and Superintendent are responsible for the supervisory program of the school. Supervision is carried out to aid the administration in finding ways of improving instruction through better facilities and instructional materials and in helping the teacher become a more effective teacher through constructive means. Frequent, unannounced, and informal visits will be made to your classroom by the supervisors throughout the school term.

Sect. 10.02 Formal Observation

All tenured faculty will receive one complete cycle of observation annually. All non-tenured faculty will receive three complete cycles of observation annually. All staff will receive an annual evaluation. The cycle includes a pre-conference, formal observation, and post conference. The pertinent documents can be found on the school website.

The observation form is a part of the teachers' personnel file. Teachers may write a rebuttal to all or a part of any written observation notation.

## 11. SCHOOL CALENDAR

Sect. 11.01 Activities Calendar

The High School Principal or designee will maintain the High School activities calendar. All events, meetings, and activities will be posted on the calendar. No activity will be allowed unless it has been posted on the calendar.

Sect. 11.02 Activities Priority

All scheduled events that involve another school will have priority over locally planned events. DRHS participation in events with other schools will be approved only when a conflict does not exist with a previously scheduled event of this nature. Locally planned events will not be scheduled at identical times. Through proper advanced planning, conflicts will be eliminated and students will not be forced to neglect responsibilities.

## 12. LEARNING COMMUNITY/ACADEMIC ACADEMY

Sect. 12.01 Attendance

Learning Community/Academic Academy supervision will be treated as any other classroom situation. Students are to be in the assigned area on time for roll call.

Sect. 12.02 Supervision

Supervision of a learning community/academic academy is essential to provide a conducive atmosphere for learning. Learning Community/Academic Academy must be considered a classroom much like any other class. Therefore, supervisors shall be in the assigned classroom with the students assigned there at all times. Should the supervisor need to leave, he or she shall arrange for adequate coverage with the office or with another teacher.

## 13. MISCELLANEOUS

Sect. 13.01 Child Abuse

In complying with Minnesota State Law, MSA 626.556.... Child abuse must be reported, if suspected, by school personnel. The report is to be made to the local Social Service office or sheriff's dept. Immunity from liability is offered to those making such reports in good faith, but the law also holds liable anyone who "willfully and recklessly makes a false report". Failure to report suspected physical or sexual child abuse is a misdemeanor. If the abuse causes death, the report is to be made to the coroner or medical examiner. Under the provisions of the law, it is recommended that any person suspecting child abuse should notify the building principal and/or sheriff's department immediately.

Sect. 13.02 CRISIS MANAGEMENT PLAN

Teachers shall each have a copy of the crisis management plan and are to keep it visible on their desks with the substitute folder. Teachers are responsible to peruse this plan and be familiar with their responsibilities as outlined, so their students and all staff can be kept safe during any crisis event. Teachers should have “ready kits” easily accessible in the event students and staff are to be evacuated. Teachers are requested to have procedures posted as directed.

Refer to the "Deer River High School Crisis Management Plan".

Sect. 13.03 School Closings

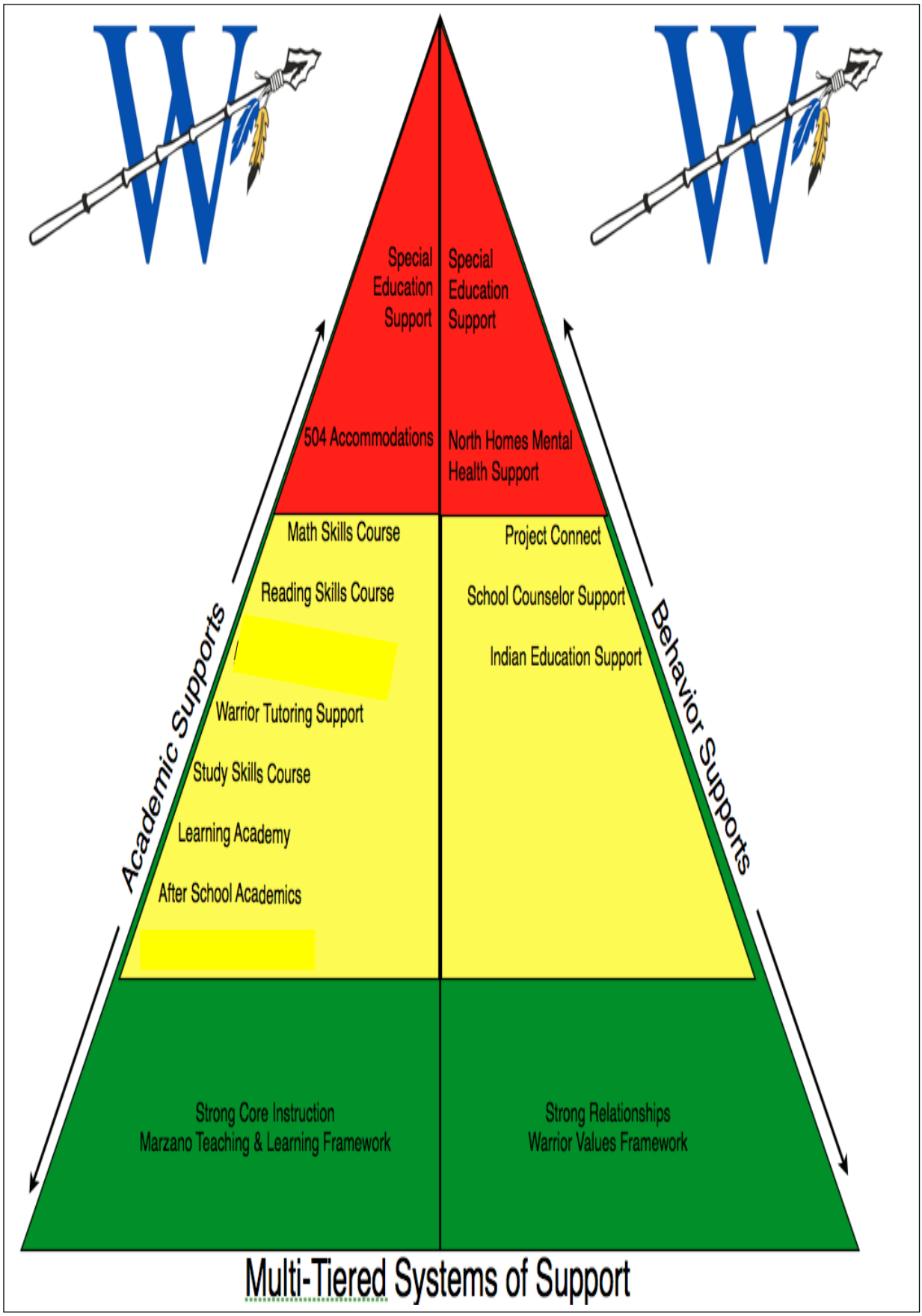
School will not be in session when buses are unable to safely complete their routes due to snow or storms. The announcement of school closing will be broadcasted over radio KOZY-1320 AM, KMFY-96.9 FM, WTBX-93.9 FM, KGPZ 96.1 FM, WNMT 650 AM, KAXE 91.7 FM, WUSZ 99.9 FM, KMFG 102.09 FM, and KQDS 105.5FM and over TV WDIO/WIRT-TV 10/13, Channel 3/11 KDLH, Channel 21 KQDS, Channel 6 KBJR, Channel 4 WCCO, Channel 5 KSTP, and Channel 9 KMSP. School closings will also be posted on the school web site. Should teachers be required to report for duty, the announcement will indicate such.

Sect. 13.04 Casual & Extra Assignment Wages

1. The district is required to deduct Federal and State Income Tax, Social Security, and Teacher Retirement Association/Public Employee Retirement Association from all wages earned by employees.
2. Any wages earned for services rendered that are not a part of your normal salary will have deductions calculated.
3. The School District shall make available a pay stub in the most current format on payday and will upon written request provide a paper stub each payday. Pay stubs will identify extra wages as well as normal wages. Direct deposit is required.
4. Normal and additional deductions will be totaled on your check.
5. Normal and additional net wages will be totaled on your check.
6. Casual and Extra-Curricular wages will be paid when an authorized voucher has been received by the District Office. Payroll dates are the 15$^{th}$ of the month and the end of the month. Casual and Extra-Curricular wages will automatically be included in the regular check. When requested, casual or extra-curricular wages may be added to extra curricular special payrolls.
8. Vouchers for athletic coaching assignments will be validated by the Activities Director.
9. All other vouchers for secondary programs will be validated by the building principal.

Sect. 13.05 Faculty and Staff Visitors

All visitors should check in to the office to receive a guest pass. Visitors should not interrupt the educational process unless directly relating to the lesson. Children of faculty and staff should not be present in classrooms or confidential meetings without prior approval from the building principal.




Multi-Tiered Systems of Support

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# 2024-2025 School Calendar (Student/Staff)

**August 0/3**

| M | T | W | T | F |
|---|---|---|---|---|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

**September 20/20**

| M | T | W | T | F |
|---|---|---|---|---|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | | | | |

**October 21/21**

| M | T | W | T | F |
|---|---|---|---|---|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

**November 17/19**

| M | T | W | T | F |
|---|---|---|---|---|
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

**December 15/15**

| M | T | W | T | F |
|---|---|---|---|---|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

**January 19/21**

| M | T | W | T | F |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

**February 18/19**

| M | T | W | T | F |
|---|---|---|---|---|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

**March 20/21**

| M | T | W | T | F |
|---|---|---|---|---|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

**April 20/20**

| M | T | W | T | F |
|---|---|---|---|---|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

**May 21/21**

| M | T | W | T | F |
|---|---|---|---|---|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

**June 0/1**

| M | T | W | T | F |
|---|---|---|---|---|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |

First / Last Day of School

Holiday / No School

End of Quarter

Teacher Workshop/No School

Conference (Comp) Day/No School

| | Student Days | Teacher Days |
|---|---|---|
| Qtr 1: | 42 | 45 |
| Qtr 2: | 42 | 44 |
| Qtr 3: | 40 | 43 |
| Qtr 4: | 47 | 49 |
| | 171 | 181 |

**Calendar Dates**

August:
- 27th - 29th: Teacher Workshop

September:
- 2nd: Labor Day
- 3rd: First Day of School

October:
- 17th-18th: MEA Weekend

November:
- 1st: End of Quarter 1
- 4th: Teacher Workshop
- 15th: Conference Comp Day
- 28th-29th: Thanksgiving Break

December:
- 23rd-1st: Winter Break

January:
- 16th: End of Semester 1
- 17th: Teacher Workshop
- 20th: Martin Luther King Jr. Day
- 31st: Teacher Workshop

February:
- 14: Conference Comp Day
- 17th: President's Day

March:
- 20th: End of Quarter 3
- 21st: Teacher Workshop

April:
- 18th-21st: Easter Break

May:
- 26th: Memorial Day
- 30th: Last Day of School

June:
- 1st: Graduation 2:00 pm
- 2nd: Teacher Workshop

**Board Meeting Dates for 2024**

*(Board meetings are held on the second Monday of each month at 6:00 pm at the Deer River High School, unless noted)*

- July 8th, 2024
- August 12th, 2024
- September 9th, 2024
- October 21st, 2024
  - *Third Monday*
- November 11th, 2024
- December 9th, 2024
- January 6th, 2025
  - *First Monday - Organizational Meeting*
- February 2025: TBD
- March 2025: TBD
- April 2025: TBD
- May 2025: TBD
- June 2025: TBD

**2024 - 2025 Conference Dates**

King:
- November 12th 3:00-7:00 pm
- November 14th 3:00-7:00 pm
- February 6th 3:00-7:00 pm
- February 11th 3:00-7:00 pm

DRHS:
- October 8th @ Ball Club 4:00-6:00 pm
- October 10th @ DRHS 3:30-7:00 pm
- February 18th @ Inger 4:00-6:00 pm
- February 20th @ DRHS 3:30-7:00 pm

* All conference meeting times, locations, dates, and formats maybe subject to change

August 28th 4:00-6:00 pm

November 4th:

Teacher Workshop Day AMWarrior Dlite Day Mini-Sessions

December 23rd - 1st "Winter Break"

April 18th-21st: Spring Break

# Deer River High School

# Student Handbook

# Deer River High School

ARA ANDERSON
*Principal – Ext. 60260*
aanderson@isd317.org

Emilie Duffney
*Assistant Principal – Ext. TBD*
eduffney@isd317.org

ISD #317
101 1st Avenue
P.O. Box 307
Deer River, MN 56636
(218) 246-8241
(218) 246-8717 - Fax

## Welcome to Deer River High School

Dear Students:

Welcome to the 2024-2025 school year. The staff at DRHS wants you to know we are here to support you in any way possible, so you can be successful and reach your highest academic potential.

This handbook explains most of the policies and procedures that apply to you as you attend DRHS. Please take the time to read it carefully and become familiar with its content. If, at any time, you have any questions or concerns regarding the information in the handbook or other school issues, feel free to contact the high school office, and we will gladly help in answering your questions or concerns.

Deer River High School has a rich tradition of excellence in both academics and co-curricular activities. There are many opportunities available to you that are designed to enhance learning, encourage participation, foster ingenuity, and inspire service. We want you to take advantage of these opportunities during your Junior and High School years.

Have a great school year and remember to challenge yourself to always be your best.

Respectfully,

Ara Anderson
Principal

Emilie Duffney
Assistant Principal

Brent Schimek
Activities Director

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# School Hours

High School Office: 7:30 a.m. – 3:30 p.m.

Telephone Numbers:

| | | | |
|---|---|---|---|
| **High School Office** | **246-8241** | Press #1 | (Must have a touch tone phone) |
| Attendance Line | | Press #2 | |
| Other District Options | | Press #3 | |

## Class Schedule:

**Monday-Tuesday-Thursday-Friday**

**Senior High**

| | |
|---|---|
| Warning Bell | 8:20 |
| Period 1 | 8:25 - 9:16 |
| Period 2 | 9:20 - 10:10 |
| Period 3 | 10:14 - 11:04 |
| Period 4 | 11:09 - 11:59 |
| Lunch | 11:59 - 12:24 |
| Period 5 | 12:28 - 1:18 |
| Period 6 | 1:22 - 2:12 |
| Period 7 | 2:16 - 3:06 |

**Junior High**

| | |
|---|---|
| Warning Bell | 8:20 |
| Period 1 | 8:25 - 9:16 |
| Period 2 | 9:20 - 10:10 |
| Period 3 | 10:14 - 11:04 |
| 7th & 8th Lunch | 11:04 - 11:29 |
| 6th grade Lunch | 11:30 – 11:55 |
| Period 4 | 11:34 - 12:24 |
| Period 5 | 12:28 - 1:18 |
| Period 6 | 1:22 - 2:12 |
| Period 7 | 2:16 - 3:06 |

**Wednesday Schedule**

**Senior High**

| | |
|---|---|
| Warning Bell | 8:20 |
| Period 1 | 8:25 - 9:06 |
| Period 2 | 9:10 - 9:50 |
| Period 3 | 9:54 - 10:34 |
| Advisory | 10:38 - 11:08 |
| Period 4 | 11:12 - 11:52 |
| Lunch | 11:52 - 12:18 |
| Period 5 | 12:22 - 1:02 |
| Period 6 | 1:06 - 1:46 |
| Period 7 | 1:50 - 2:30 |

**Junior High**

| | |
|---|---|
| Warning Bell | 8:20 |
| Period 1 | 8:25 - 9:06 |
| Period 2 | 9:10 - 9:50 |
| Period 3 | 9:54 – 10:34 |
| Advisory | 10:38 – 11:08 |
| 7th & 8th Lunch | 11:08 - 11:34 |
| 6th grade Lunch | 11:24 – 11:50 |
| Period 4 | 11:38 - 12:18 |
| Period 5 | 12:22 - 1:02 |
| Period 6 | 1:06 - 1:46 |
| Period 7 | 1:50 - 2:30 |

~~This handbook is comprised of five parts and the topics within each category are alphabetized.~~
***~~1) General Information~~***
***~~2) Academics~~***
***~~3) Attendance~~***
***~~3) Rules and Discipline; and~~***
***~~4) Health, Safety, and Privacy Policies.~~***

# GENERAL INFORMATION

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at an activity sponsored by the school must be reported immediately to the person in charge, the school nurse, and to the principal. Staff is required to fill out accident report forms but can only do so when informed by the student of the accident. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Announcements - Bulletin

All notices of meetings, athletic events and general information for the day will be printed in the daily bulletin each morning. Pupils presenting notices must have prior approval from the administration. DRHS daily bulletins will be posted on the school website: www.isd317.org and/or sent through electronic communications only.

Arrival and Dismissal

The building is open, and supervision is provided to students from 8:00 AM until 3:35 PM. Students will not be permitted in the building after 3:35 PM on school days or at any time on weekends, unless supervised in person by school staff or coach. Organized groups or clubs must have a supervisory instructor present when activity or work is being done. No student shall be left unsupervised.

*Arriving after an Absence:*

Any student who was absent must, upon return to school, report to the High School office to pick up an absentee slip to admit him/her to class. No student is to be admitted to class without an admit slip following an absence.

*Leaving the Building:*

No student will be permitted to leave the building to go elsewhere unless it is a supervised activity with a teacher for which arrangements have been made with the office or the student has a written permit slip from the office to allow him/her to leave. Students are required to sign out on a sign-out log in the office. Senior high students (grades 9-12) are the only students permitted during lunch to leave school property without permission. Failure to sign out using proper procedures may result in truancy consequences. See "truancy" for more information.

Care of School Property *

Students are responsible for the proper care of their books, computers and tablets, library books, supplies, locks, lockers, and furniture supplied by the school. Parents/Guardians of students who fail to pay fines, fees, or replacement cost for damaged or lost/stolen school property will be notified. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item. Willful damage will also result in suspension and possible criminal charges. Students are responsible for cleaning their locker periodically and at the end of the school year. For more information, see "vandalism".

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; however, individual students may contact the office for support, if needed. Students may be required to pay certain other fees or deposits, including, but not limited to:

1. Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
2. Security deposits for the return of materials, supplies, or equipment.
3. Field trips are considered supplementary to the district's educational program.
4. Admission fees or costs to attend or participate in optional extracurricular activities and programs.
5. Use of musical instruments owned or rented by the school district.
6. Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

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

Electronic Devices – Lost – 75% of the initial cost

New books:

1. Lost - 75% of the initial cost
2. Pages Torn - 25% of the initial cost
3. Broken Binding - 50% of the initial cost

Used books:

1. Lost - 50% of the initial cost
2. Damaged - 25% of the initial cost

Class Schedule

Changes can be made to a student's schedule, provided the changes adhere to appropriate timelines, do not overload a class, do not conflict with the current schedule, and result in a reasonable program of studies in terms of the established curriculum. To avoid schedule changes, students should consider their course options carefully during registration. A final failing (F) grade will be recorded when a student drops a course after the fourth (4th) week of the course without an administration-initiated class change. See "Dropped Course" for more information.

Closing of School ~~– *Direction from new Superintendent*~~

School may be cancelled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will decide about closing school or school buildings as early in the day as possible. School-closing announcements will be on the school website (www.isd317.org), Instant Alert, local news channels, and the District Facebook page.

Clubs and Activities

The student council is the governing body on the student level at DRHS The council meets as is necessary during the school term. The council considers questions coming from students, faculty, and other interested individuals.

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

Deer River High School is a participating member of the Minnesota State High School League (MSHSL). Students participating in activities governed by the MSHSL (which includes music, fine arts, and sports) who violate MSHSL rules are subject to the discipline policies of the MSHSL and Deer River High School. Violations that result in district and MSHSL penalties include hazing; sexual, racial, and religious harassment; violence, and use of drugs, alcohol, or other controlled substances. Penalties for code violations as stated in the High School League/Deer River DRHS Activities Handbook will be enforced. 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 high school office.

The following activities are available at DRHS for grades 7-12.
**Sixth grade participation is permissible.

| Fall | Winter | Spring |
|---|---|---|
| Cross Country Running** | Boys' Basketball | Baseball |
| Football | Girls' Basketball | Golf (Boys' and Girls') ** |
| Volleyball | Cheerleading | Softball |
| | Wrestling | Track (Boys' and Girls') ** |
| | | Trap Shooting |

| Year-long | | |
|---|---|---|
| LINK | Robotics/IIA | Boys & Girls Club** |
| Ogitchidaag Club** | Pep Band | One Act Play |
| Student Council | | |

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. Students that turn 18 will follow all regular rules for students, including required parent signatures unless they opt for age of majority rights. Please discuss this with the building principal for the best option for you and your family.

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.

~~Field Trips/Sports~~ Activities Early Out Eligibility Policy for Grades 6-12:

There are two times throughout the quarter that students' grades will be checked. These two monitoring periods are at mid-quarter and end of the quarter. Each grade check has its own eligibility consequence.

**Students must have an updated permission slip on file in the high school office.**

A. If a student earns one or more failing grades (F) at the mid-quarter check, the student will be ineligible to participate in ~~field trips/sports~~ activities early out as soon as the teacher/coach are notified. To become eligible for the ~~field trip/sports~~ activities early out, the student must present the Principal/AD with a teacher signed grade report proving they are currently passing all their classes three (3) days prior to the event. **Only the Principal or his/her designee may deem a student eligible to attend.**

B. If a student earns one or more failing grades (F) at the end of a quarter 1, 2, 3, or at midterm 4th quarter grading periods, the student will be ineligible to attend ~~field trips/sports~~ activities early out. To become eligible for the ~~field trips/sports~~ activities early out, the student must present the Principal/AD with a teacher signed grade report proving they are currently passing all their classes three (3) days prior to the event. **Only the Principal or his/her designee may deem a student eligible to attend.**

C. Other items to be considered by the principal for eligibility:

1. Attendance Record
2. Discipline Record

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the high school Athletics/Activities Director. 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.

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Only 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(s).

Students that attend Grand Rapids ALC and Cass Lake ALC (full or part-time) may graduate from Deer River High School because the Deer River School District does not have an Area Learning Center, if referred to by school administration. Students that choose on-line schools, students that are home schooled, or students that attend another high school are not eligible to participate in Deer River High School Graduation ceremonies. Students taking courses through MN Infinity online will be allowed to graduate and participate in all school functions.

E-Hall Pass

Students are required to use the e-hall pass system on their iPad when requesting to leave the classroom. Students are required to wait for the teacher and/or staff to approve their e-hall pass in the system. Students are responsible for making sure their iPads are fully charged each school day.

Homework Requests

Parents may request homework to be collected by the high school office when their child has missed three (3) or more days of school by calling the attendance secretary at 218-246-8241 ext. 60201. If students are absent fewer than three days, homework requests should be made directly to teachers via phone or e-mail (check school website). Homework should be picked up in the high school office at the end of the day.

Interviews of Students by Outside Agencies

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

Library and Media Center

The library/media center is open during regular school hours and may stay open for additional hours based upon student and community needs. Students may use the library/media center during the school day and before and after school only when a supervisor is present.

Lockers

Each student is assigned a hall locker and gym locker for storage of books and equipment. Students are required to store their bags/backpacks, blankets, and other belongings in their assigned hall locker during the school day. All gym lockers are required to have a lock. All hall lockers assigned to students with iPads, or a laptop are required to have a lock. Students may buy a lock from the office for $5.00.

It is the student's responsibility to see that lockers are kept locked and in good order and that lock combinations are kept confidential to prevent theft. Students shall not place illegal, harmful, or nuisance objects, material, or substance in lockers. Since lockers are the property of Deer River High School, the student has no expectation of privacy; therefore, lockers may be searched in accordance with statutes and case law. The school is not responsible for any lost or stolen items. Please contact the principal if you have valuables that need to be stored in a secure location. Please note that the sharing of lockers is not permissible. Students may be responsible for all contents of the locker assigned to him or her. See "Searches" for more information.

Lunch

Lunch is to be eaten in designated areas only. Students will be notified of their assigned lunchtime on the first day of school. Students may ~~purchase~~ eat lunch at school or bring a prepared lunch from home.

6th-8th Grade Lunch

6-8 grade students have closed lunch. Junior high students will report to the commons during their scheduled time.

9th-12th Grade Lunch

Only 9-12 grade students will be permitted to leave the school grounds during lunch. Students must be passing all classes and have no discipline referrals to be eligible for Open Lunch. Open food containers are allowed in the commons only. Food purchased at school, in the community, or brought from home must be consumed in the commons only.

Students at Deer River High School (grades 9-12) may be released during their lunch period for the purpose of dining at local establishments and/or conducting personal business in the downtown area. **Students wishing to go downtown during lunch must do so by WALKING – Exiting door #1 and returning by entering door #1. No personal vehicle use is allowed.** This privilege will continue if students conduct themselves in a responsible manner. Failure to comply may result in the loss of Open ~~Noon Hour~~ Lunch privileges. **The purpose for not allowing students to use personnel vehicles is to help ensure student safety.**

Minnesota Free School Meals Program

The Minnesota Free School Meals Program provides state reimbursement to schools that participate in the National School Lunch Program and School Breakfast Program so that students can have one breakfast and one lunch at no cost at school. (MDE website) Junior and Senior High students may purchase a second lunch, second entrée, or ala carte items, providing they have a sign permission slip AND have a positive lunch account balance.

Application for Educational Benefits

It is important for families to complete the Application for Educational Benefits. Applications for Educational Benefits determine how much funding your child's school receives for educational programs and support. Additionally, eligible families can qualify for other benefits on the MDE website, such as:

- WIC Benefits
- Metro Transits' Transit Assistance Program
- FCC Affordable Connectivity Program/Reduced price internet programs
- Some summer camps, athletics programs and/or childcares offer scholarships or discounts. ~~(MDE Website)~~

Make-Up Work

Students or parents are encouraged to request and receive class assignments when a student absence exceeds three school days by calling the High School Attendance Line at 246-3402. All work missed due to an excused absence is to be completed and full credit recorded. Students should be allowed 2 days to complete make-up work for every excused day missed. Please refer to the "Pre-Absence Form" for make-up work expectations due to extended absences.

Medication

Medication schedules for students should be adjusted around school hours so that students will not need to take medications while at school. When it is absolutely necessary for medications to be administered during school hours, the medication must be in its original container, accompanied by a written description from the doctor stating the type, dose, time, and effects of the medication. Prescription medications are not to be carried by the student but will be left with the appropriate school personnel. Exceptions that may be allowed include prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education

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

On the rare occasion that over-the-counter medication (such as Tylenol) must be administered to a student, the permission of a parent or guardian must be obtained. All prescription medications, unless otherwise arranged, must be kept with the school Nurse. Students may possess 1 to 2 doses of over-the-counter medication(s) in their lockers for personal use. At no time is a student to give any type of medication to another student.

Pledge of Allegiance *

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

Report Cards

Report cards will be prepared at the completion of each nine-week instruction period. The report cards will be available online through our Student Information System. Hard copies will be mailed, if requested by parent/guardian at the end of the nine-week grading period.

School Dances

Students currently enrolled at DRHS will be permitted to attend grade appropriate dances if they are in good standing and making progress toward graduation. Severe behavior referrals or patterns of behavior may result in suspension from school dances. Students 21 years of age or older are not permitted to attend school dances. Students may request to take a guest from outside of the school as approved by the school principal. Prom attendees to the Deer River Junior/Senior Prom MUST be in grades 11 or 12. A student in 10th grade may attend if asked by someone in grades 11 or 12. No student in 9th grade or younger will be allowed to be escorted to prom.

School Song

We're loyal to Deer River High
We'll fight on for Deer River High
We'll back them to stand
Against the best in the land
For the Warriors will fight to the end
RAH! RAH!
So, cheer on for Deer River High
Let's root for the blue and the gold
Our team is a great defender
Fight back and we'll predict
A victory for Deer River High!
W-A-R-R-I-O-R-S

Sportsmanship Song

Come on, let's raise our voices
loud and strong
and give a cheer to boost our
team along
Let's urge our teams to fight
with all their might
And win a victory in
sportsmanship tonight
and be it win or lose
we'll never fuss
We'll make our Alma Mater
proud of us
And with a loud and lusty HIP HOORAY
as friendly foes we'll play.

Student Publications

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.

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, and the senior video. Expression in an official school publication or school-sponsored activity is prohibited when the material:

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

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. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained in the district office.

Student Surveys *

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. A complete copy of the school district's "Student Surveys" policy may be obtained in the district office.

Support Services

*504 Program*

Students experiencing academic difficulties who do not qualify for special education services may be eligible for assistance with a 504 Plan. Parents, students, and staff should contact the 504 Coordinator at 246-8241 Ext. 60226 to initiate the process.

*Counselors*

The Deer River High School Counseling Department will assist all Deer River students on their Warrior Paths in maximum growth and development in learning to learn, learning to live, creating their best future, and liberating the greatness within all students.

There will be a variety of activities throughout the year provided to students through the counseling department. Counseling services are available to every student, including assistance with educational and career information and help with social or mental health concerns.

Lael Storlie is our school counselor and can be reached at 218-246-8241 x60226 or emailed at lstorlie@isd317.org.

**In case of mental health crisis or emergency call 911 or First Call for Help at 211 or 218-326-8565.**

*Nurse*

The Nurse's office may be available to students who become ill during the school day. Students are allowed one class period in the Nurse's office. Thereafter, the student should be returned to class or be taken home by parents/guardians or another designated person. Misuse of the Nurse's Office will be cause for the individual to be denied access unless it is an emergency. See "Medications" for more specific information.

*Special Education*

Special service referrals will be forwarded to the Building Behavior and Academic Intervention Team when special services are required. A student may be referred for assessment by the: student, parent, teacher, or administration. A case manager will be assigned to the student and will be directly involved in all discipline conferences for students receiving special services.

*Title IX*

Native American advocates are available to provide student/family assistance, and career and vocational guidance. The staff works as student advocates. They provide information and referral for services from other agencies and participate in the delivery of Special Educational services to students. The Ogitchidaag Club helps to facilitate positive growth experiences through field trips, fund-raising activities, and workshops. Ogitchidaag Club membership is open to all 6-12 grade students. These services are funded through Title IX, Indian Education Act and Minnesota Department of Education. A parent committee assists the staff and district in the development and direction of the Anishinaabe Education Department. The offices are in the west wing of the Deer River High School.

Johnson O'Malley aids Native American students. Students should make requests for Johnson O'Malley services through the Title IX office in the Deer River High School before school, during noon, or after school hours. The Title IX phone number is 246-8241, Ext. 60225

Telephone

Classroom and office telephones are for school business; however, students may use it in cases of emergency, with the teacher's permission. Students will not be called out of class to receive phone messages except in the event of an emergency.

Cell Phones

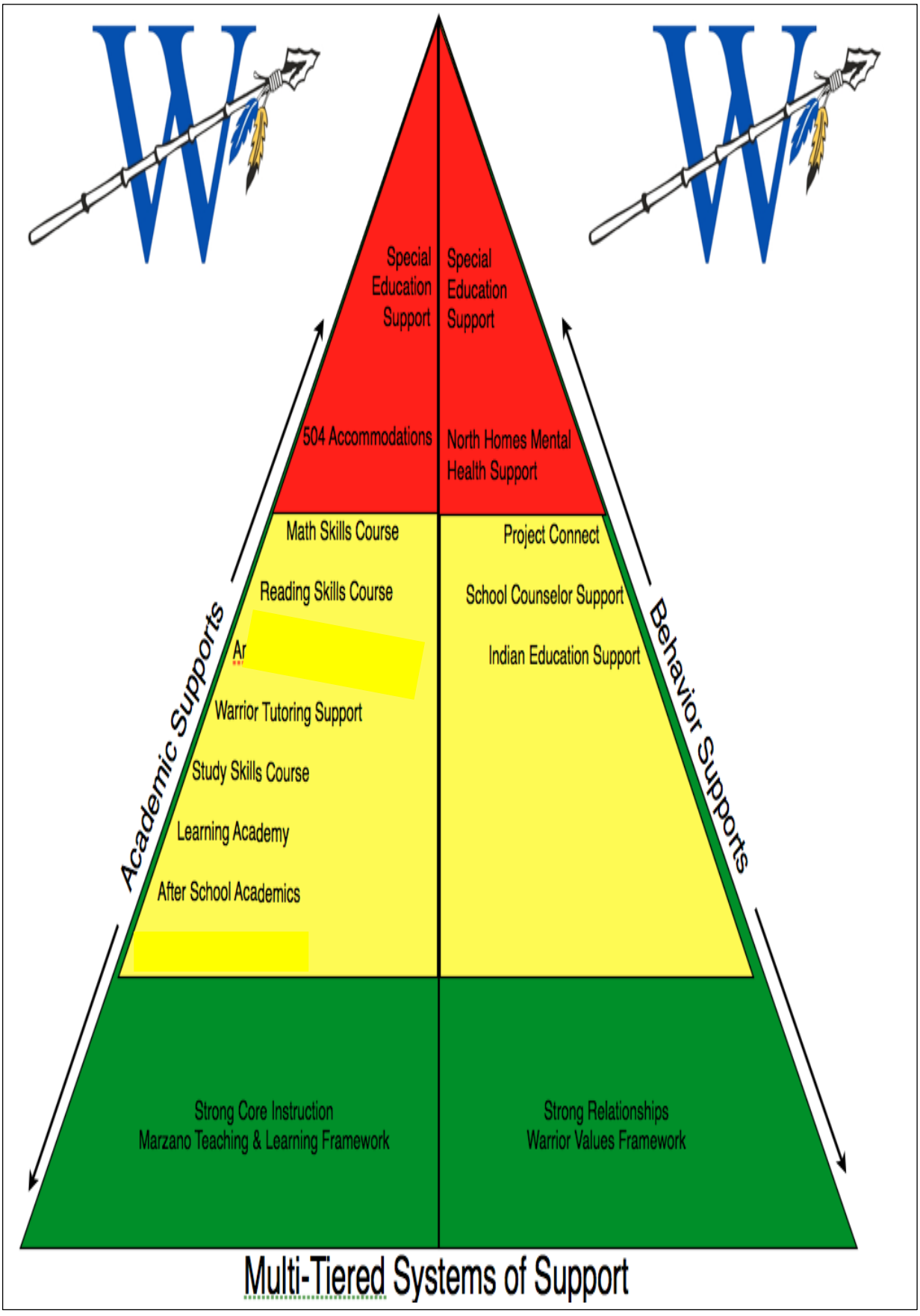
Students in grades 6-8 may bring cell phones to school. Students in grades 6-8 must keep cell phones in their lockers at all times between the hours of 8:00 a.m. and 3:15 p.m.

Students in grades 9-12 may carry their cell phone on them during the school day, but must keep the cell phone on silent in their pocket during all classes. Students in grades 9-12 must leave cell phones in the teacher designated area anytime they are excused from class, e.g. bathroom breaks.

**NOTE: Cell phones are not allowed in bathrooms or locker rooms at anytime.**

****A Student entering the high school office must place their cell phone in the designated container immediately. The cell phone will be returned to the student when his/her business is concluded.****

| **Discipline Cell Phone Violations** | 1st Violation | 2nd Violation | 3rd Violation | 4th Violation |
|---|---|---|---|---|
| Grades 6-12 | • Cell phone will be placed in the high school office for the remainder of the school day.<br>• Students may pick up the cell phone in the office at the end of the day. | • Cell phone will be placed in the high school office for the remainder of the school day.<br>• Student may pick up the cell phone in the office at the end of the day.<br>• Student may receive one (1) ATS lunch. | • Cell phone will be placed in the high school office for the remainder of the school day.<br>• Parent/Guardian must pick up the cell phone between the hours of 7:30 am to 3:30n pm.<br>• Student may receive two (2) ATS lunches. | • Cell phone will be placed in the high school office for the remainder of the school day.<br>• Parent/Guardian must pick up the cell phone between the hours of 7:30 am to 3:30n pm.<br>• Student may not have cell phone at school for the remainder of the school year. |


Special Education Support
Special Education Support
504 Accommodations
North Homes Mental Health Support
Math Skills Course
Reading Skills Course
Ar
Warrior Tutoring Support
Study Skills Course
Learning Academy
After School Academics
Project Connect
School Counselor Support
Indian Education Support
Academic Supports
Behavior Supports
Strong Core Instruction
Marzano Teaching & Learning Framework
Strong Relationships
Warrior Values Framework
Multi-Tiered Systems of Support

Technology

**DEER RIVER SCHOOL DISTRICT TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY**

The electronic technologies available in the Deer River School District are valued resources to our students, staff, and community. Access to technology in the school district has been established for educational purposes. Students' will be using School District resources/accounts to access the Internet. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies. Parents/guardians have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.

Failure to comply with the School District's Bullying Prohibition Policy (#514), the Internet Acceptable Use and Safety Policy (#524) and the Student Use of Cellular Phone, Digital Imaging Devices and Other Personal Electronic Devices Policy (#524.5) will result in consequences as detailed in School District policy.

1. District technology and Internet system use is subject to compliance with school district policies.
2. District issued technology and accounts are provided to students for educational purposes only. They are not to be used for personal purposes that are not related to school.
3. Use of District issued technology and accounts is a privilege, not a right. The School District reserves the right to restrict or eliminate a student's ability to use district-issued technology or accounts if the student fails to use them properly.
4. Use of the school district system is at the user's own risk. The School District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.
5. All users should have no expectation of privacy with respect to their use of district-issued technology and accounts. The school district and its representatives have the right to search the contents of district-issued devices and accounts at any time and for any reason.
6. Parents have the right at any time to investigate or review the contents of their child's files and email files, and the right to request termination of their child's individual account at any time.
7. Students should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minn. Stat. Ch. 13 (The Minnesota Government Data Practices Act).
8. The school district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.
9. The school district utilizes technical means to limit Internet access, but these limits do not provide a foolproof means for enforcing provisions of the district's acceptable use policy.
10. Goods and services purchased over the Internet by a user resulting in unwanted financial obligations are the sole responsibility of the user or the user's guardians.
11. The collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
12. Should the user violate the school district's acceptable use policy, the user's access privileges maybe revoked, disciplinary action up to and including suspension or expulsion may be taken and/or appropriate legal action may be taken.
13. All provisions of this notice and the district's acceptable use policy are subordinate to local, state, and federal laws.
14. Students will be issued an electronic device (examples include but are not limited to iPads and laptop computers). Devices issued to students during the 2024-25 school year may be an iPad Air 2, iPad 6, or MacBook Air laptop. Students will be re-issued the same device every school year until said device is due

for replacement. Device replacement/refresh typically occurs every 3-4 years. CIS and students taking online classes will have the option to choose a MacBook Air laptop or an iPad. The district remains the owner of the device, but the student is responsible for caring for it, much like other district issued equipment like textbooks and athletic equipment.

15. Students will be issued a charger the first time they are provided a device. The school district will no longer be charging a replacement fee for lost or broken chargers or cords, but **this will be the only charger and cord provided by the school district for the life of the student's device.** When a student's device is replaced/refreshed with a new device they will be provided a new charger and cord. This means students will be provided a charger every 3-4 years. If students lose their charger or cord, they may check their device into the Deer River High School Media Center for charging or they may purchase a replacement. iPad chargers can be purchased from the DRHS Media Center or from other retailers (Amazon, Target, Walmart, etc.). MacBook Air chargers must be purchased through the DRHS Media Center. Students are responsible for and expected to have their device charged and available each school day.
16. Students and/or their parents/guardians are responsible for maintaining the device in operating condition. If the device is damaged students and/or their parent/guardians may be responsible for repair and/or replacement charges. Repairs can be made at the discretion of the students and their parent/guardian or may be required by DRHS Staff dependent on the severity of the damage to the device. Devices can be brought to the DRHS Media Center for repair. Some repairs can be done by staff or Tech Crew workers in the DRHS Media Center. Other repairs are completed by a professional vendor. Repairs must be paid in full before a device will be repaired. Devices can also be repaired by third-party device repair establishments with full cost of these repairs being the responsibility of the student and/or their parent/guardian. Student may continue to utilize their device if it is broken but operational (for example, if a screen is cracked). If a device is brought to the DRHS Media Center, the student will be issued a loaner device that must be checked out and checked in to the DRHS Media Center each school day. Students will not be allowed to take a loaner device out of the building without prior approval from the building principal or his/her designee.
17. There will be no device insurance option offered through the school district. Parents/guardians may purchase their own device insurance through a third-party vendor.
18. At the end of each school year, the device will be returned to the district and inventoried by district staff. In the fall of the next school year, the same device will be returned to the same student in the condition in which it was turned in. At the end of the device's life, families have the choice to purchase the device or return the device to the district so the device can be resold. If no device is returned at the end of the device's life, or the device has lost value due to damage, the family will be required to pay an amount equal to the cost of purchasing the used device, typically $75 to $150.
19. Outside of school, parents/guardians bear responsibility for the same guidance of Internet use as they exercise with other information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents/guardians are responsible for monitoring their student's use of the School District systems and of the Internet if the student is accessing School District systems from home or other remote locations.
20. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
    1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
        a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors.
        b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
        c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process.
        d. information or materials that could cause damage or danger of disruption to the educational process.

e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Myspace" and "Facebook".
7. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise, to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer and will not plagiarize works they find on the Internet.
8. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement.

21. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students may be subject to disciplinary action for such conduct including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension and/or expulsion.
22. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials, if necessary, to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.
23. Cyberbullying, as defined by the Safe and Supportive Schools Act (Minn. Stat. 121A.031), is bullying using technology or other electronic communication, including but not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The Safe and Supportive Schools Act states that it applies to bullying activity by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

24. **Deer River High School students are expected to always follow student handbook guidelines regarding bullying and social media, even when an event occurs off school property or after school hours.** Social networking sites, other digital platforms (including cell phones) and distribution mechanisms that facilitate students communicating with other students are considered "social networking" platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important Deer River students be aware of the consequences and exercise appropriate caution. Access to social media is limited on School District systems but students are not restricted from using any on-line social network and/or digital platforms. However, student users must understand that any content they make public via on-line social networks and/or digital platforms is expected to follow acceptable social behaviors and to comply with federal, state, and local laws, as well as the Deer River High School student handbook.

The following guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an on-line environment.

1. 1. Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as a full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted, remember the information becomes property of the website and public record.
2. Be aware that community members, family, potential current and future employers, and college admissions offices often access information you place in on-line social networking sites. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
3. Be careful in responding to unsolicited e-mails asking for account numbers, passwords, or PIN numbers. Reputable businesses do not ask for this information in e-mails.
4. Don't have a false sense of security about your rights to freedom of speech when using social media. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.
5. Remember photos once put on the social network site's server become their property and public record. You may delete the photo from your profile, but it still stays on their server. Internet search engines like "Google" or "Yahoo" may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.
6. Whoever is the "adult" (over 18) responsible for the contracts, computers, phone lines, etc... is liable (civil and criminal) for your actions as a minor as well.

Things students should avoid:

1. Derogatory language or remarks about our students, teammates, school personnel, and our community at-large; as well as, teachers or coaches, student-athletes, administrators, or representatives of other schools.
2. Demeaning statements about or threats to any third party, including support of demeaning statements and threats. Do not respond to these.
3. Distribution and possession of unauthorized videos and photos or statements depicting violence; hazing; sexual harassment and content; vandalism; stalking; underage drinking; selling, possessing, or using controlled substances; or any other inappropriate behaviors.
4. Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
5. Indicating knowledge of any unreported felonies, crimes, thefts or damage to property or unethical behavior.
6. Indicating knowledge of an unreported school or team violation-regardless if the violation was unintentional or intentional.

Video and Audio Recording

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

Visitors

Adult visitors, especially parents, are always welcome. To maintain a safe school environment, during school hours all visitors must enter the building by door #3 and register in the High School Office and secure a visitor pass. Student visitors are not permitted to attend school with enrolled Deer River students. Because our teachers are providing valuable instruction to our students, please be advised that teachers may not be available to meet with visitors during instructional time.

Withdrawal from School

Students between the ages of 17 and 18 who wish to withdraw from school must attend a meeting with their parents and school officials to sign a statement verifying their withdrawal from school.

## ACADEMICS

Awards and Honors

Student academic performance/grades earned at Area Learning Centers or Home Schools will not be calculated for student's class rank, honor roll, or Valedictorian/Salutatorian status.

*Academic Letter*

The purpose of an academic letter is to recognize and reward those students who have demonstrated and maintained academic excellence in the classroom. The academic letter will be based upon consecutive quarter grades and not cumulative grade point average earned at Deer River High School. This will allow students an opportunity to turn things around in the classroom. Grades transferred from other schools will not count towards an academic letter. Academic letters will be announced at the academic awards day held in the spring of each school year.

MN Infinity grades will transfer for an academic letter.

To earn an academic letter, a student must be on the "A" honor roll for four consecutive quarters. Students must carry a minimum of 4 credits at Deer River High School in each semester to letter.

The academic letter should not discourage a student from enrolling in a challenging class.

*Class Rank/Academic Standing*

The Valedictorian and Salutatorian shall:

1. Have the highest marked point average in the graduating class after the completion of the first semester of their senior year. The highest marked point average will be awarded the honor of Valedictorian while the second highest point average will be awarded Salutatorian.

2. The Valedictorian/Salutatorian of the graduating class shall be enrolled as a full-time student of ISD #317 for a minimum of two uninterrupted school years (4 consecutive semesters) during grades 10, 11, and 12.

Note: On-line courses through Infinity and CIS (College in the Schools) are considered DRHS classes.

*Honor Roll*

The Deer River Junior and Senior High School shall compute and distribute an Honor Roll quarterly that recognizes students who have demonstrated exceptional academic achievement.

A Honor Roll 3.66 - 4.5

B Honor Roll 3.000 - 3.65

Non-weighted Grade Numerical Values: (Grades 6-12)

| | | | |
|---|---|---|---|
| A | = 4.000 | C | = 2.000 |
| A- | = 3.667 | C- | = 1.667 |
| B+ | = 3.333 | D+ | = 1.333 |
| B | = 3.000 | D | = 1.000 |
| B- | = 2.667 | D- | = 0.667 |
| C+ | = 2.333 | F | = 0.000 |

Weighted Grade Numerical Values: (Grades 11-12)

| | | | |
|---|---|---|---|
| A | = 4.5 | C | = 2.5 |
| A- | = 4.17 | C- | = 2.17 |
| B+ | = 3.83 | D+ | = 1.83 |
| B | = 3.5 | D | = 1.5 |
| B- | = 3.17 | D- | = 1.17 |
| C+ | = 2.83 | F | = 0 |

**All PSEO and College in the Schools (CIS) courses offered in a traditional classroom or via Tele Presence at Deer River High School will be weighted. No other courses, including online ~~or PSEO~~ courses will be weighted.**

*Honors Graduates*

Special recognition shall be provided to graduates who have demonstrated academic excellence (3.200 GPA - Grades 9 - 12) during their senior high career at commencement exercises.

Grading Policy: Grades 6-12

Grades are indicators of a student's academic achievement and readiness for the next level of learning within an individual curricular area.

*Achievement Minimum*

Students shall earn a minimum of sixty percent (60%) to receive a passing grade. Individual instructors may increase the 60% minimum at their discretion.

*Dropped Course Grade*

A final failing (F) grade will be recorded when a student drops a course after the fourth (4th) week of the course without administrative recommendation.

*Final Course Grades**

Final course grades will be determined by individual instructors based upon quarter/semester grades and final exams. All required course work shall be completed prior to the conclusion of the course or a failing (F) grade may be issued. Students will earn incomplete grades based upon "Incomplete Grading" guidelines.

*Incomplete Grading*

An incomplete (I) grade shall only be recorded as a final course grade if the student has been absent during the most recent marking period due to:

A. An extended illness with doctor care
B. A death in the immediate family
C. An extended absence that received pre-approval from the principal

Teachers may use an incomplete grade during the length of the course at their discretion. Final course incompletes (I) must be made up within fifteen (15) calendar days of the student's ability to return to school. Fourth quarter grades must be made up within 15 calendar days starting the first day after the last day of school.

*Unpaid Fees*

If a student does not pay a fee associated with a course or fails to return a course textbook, the student will be given a grade of F$ and the classroom teacher will make a comment on the report card regarding the reason for the grade. Upon payment of the fee or return of the book, the grade will be reinstated.

Graduation Requirements*

Credits toward graduation are granted on a semester basis. A semester credit is awarded for passing a class with a grade of D- or better for a period of one semester. A total of 47 semester credits are required. Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Deer River High School.

Class of ~~2015~~ 2025 and Beyond

I. English – 8 credits
   a. English 9 (2)
   b. Composition (1)
   c. Speech (1)
   d. Literature (2)
   e. Writing / Grammar (1)
   f. Open English elective (1)

II. Social – 7 credits
   a. US Government (2)
   b. American History (2)
   c. World History (2)
   d. Human Geography (1)

III. Mathematics – ~~8~~ 6 credits
   a. Statistics and Probability (1)
   b. Geometry (2)
   c. Algebra II (2)
   d. Open Math Electives (~~3~~ 1)

IV. Science – 6 credits
   a. Biology (2)
   b. Physical Science (2)
   c. Chemistry or Physics (1)
   d. Open Science elective (1)

V. Physical Education – 2 credits

VI. Health – 1 credit

VII. Computer – 1 credit

VIII. Fine Arts – 2 credits

IX. Money Matters/Economics – 1 credit

X. Elective Credits – ~~11~~ 13 credits

To participate in the graduation ceremony at Deer River High School, a student must satisfy the above credit requirements and meet Minnesota Department of Education assessment criteria.

If you do not or will not have enough credits to graduate within your expected year of graduation, please see the counselor for options that may be available to you. They may include:

Alternative Learning Program (ALP)
Alternative Learning Center (ALC)
Online credit recovery program
TelePresence credit recovery program
Summer School credit recovery program
General Educational Development Exam (GED)

A maximum of nine (9) credits per semester, including credit recovery, is allowed for students, (7 High School credits and 2 other credits outside of the traditional school day). Credits above the (7) may incur students fees for enrollment.

After School Credit Recovery (ASCR) - Grades 7-12

Certified teachers within the disciplines of math, science, social and language arts will staff ASCR. ASCR will be offered two nights per week, Tuesdays and Thursdays, from 3:15 to 5:30 p.m. Students will meet in the Media Center at 3:15 and be escorted to classrooms by an ASCR teacher(s).

Purpose: After School Credit Recovery is designed to help students who have lost credit due to attendance issues or failed a quarter or semester of one or more classes. Students may be assigned to attend ASCR by the Principal or his/her designee.

Credit Deficient Students: Students who become 2 or more credits deficient in their required core classes (Math, Science, English, Social, and Computer Apps) after their sophomore year will be placed in a Learning Community until all credits are obtained AND become ineligible to participate in all activities until all credits are made up. Deviation from this rule can be cleared through the principal or activity office.

In addition, students may be assigned to attend ASCR to complete course work or complete test/quizzes prior to excused absences. For example, students attending a field trip, family vacation or sports event may use the ASCR time to complete assignments or test/quizzes that will be assigned during their absence.

Each student's course work will be provided to the ASCR teacher by the student's classroom teacher not later than 3:30 p.m. the day prior to each ASCR session. ASCR teachers will be provided student rosters weekly by the ASCR coordinator. ASCR teachers will take attendance each session and submit attendance to the ASCR coordinator the following day.

Note: All Deer River students seeking academic support are welcome to attend ASCR. Non-assigned students are not required to attend for the full two hours and may be released at the ASCR teacher's discretion.

Age Waiver for General Educational Development (GED) Testing

Residents of Minnesota between the ages of 16 and 18 may take the GED tests if they qualify for an Age Waiver. You must apply for an age waiver using the form provided by the Minnesota GED Office. An approved Age Waiver must be presented at an Official Testing Center before you will be allowed to test. Age waiver applicants must not be enrolled in high school.

There are six possible ways for an applicant to qualify for an age waiver. An applicant needs to meet ONE of the following six conditions:

1. Applicant has been dropped from the school's attendance rolls for at least one full calendar year. Please note that if you are under the age of 17, this will result in a truancy petition.
2. Applicant's high school class has graduated.
3. A prospective employer indicates on signed/dated letterhead that applicant must successfully complete the GED Battery to qualify for employment.
4. A prospective postsecondary institution or financial aid office indicates on signed/dated letterhead that applicant must successfully complete the GED Battery to qualify for acceptance or to begin the financial aid process.
5. The military indicates on signed/dated letterhead that applicant must successfully complete the GED Battery to qualify for acceptance.
6. An Adult Basic Education (ABE) program or other recognized educational, social service, or correctional agency indicates that successful completion of the GED Test Battery is a part of the applicant's written individual learning plan AND provides signed/dated documentation showing the applicant has taken at least three of the five Official GED Practice Tests with a standard score of at least 500 on each. Official Practice Tests are available from all Minnesota ABE programs.

Parent Right to Know *

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

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived.
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

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

Post Secondary/Concurrent Enrollment Options

Deer River High School strives to provide a rigorous and relevant curriculum that meets the needs of all our students. It is our sincere hope to provide coursework that challenges each student at his/her individual potential and in doing so, provides the best possible pathway to lifelong success. Those students ready to challenge themselves at a higher level are encouraged to concurrently enroll in college level curriculum that allows students to earn dual high school and college credit. Concurrent enrollment is defined as enrollment in one course that provides dual credit attainment at both the high school and college levels. Please keep in mind that regardless of the credits earned at post-secondary institutions, students must meet the minimum outlined graduation requirements at Deer River High School.

Tenth, eleventh, and twelfth grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the school counselor by May 30 for enrollment the following ~~school year~~ fall semester. Students interested in enrolling in a PSEO program spring semester, must inform the school counselor of their intent to enroll by October 30. The application form must be signed by the student and his/her parent or guardian.

As allowed per the Minnesota Department of Education, PSEO and CIS courses will earn credits at the high school level in the following manner: ~~This will begin with students in the graduating class of 2016.~~

| Credits Earned at College | Credits Earned at High School |
|---|---|
| **(4) Credits at College** | (2) Credits at High School |
| (3) Credits at College | (1) Credit at High School |
| **(2) Credits at College** | (1) Credit at High School |
| **(1) Credit at College** | (.5) Credit at High School |

CIS Natural Resources - 1 credit

Note: Credit attainment changed under the November 2011 outline by MDE. However, students already enrolled in post-secondary options prior to 2012 will be grandfathered in under the previous model calculation of 2:1.

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.

Students are assigned a grade level based upon their cohort during their 9th grade year. In order for students to attempt state required graduation exams, students will progress through the grade levels regardless of credit attainment. If students are behind on credits for graduation, they may remain listed as active 12th grade (seniors) for multiple years. It is recommended that

students successfully complete the minimum of 12 credits per academic year to be on track for graduation.

Junior high students not demonstrating grade level competencies will be assigned to skill building class(es) to prepare them for improved academic performance.

Review of Instructional Material

The Board of Education of Independent School District #317, Deer River, Minnesota, is legally responsible for all matters relating to the operation of the schools of District #317.

Though the selection of instructional materials involves recommendations and advice of many people: administrators, teachers, supervisors, students and parents, the responsibility for coordinating the selection of instructional materials is delegated to the professionally trained personnel employed by the school system.

The Board of Education of School District #317 endorses the *School Library Bill of Rights*, American Association of School Librarians, 1969, and *The Students' Right to Read*, National Council of Teachers of English, 1972. It further bases its philosophy on *Standards for School Media Programs*, American Library Association, and National Education Association, 1969.

Materials should be acquired based on favorable reviews in standard selection aids and bibliographic tools of state and nation-wide professional reputation. The present list includes *Booklist, A Basic Book Collection for Junior High School Libraries, A Basic Book Collection for Senior High School Libraries*, all American Library Association publications; Junior *High School Library Catalog, Senior High School Library Catalog*, H. Wilson Co.; School *Library Journal*, R. R. Bowker Co.; Books *for High School Libraries*, National Association of Independent Schools; the State Department of Education's *School Library Materials*, and any of its many bibliographies, along with recognized lists in special subject areas such as *Science Book List*, American Association for the Advancement of Science.

Requests of professional personnel such as teacher, supervisors, and administrators will be given important consideration since professional judgment and experience in work with students must be recognized as valuable. Because it is a relatively new field and a broad scope of review sources are lacking, careful preview and examination of non-print material is particularly desirable to make certain that it is of high quality and meets the needs of the school clientele with whom it is to be used.

Materials already in collection will be constantly evaluated to determine their usefulness in the relevance to an ever-changing collection. Excessively worn or mutilated items will be withdrawn, along with out-of-date or no longer useful materials. Multiple items of outstanding and much in demand media will be acquired as needed.

The present-day social climate may indicate selection standards and will be accepted or rejected by these standards.

*Challenged Materials*

Since the following subjects are sometimes the cause for criticism, the following policies will apply concerning them:

*Religion:* Factual, unbiased material, which represents all major religions, will be included in the collection.

*Ideologies:* Factual, unbiased material on the maturity level of the school clientele will be made available on any ideology or philosophy which is or becomes a topic of current interest.

*Sex and Profanity:* Materials presenting sexual incidents or profanity shall be subjected to a rigorous test of literary merit, educational worth, and social value.

Suspension and Grading

Students that are suspended are expected to have equal access to classwork, homework, and assessments.

Student ~~Academic Assistant~~ Peer Leaders Requirements

Students who assist teachers as a classroom aide or an office aide may receive one-half (.5) credit per semester for their

assistance. Student aides must meet the following criteria:

1. Maintain a current GPA of 2.5 or higher
2. Maintain a credit load making satisfactory progress towards graduation
3. Exhibit leadership behavior
4. Active enrollment as a junior or senior at DRHS

## ATTENDANCE

Attendance Policy

The Deer River School Board believes that regular school attendance is directly related to success in academic work and establishes regular habits of dependability and responsibility important to the future of all students. Classroom experiences are both meaningful and essential components of the learning process and allow each student to realize their full potential. Regular class attendance instills self-discipline, exposes students to group interactions with teachers and fellow students, enables students to hear and participate in class discussions, and involves students in educational experiences not available in other circumstances. Make-up assignments can never fully replace the learning experience students' miss when they are absent from class. This policy recognizes that class attendance is a joint responsibility to be shared by the student, parent, or guardian, HRO, teacher, counselor, and administrators. The responsibilities assigned to each of these groups are outlined below.

*Student Responsibilities*

1. Attend each class and arrive in class on time.
2. If an absence occurs that is not school-related, follow these procedures:
    a. Have your parent/guardian call the attendance office, 218-246-3402, each day you are absent or bring a note signed by the parent or guardian to the attendance office upon return to school. All students must obtain an admit slip from the office prior to returning to classes. The note or phone call should state the date, reason for the absence, and include the phone number where the parent/guardian may be reached.
    b. If a parent/guardian does not call or a signed note is not presented to the attendance office, the absence will remain permanently unexcused unless documentation to exempt the absence is provided.
    c. Make up required activities, classroom assignments, tests, and quizzes within two (2) school days for each day absent unless other arrangements are made with the classroom teacher.
    d. To arrange a pre-approved absence the student must follow these procedures:
        i. Obtain a Pre-Absence form from the attendance office prior to an absence that will be three or more days in length.
        ii. Have the Pre-Absence form signed by each teacher.
        iii. After the Pre-Absence form has been signed by each teacher, return it to the attendance office prior to the absences. Please note the teacher signature only indicates the teacher has been notified of the absence. The Attendance Policy guidelines are applicable.
        iv. It is always the responsibility of the student to contact the teacher when the student knows he/she will be absent for any reason.
        v. Make-up required activities, classroom assignments, tests, and quizzes within two (2) school days for each day absent unless other arrangements are made with individual classroom teachers. It is the student's responsibility (not the teacher's) to see that all work is made up in the agreed upon time.

# Deer River High School

MR. ARA ANDERSON
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MRS. EMILIE DUFFNEY
*Assistant Principal – Ext. NUMBER*
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ISD #317
101 1st Avenue NE
P.O. Box 307
Deer River, MN 56636
(218) 246-8241
(218) 246-8717 - Fax

## Pre-Absence Form

1. **The student must have all teachers sign this form.**
2. **The parent must read and sign.**
3. **The student must sign and return to the office 1 day prior to the absence.**

The staff and administration of Deer River High School encourage the attendance of all students except in cases of illness or family emergency. If a student is absent from school, the educational process is interrupted, and class work cannot always be made up. *When a student misses a class, regardless of the reason, the classroom experience and work can never be made up completely. As a result, the student's performance and grades may be affected, particularly if the absence is for several days. This is particularly true if the absence occurs at the end of the quarter. It is the student's responsibility, not the teacher's responsibility, to ensure that all work is made up within the agreed upon timeline. Please refer to the Attendance Policy in the Deer River High School Student Handbook for details regarding consequences of non-attendance. It is important to note that after a student accumulates eleven (11) excused or unexcused absences in a semester the student and family may be required to attend a meeting with administration, develop an attendance contract and/or be required to submit medical documentation for future absences to be excused.*

Name_____

Date(s) of Absence _____ Reason _____
(month, day, year)

*Signature below indicates that the teacher has been notified in advance of the absence. A teacher may or may not assign make-up work in advance. Make-up work that is not completed by the date assigned by the teacher may result in a zero (0) or partial credit.*

| Hour | Subject | Teacher | Make-up Work | Due Date |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |

I accept responsibility for having my teachers fill out this form and for doing all make-up work resulting from my absence.

Student Signature _____

I have read this form and accept responsibility for withdrawing my child from school for this absence.

Parent/Guardian Signature _____

## ISD 317: ATTENDANCE AWARENESS

ISD 317 is committed to maximizing instructional time. Students present in class are proven to have higher student achievement and dedication to personal growth. We are continuously striving to improve the academic success and social/emotional learning of our students; school attendance and punctuality are foundational pieces of the process. We ask students, parents, and guardians to partner with us in proactively making attendance a priority every day.

| EXEMPT ABSENCES/TARDIES | EXCUSED ABSENCES/TARDIES | UNEXECUSED ABSENCES/TARDIES |
|---|---|---|
| Do not count towards 11<br><br>Documented Medical<br>-Appointments<br>-Illnesses/Injuries<br>-School Nurse Recommendation<br><br>School Related Activities<br>-Participation in activity required to be exempt.<br><br>Supported Community Activities<br>-With principal approval<br><br>Funerals<br>-Immediate Family<br><br>Verified Legal Concerns<br><br>College Visits<br>-Documentation Required<br>-2 Per Year/Seniors<br>-1 Per Year/Juniors<br><br>Religious/Cultural Observance<br><br>Counselor or Administrator Referral<br>-In School Suspension<br>-Out of School Suspension<br>-Discretion of Personnel | Count towards 11 days<br><br>Notification of Absence is Required.<br>Follow these guidelines:<br>Call prior to 10:00 a.m. or provide a note upon return to school at the start of school.<br><br>Include name, date, reason, and contact information<br><br>Admit slip must be obtained prior to attending class.<br><br>Undocumented Medical<br>-Prior notification required<br>-Illness/Injuries<br>-Appointments<br><br>Funerals<br>-Non-Immediate Family<br><br>Non School Related Activities<br><br>Family Leave/Vacations<br>-Pre-Absence form required for 3 or more days | Count towards 11 days<br><br>Not Exempt or Excused<br><br>Absences without Notification<br><br>Absences not following check in or check out procedures.<br>-Sign in/out at office |

If a student is over the 11 allowable absences for a class, they may lose credit for that class thus becoming ineligible for athletics. Students will not be eligible to participate in practices or games until they have earned hours back through After School Credit Recovery or other resources. **A student must follow appeal and class time recovery before they are eligible to continue to participate.**

~~Do tardies count as an absence?~~

~~Yes. Three tardies in one class period are equal to one unexcused absence. All tardies are considered unexcused unless they meet the definition of an exempt absence.~~

When does a tardy become an absence?

Late arrivals after the first ten minutes of each class at the high school. ~~or 9:00 am at the elementary school will be considered an absence.~~

How many absences am I allowed per semester?

Students are allotted (11) non-exempt absences per semester to receive course credit. Truancy parameters as set forth by the county or tribal council may have further consequences.

Is there an appeals process to excuse or exempt absences?

Due to the broadening definition of excusable absences, an appeals process is no longer necessary if documentation and notification procedures have been followed.

Why do I need to notify the office prior to 10:00 am?

The safety of our students is a top priority. It is important to know which students are present in our building in case of an emergency.

Do I need to notify the office if my child will have a change in transportation for one day?

Students cannot ride a different bus without permission from an administrator. Except in rare circumstances, students will not be allowed to ride a different bus. If your child will be picked up by a parent/guardian after school, we encourage you to tell them prior to school. In this instance, you do not need to notify the office if the student is in grades 6-12. ~~but you are asked to call the office if the student is in grades K-5.~~

~~For more information, contact Madi Mattum at (218)246-8241 ext. 60291.~~

**RULES AND DISCIPLINE**

It is the position of the School Board of Independent School District #317 that learning can best take place in an orderly environment and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise responsibility within the school setting. The school board believes in protecting the rights of all students. A consistent, continuous program dealing with the rights of people and a respect for individual differences must permeate the entire educational system. Students need to be taught the seriousness of actions that are degrading or hostile to other individuals and groups. The staff has the responsibility to define and the authority to respond to intolerant behavior, such as racial, sexist, or ethnic slurs, verbal assaults, physical threats or assaults, or any actions considered demeaning to others.

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state law, State Board of Education regulations, and this policy. With due consideration to these obligations, it is the responsibility of the school, administrators, and classroom teachers to make reasonable rules and regulations for governing student behavior and conduct and the board recognizes the uniqueness of each building and intends that there will be individual building and classroom procedures to implement and supplement these district policies.

The school board recognizes its responsibility to meet the educational needs of students who do not respond well to normal school procedures. If a student does not respond to these efforts and consistently exerts a disruptive influence on the educational environment of a school, the needs of the other students and staff must become a major factor in planning alternatives.

Each student will receive a copy of the student handbook upon entering school yearly. Parents/Guardians will be mailed a copy of the student handbook prior to the beginning of each school year upon request. The student handbook can be found on the school website (www.isd317.org).

Each student's discipline file is non-cumulative per year; however, student discipline data is maintained through graduation.

The discipline policy applies during normal school hours, as well as at extra-curricular activities, practices, field trips, and all other school sponsored or sanctioned programs.

Administrative Corrective Measures

Corrective measures used will depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct unacceptable behavior. Corrective measures will normally begin at a minimal level and then proceed to more serious levels depending upon the behavior demonstrated by the student. Regardless of any provision in this policy to the contrary, a student may be subject to a suspension of up to 10 days or expulsion for violation of any provision in the policy. The following types of consequences may be administered, but are not limited to:

1. Conference with teacher, counselor, or principal.
2. ATS or loss of school privileges.
3. Parent/Guardian-student conference with school staff.
4. Student is placed on out-of-school suspension. They are not allowed to attend, practice, or participate in extra-curricular activities when suspended/expelled from school, nor trespass on any rented, owned, or leased school property.
5. Rehabilitation Treatment
6. Law Enforcement or Court Referral
7. Alternative Program or Learning Center
8. Exclusion/Expulsion under the Fair Pupil Dismissal Act: Expulsion shall be defined as an action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond an amount of time equal to one school year from the date a pupil is expelled. Only the school board can expel a student and shall do so in accordance with the provisions of the Pupil Fair Dismissal Act of 1974. Upon notification of a hearing for expulsion, a student will be provided with a copy of the law. Copies of the law are available in each school office and may be examined by interested students.
9. Home Base Instruction
10. Administrative Discretion

    When a student has demonstrated unacceptable behavior in more than one category, the administrator may combine or escalate measures to better address the total needs of the student and the school. When approved disciplinary actions by an administrator are not followed according to this policy, the administrator shall include a written statement that specifies the circumstances and rationale for the decision to alter the plan and what the revised plan is. The statement will be included in the student discipline file and a notice provided to the Superintendent.

Alternative to Suspension (ATS) Behavior Intervention

The goal of the Alternative to Suspension program is implementing a preventative discipline system for the Deer River High School. Students whose behavior would result in consequences according to the DRHS Student Handbook may be assigned to serve their consequence time in the Alternative to Suspension program. When assigned to the Alternative to Suspension program, students will complete academic work provided by their classroom teachers. Students will also participate in restorative practices work including but not limited to circles and conferences to repair harm. Students will also work specifically on lessons designed to address the specific behavior that resulted in assignment to the Alternative to Suspension program. Upon completion of the behavior work, students will meet with their building principals to present their findings and plans for change. Students must successfully complete all assigned work before they are able to return to their designated class schedule. In certain circumstances, a student may be assigned to the FOCUS program by the principal or assistant principals after the completion of time in the ATS program.

**All referrals are subject to administrative discretion.**

Appeal Process

A student, parent, or teacher who feels that this policy has not been applied in a fair and consistent manner may appeal their concerns to the Principal, Superintendent or School Board.

**Deer River High School Discipline Policy**

Academic Integrity

Integrity is essential to excellence both in education and life. Assessments and other schoolwork are measures of a student's academic performance. Honesty is required to ensure an accurate measurement of a student's academic knowledge. Each assessment must be evaluated on what the student knows or can do in order for the student and his/her family to have a clear and accurate accounting of the student's mastery of academic material. When a student chooses to violate the academic integrity policy, it is a behavior infraction. As a result, the teacher will need to find an alternative way to assess the student's knowledge. It is at this point that all parties—parents/guardians, teachers, administrators, and the student—work to identify the root cause of the behavior and to help the student learn from the experience in a caring, consistent, and instructive way. Academic Integrity violations are cumulative throughout a student's academic career.

Cheating: Using dishonest methods to gain an advantage
Collusion: A secret agreement or cooperation especially for an illegal or deceitful purpose
Plagiarism: To steal or purloin and pass off as one's own words, ideas, artistic production, or another; to use, without credit, the ideas, expressions, or productions of another

*Classifications of Academic Dishonesty*

As a guiding principle, academic dishonesty includes, but is not limited to, cheating on school's assessments (formative or summative), plagiarism or collusion. Additional classifications may be added at any point.

1. Copying homework or allowing someone to copy your homework.
2. Letting your project partner do all the work and just putting your name on the final project.
3. Sharing test questions and/or answers concerning what is on a test with other students either verbally or electronically (i.e. text messages, earphones, calculators with memory systems, applications and websites, PDAs, Bluetooth technology, etc.)
4. Looking on another's test/quiz or allowing another to copy a test/quiz.
5. Submitting other's work as your own with or without the other person's knowledge. (i.e. plagiarism.)
6. Working with others on an assignment that is designed to be completed individually.

NOTE: Standardized testing protocols are comprehensive in nature and may differ from standard school protocols. (i.e., escorts to restrooms, lunch within the testing room, etc.)

| **Discipline Action for Academic Dishonesty** | 1st Violation | 2nd Violation | 3rd + Violations |
|---|---|---|---|
| Grades 6-12 | • Administrator/Teacher conference with student,<br>• discipline referral (cumulative<br>• parent contact, assessment, or<br>• alternate assessment (teacher discretion) given within 4 school days.<br>• Administrator and teacher will decide credit to be earned. | • Administrator/Teacher conference with student,<br>• discipline referral (cumulative),<br>• parent contact<br>• assessment, or alternate assessment (teacher discretion) given within 4 school days.<br>• Administrator and teacher will decide credit to be earned.<br>• Additional consequence will be assigned at the Administrators discretion to include but not limited to; ATS, suspension, status in student/athletic organizations, loss of privileges, behavior contract. | • Administrator/Teacher conference with student,<br>• Discipline referral (cumulative),<br>• parent contact,<br>• assessment, or alternate assessment (teacher discretion) given within 4 school days.<br>• Administrator and teacher will decide credit to be earned. Additional consequence will be assigned at the Administrators discretion to include but not limited to; suspension, status in ATS, student/athletic organizations, loss of privileges, behavior contract. |

Assault

**Any student who encourages or promotes a physical or verbal confrontation, or any student who records, texts, e-mails, or posts video or audio of an altercation to the Internet may receive disciplinary action, which may include out of school suspension.**

*Physical Assault*

Physical assault is an act that intentionally inflicts, or attempts to inflict, bodily harm upon another.

Physical assault by students against staff members or students is considered to be foreign to a sound educational atmosphere and the principal or staff member must take immediate action to halt such behavior. In reacting to incidents of assault, staff members will use reasonable physical force to prevent or minimize injury to students or staff. All assaults will be reported to the Deer River Police Dept. for investigation and the possible filing of assault and/or disorderly conduct charges.

| **Disciplinary Actions for Physical Assault: Student Assaults** | 1st Violation | 2nd Violation | 3rd + Violation |
|---|---|---|---|
| Grades 6-12 | • Student is suspended for three (3) consecutive days OSS.<br>• Disorderly conduct charges may be filed by the school district. | • Student is suspended for five (5) consecutive days.<br>• Parent conference required.<br>• Disorderly conduct charges may be filed by the school district | • Student is suspended for five (5) consecutive school days.<br>• Parent conference is required.<br>• Disorderly conduct charges may be filed by the School District.<br>• Students are subject to expulsion according to the Fair Pupil Dismissal Act of 1974. |

| **Disciplinary Actions for Physical Assault: Recording Physical Assault on but limited to: Phones, iPad, or other devices** | 1st Violation | 2nd Violation | 3rd + Violation |
|---|---|---|---|
| Grades 6-12 | • Student is suspended for three (3) consecutive days OSS.<br>• Disorderly conduct charges may be filed by the school district. | • Student is suspended for five (5) consecutive days.<br>• Parent conference required.<br>• Disorderly conduct charges may be filed by the school district | • Student is suspended for five (5) consecutive school days.<br>• Parent conference is required.<br>• Disorderly conduct charges may be filed by the School District.<br>• Students are subject to expulsion according to the Fair Pupil Dismissal Act of 1974. |

| **Disciplinary Actions for Physical Assault: Staff Assaults** | 1st Violation | 2nd Violation | 3rd + Violation |
|---|---|---|---|
| Grades 6-12 | • Students who threaten or assault staff members are subject to expulsion according to the Fair Pupil Dismissal Act of 1974.<br>• Employee will report any assault to proper authorities.<br>• Criminal Charges will be filed. | | |

*Verbal Assault*

Abusive, threatening, profane, or obscene language or gestures by a student towards a staff member or other student.

| **Verbal Assault Towards Students** | 1st Violation | 2nd Violation | 3rd + Violation |
|---|---|---|---|
| Grades 6-12 | • Administration discretion as needed | • ATS: Administration discretion<br>• Parent conference | • Suspension: Administration discretion.<br>• Parent Conference |

| **Verbal Assault Towards Staff including bus drivers** | 1st Violation | 2nd Violation | 3rd + Violation |
|---|---|---|---|
| Grades 6-12 | • Student is suspended for ~~five~~ three (~~5~~ 3) consecutive school days OSS.<br>• Parent conference required. | • Student is suspended for five (5) consecutive days.<br>• Parent conference required.<br>• Disorderly conduct charges may be filed by the school district | • Student is suspended for five (5) consecutive school days.<br>• Parent conference is required.<br>• Disorderly conduct charges may be filed by the School District.<br>• Students are subject to expulsion according to the Fair Pupil Dismissal Act of 1974. |

Assault, Restraint, and Corporal Punishment

Staff is forbidden from using physical force on students or administering corporal punishment except as follows: Staff may use reasonable physical force for the purpose of restraining students to prevent or minimize damage to property or injury to persons.

Bullying: Students and Personnel

A. **PURPOSE**

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

**B. GENERAL STATEMENT OF POLICY**

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises,

on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy ~~(See MSBA/MASA Model Policy 506~~). The school district may consider the following factors:

1. The developmental ages and maturity levels of the parties involved.
2. The levels of harm, surrounding circumstances, and nature of the behavior.
3. Past incidences or past or continuing patterns of behavior.
4. The relationship between the parties involved.
5. The context in which the alleged incidents occurred.

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

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

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

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

## I. DEFINITIONS

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

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

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

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

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or

forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

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

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

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property.
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

## I. REPORTING PROCEDURE

**A.** Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

**B.** The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

**C.** The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

**D.** A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

**E.** Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

**F.** Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

**G.** The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## V. SCHOOL DISTRICT ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall consider the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy ~~(See MSBA/MASA Model Policy 506)~~ and other applicable school district policies, and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

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

## VI. RETALIATION OR REPRISAL

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

## VII. TRAINING AND EDUCATION

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

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
    1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
    2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
    3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
    4. The incidence and nature of cyber bullying; and
    5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

    The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

    The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:
    1. Engage all students in creating a safe and supportive school;
    2. Partner with parents and other community members to develop and implement prevention and intervention programs;

3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

## VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy ~~(See MSBA/MASA Model Policy 506)~~ distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school districts or a school's website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## XI. POLICY REVIEW

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

*Legal References:*

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

*Cross References:*
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Notice

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

| **Discipline Actions for Bullying** | 1st Violation | 2nd Violation | 3rd Violation | 4th Violation |
|---|---|---|---|---|
| Grades 6-12 | • Conference<br>• Counseling/educational worksheet.<br>• ATS: Administration discretion.<br>• Parent conference | • Three (3) day suspension<br>• Parent conference. | • Five (5) day suspension<br>• Parent conference. | • Expulsion |

Bus Expectations

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

*Rules*

1. Students may have one designated bus stop per year (home, daycare, etc.). This stop will remain the same for the entire school year. Students will not be allowed to switch locations for bus drop off. In extreme circumstances, arrangements may be made with the building principal.
2. Get to the bus stop five minutes before your scheduled pick-up time. The school bus driver will not wait for late students.
3. Always sit in the correct seats and remain in seat when bus is in motion.
4. Keep feet on floor, aisle clear, and do not throw objects.
5. Keep inside the windows and do not stick arms or head outside.
6. Talk quietly and do not use profanity or offensive language.

7. Help keep harmful objects off the bus (weapons, controlled substances, pets, etc.).
8. Care about bus property and pay for vandalism, and unusual damage to the bus.
9. Listen to and obey directions given by the bus driver.
10. Stay away from the street, road, or highway when waiting for the bus and wait for it to come to a complete stop before approaching.
11. 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.
12. Other rules the bus driver feels are necessary based on local policies and procedures.

For violation of one or more of these rules, a pupil will be reported to the principal, who, for the good of other passengers, can bar him or her temporarily or permanently from riding the bus. The principal should receive feedback from the parent or guardian and the bus driver to decide on a consequence, but it is the responsibility of the principal to assign the consequence.

| **Consequences for Bus Violations** | 1st Violation | 2nd Violation | 3rd + Violation |
|---|---|---|---|
| Grades 6-12 | • Bus violations will be consistent with the nature of the violation as outlined in this handbook. | • Multiple violations may result in the loss of bus privileges for a certain amount of time: Administration discretion | • May result in the permanent removal from riding the bus. |

Controlled Substances: Alcohol, Drugs, and Drug Paraphernalia

Deer River High School is a tobacco, alcohol, and drug free school. Use or possession of tobacco, alcohol, or drug related products are forbidden in school buildings, school vehicles and on school grounds. The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

*Alcohol:*

Students are prohibited from using, possessing, or being under the influence of alcoholic beverages at school, (including look-a-like products such as non-alcoholic beer, wine, etc.) on school grounds, or at school-sponsored activities.

*Drugs and Drug Paraphernalia:*

Students are prohibited from using, possessing, distributing or being under the influence of illegal drugs or narcotics at school, school-sponsored activities, or on school grounds. Students are prohibited from possessing drug paraphernalia at school, on school grounds, or at school sponsored activities.

*Chemicals: Tobacco, Vapes, Alcohol, etc.*

Chemicals shall be defined as all tobacco products (pipes, cigarettes, all forms of electronic cigarettes including vaporizers and any accompanying cartridges, and liquid nicotine, cigars, cigarette papers, chewing tobacco), alcoholic beverages, and other intoxicating liquor, any narcotic, hallucinogenic, amphetamine, barbiturate, marijuana, inhalants, synthetics, or other controlled substance, as defined by state and federal law. Abuse of a prescription drug without a physician's prescription, over-the-counter (OTC) drugs, possession of drug paraphernalia constitutes violations of this policy. Any device used for vaping is considered drug paraphernalia.

When chemical paraphernalia use or possession is identified, the School District shall intervene. Intervening is directed at addressing chemical use problems in a way designed to correct and best facilitate resolution of the problem.

Procedure:

A school district employee who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a

controlled substance or paraphernalia while on the school district premises or involved in school district-related activities shall immediately notify the school office. The following guidelines refer to cases involving the use and/or possession of mood-altering chemicals on the school district premises or involved in school district-related activities, which therefore require disciplinary action.

When a student is in possession of a mood-altering chemical, the following steps are to be followed:

1. Search student's locker and person.
2. Contact parent/guardian and request they come to the school to meet with law enforcement. If parent/guardian is unavailable, the school will attempt to contact the person identified as the emergency contact person, unless the parent has informed the school not to before law enforcement makes a determination about appropriate response.
3. Contact law enforcement for possible legal action and removal.
4. Students in possession of alcohol or other drugs in an amount indicating intention to sell or give away to others shall be subject to expulsion under the Minnesota Pupil Fair Dismissal Act of 1974.

When student shows evidence of consumption, the following steps are to be followed:

1. Search student's locker.
2. Contact parent/guardian and request they come to school. If the student has a car at school, under no circumstances should he/she be allowed to drive. If parent/guardian is unavailable, the school will attempt to contact the person identified as the emergency contact person, unless the parent has informed the school not to before law enforcement will make a determination about appropriate response.
3. Contact law enforcement for possible legal action and removal.
4. Involve health service staff to check medical records for prescription or other medical situations.
5. In cases of disputed use, a urinalysis or drug wipe will be required. Failure to comply will indicate violation.

When a student is determined to be intoxicated or under the influence of other drugs and judged to be a danger to self or others, the following steps are to be followed:

1. Search student's locker.
2. Contact parent/guardian and inform them of law enforcement response.
3. Contact law enforcement for possible legal action and removal.
4. Involve health service staff to check medical records for prescription or other medical situations.
5. A medical emergency involving chemical use should be handled as any crisis case. (See "Crisis Intervention")
6. In cases of disputed use, a urinalysis or drug wipe will be required. Failure to comply will indicate violation.

| **Disciplinary Action for Controlled Substances** | 1st Violation | 2nd Violation | 3rd + Violation |
|---|---|---|---|
| Grades 6-12<br>*Violation of the mood-altering chemicals policy is cumulative for K-12* | • Five (5) day suspension<br>• ~~Certification of completion of e-Checkup TO GO to DRHS Counseling Dept.~~ | • Ten (10) day suspension<br>• Certification of completion of ~~e-Checkup TO GO to DRHS Counseling Dept. or a~~ documented professional chemical use assessment prior to readmission to school<br>*Please note you may be required to provide documentation of the recommendations and progress toward the assessment recommendations.* | • The student will be suspended pending further disciplinary action for repeated disregard of school rules, state laws, being a danger to self or others, and/or for being disruptive to the school environment.<br>• Possible action includes indicated treatment, homebound instruction, or expulsion for the balance of the school year under the MN Pupil Fair Dismissal Act of 1974 |

Dress and Appearance

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

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

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).
- Students may wear scarves, hats, caps, and sweat bands without any questionable or derogatory images and statements. Wearing the previously mentioned items is a privilege and may be revoked due to behavior and/or attendance. Individual teachers have the right and support of administration, if they choose, not to allow hats to be worn in their classrooms.
- Students are allowed to wear overcoats when school is in session. Jackets are subject to search at any time when administration has reasonable suspicion to do so. At any time, administration conducts a search of the building, including but not limited to K-9 searched, all overcoats will be placed in the hallway. During this time, any/all overcoats will be subject to search.

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

- "Short shorts," skimpy tank tops, tops that expose the midriff, pants/shorts that sag below the waistline or reveal underwear, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- 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, evidence of 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 school district policy.

- Any apparel or footwear that would damage school property.
- Hoodies are not allowed to be worn up at any time during school hours.
- Sunglasses, bare feet, and/or slippers without soles should not be worn.
- Blankets are not allowed during school hours and must be stored in assigned locker.
- Bags/backpacks are not allowed during school hours and must be stored in assigned hallway locker during the school day.

Lockers are subject to search at any time when school administration has reasonable suspicion to do so. At any time, administration conducts a search of the building, including but not limited to K9 searches, any/all lockers will subject to the search.

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

| **Violations of Dress and Appearance** | 1st Violation | 2nd Violation | 3rd + Violation |
|---|---|---|---|
| Grades 6-12 | • Students will be asked to change.<br>• Parent contact<br>• Students will be asked to put backpack in locker.<br>• In instances with head coverings and/or other distracting or prohibited items, the item may be confiscated and returned to the student at the end of the day. | • Student asked to change.<br>• One day ATS<br>• Parent contact<br>• In instances with head coverings and/or other distracting or prohibited items, the item may be confiscated and returned to the parent at the end of the day. | • Two (2) day suspension<br>• Parent conference<br>• In instances with head coverings and/or other distracting or prohibited items, the item may be confiscated and returned to the parent at the end of the week. |

Electronic Devices

*Social Media*

One of the biggest lessons social network users can learn is that anything you post online enters the public record. You never know who may be looking and when. Students, Parents, and Guardians - let it be known that any student in violation of said conduct is subject to consequences to be determined by the Administration. The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters.

The use of computers and accessing information through the Internet is fundamental in today's educational process. This use is a privilege, not a right. All students will be required to use computers and the Internet for educational purposes unless parents, in writing, have denied their child's access and requested alternative activities. Students will follow all rules regarding technology use as dictated by school board policy and the Acceptable Use Policy administered by Deer River High School. *Students sign a form stating that they have read and understand the policy.*

Students are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device

may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

Personal music devices and headphones may be used on the bus, during lunch, between classes and before and after school, excluding study areas, but the DRHS staff and administration are not responsible for lost or stolen items. Please consider leaving these devices at home. Students in grades 6-12 may have cell phones and are expected to use them responsibly. Teachers will manage cell phone use in their own classrooms. Staff at Deer River High School believes that cell phones and other electronic devices can be useful learning tools and students should be taught to use them correctly. **Cell phones and cameras are not allowed in the gym locker rooms and/or bathrooms.** Students are responsible for information and/or images on their personal cell phones and the student handbook governs that information. Cell phones can be searched for information when there is reasonable cause of a handbook violation. Students are not allowed to take pictures of their peers without the permission of their peers.

The school district's "Internet Acceptable Use" policy is available on the school website, or a copy may be obtained at the high school office.

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

| **Disciplinary Actions for Personal Technology Device Violations** | 1st Violation | 2nd Violation | 3rd Violation | 4th Violation |
|---|---|---|---|---|
| Grades 6-12 | • Confiscation of device.<br>• Device can be picked up by the student at the close of the day. | • Confiscation of device.<br>• Device can be picked up by the parent at the close of the day. | • Confiscation of device.<br>• Device can be picked up by the parent at the close of the week. | • Confiscation of device.<br>• Device can be picked up by the parent at the close of the week.<br>• Suspension of use of the personal technology device for a period of ten (10) days per violation. |

Disciplinary Actions for School Technology Device Violations:
All violations occurring with school owned technology devices will result in consequences aligned with the violation.

Examples:
If a student is bullying another student with social media during school hours, the consequence will be aligned to bullying.

If a student deletes profiles, adds inappropriate images, or alters the device in another manner, the consequence may be aligned to vandalism. Please note that if a student accidentally alters a device, it is their responsibility to notify the media center immediately to avoid consequences.

Note: Because all classroom assignments will be required during periods of suspended use, parents are responsible to provide computer/internet access for their child(ren) during that time.

School owned electronic devices may result in suspension of Internet privileges if used inappropriately at school. The school will

not disable the Internet solely due to parent request.

At no time may students use staff members district provided electronic devices.

Food or Beverage in Class

Students will not bring food and beverage to class as this is considered a classroom disruption. Depending upon the severity of the disruption, this may be considered a nuisance article.

Gang Behavior

Students are not permitted to wear clothing that indicates gang membership, affiliation, or presence as determined by the school principal. Gang symbols, writing, vocabulary, signing tattoos, flagging, etc. are not permitted on school or personal (notebooks, etc.) property or at school activities. Violators are subject to disciplinary actions. Additional restrictions for safety and climate reasons may be imposed on Profiled Gang Members as determined by the School Administration. (Refer to School Board Policy 504, Section II, C, 4)

| **Disciplinary Action for Gang Behavior** | 1st Violation | 2nd Violation | 3rd Violation | 4th Violation |
|---|---|---|---|---|
| Grades 6-12 | • Warning<br>• Notice to parents.<br>• Notification to law enforcement. | • Three (3) day suspension.<br>• Parent conference.<br>• Notification to law enforcement. | • Five (5) day suspension.<br>• Parent conference.<br>• Notification to law enforcement. | • Referral to an Alternative Program.<br>• Notification to law enforcement. |

Parents will be notified if their child is officially profiled as a gang member by the County Gang Task Force. Law enforcement may be notified during any suspected gang affiliated violation.

Harassment or Violence: Sexual, Religious, And Racial

It is the policy of Independent School District #317 (the "School District") 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.

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

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

The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial, or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy. Violations should be reported to the District Human Service Officers for investigation.

Definitions:

Sexual Harassment

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

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonable interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

1. Unwelcome verbal harassment or abuse.
2. Unwelcome pressure for sexual activity.
3. Unwelcome, sexually motivated, or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property.
4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status.
5. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promised of preferential treatment with regard to an individual's employment or educational status.
6. Unwelcome behavior or words directed at an individual because of gender.
7. Public Displays of Affection that disrupt the educational setting, this includes kissing, leaning on each other, extended hugs, etc. Any over-display of affection in public is harassment and will be addressed following the district's sexual harassment policy. Holding hands is an acceptable practice. Kissing, leaning on each other, etc. is not allowed.

Sexual Violence Definition:

Sexual violence is a physical act of aggression or force or the threat thereof, which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast, as well the clothing covering these areas. Sexual violence may include, but is not limited to:

1. Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or of the opposite sex;
2. Coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
3. Coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
4. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

Racial Harassment Definition:

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. Otherwise adversely affects an individual's employment or academic opportunities.

Racial Violence Definition:

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

Religious Harassment Definition:

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

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. Otherwise adversely affects an individual's employment or academic opportunities.

Religious Violence Definition:

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

| **Disciplinary Action for Sexual, Religious, Racial Harassment or Violence** | 1st Violation | 2nd Violation | 3rd Violation |
|---|---|---|---|
| Grades 6-12 | • Five (5) day suspension.<br>• Parent conference. | • Ten (10) day suspension.<br>• Parent conference. | • Referral to an alternative or treatment program. |

Hazing

Any act, on or off school property, against a student or coercing a student into committing an act in order for a student to be initiated into or affiliated with a student/school organization is strictly forbidden. Any student who believes s/he has been subjected to hazing should submit either a verbal or written report to a teacher, school counselor, principal, or other responsible adult.

| **Disciplinary Action for Hazing** | 1st Violation | 2nd Violation | 3rd Violation |
|---|---|---|---|
| Grades 6-12 | • Five (5) day suspension.<br>• Parent conference. | • Expulsion according to the Fair Pupil Dismissal Act. | |

Insubordination

Failure to identify oneself or refusal to follow directions of a school employee is unacceptable behavior. Refusal to allow a search when administration has probable cause to believe a school rule, or the law is being violated will be treated as an admission of guilt and the corresponding consequence for the violation will be applied.

| **Disciplinary Action for Insubordination** | 1st Violation | 2nd Violation | 3rd Violation |
|---|---|---|---|
| Grades 6-12 | • One to three (1-3) days ATS. Administration discretion.<br>• Parent conference. | • Three to five (3-5) days suspension. Administration discretion.<br>• Parent conference. | • Referral to an alternative or treatment program. |

Notice of Violent Behavior by Students [*]

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

Nuisance Articles

Bringing articles to school that interfere in some manner with school procedure is unacceptable and disruptive. Examples of such items are water pistols, balloons, firecrackers, lasers, games, and beepers. Perfumed body sprays are only permitted in gym locker rooms and are not allowed in school lockers since body sprays can cause asthma attacks.

| **Disciplinary Action for Nuisance Articles** | 1st Violation | 2nd Violation | 3rd Violation | 4th + Violations |
|---|---|---|---|---|
| Grades 6-12 | • Confiscation of article. | • Confiscation of article.<br>• One (1) day ATS. | • Confiscation of article.<br>• Two (2) days ATS. | • Confiscation of article.<br>• One (1) day suspension OSS. |

In all instances, the article will be returned to a parent, but not students, when requested. No articles of a dangerous manner will be returned to parent or student. Deer River School staff, Deer River administration and the Deer River School Board are not responsible for lost or damaged electronic devises confiscated due to nuisance article violations.

Positive Behaviors Interventions and Supports (PBIS)

PBIS is a K-12 behavior plan that is proactive in nature. PBIS allows high school staff the opportunity to teach positive behaviors through the use of a behavior matrix. Students and staff are rewarded for getting caught being good through recognition and prizes. PBIS also allows the PBIS team to monitor positive and negative behavior data to adjust supervision, etc., to create and maintain a safe, positive, and productive environment conducive to student achievement.

Safety Rules

All school safety rules in vocational, special, and general education classes are strictly enforced for the benefit of all individuals. Failure to observe safety rules will cause an individual to be denied participation in a given course or school activity until there is resolution with the instructor. If a student requires removal from a course, "dropped course" guidelines will be applicable.

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.

*Vehicles on Campus*

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

Skateboards are not allowed to be used on school campus. Students may carry one to ~~his/her~~ their locker.

*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.

*Lockers and Personal Possessions Within a Locker **

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its

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

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

*Desks*

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

*Personal Possessions and Student's Person*

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

Student Vehicles

The school district allows limited use and parking of motor vehicles by students. ~~Remember that~~ Parking a motor vehicle on school property during the school day is a privilege and unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

Terroristic Threats:

Dangerous Threats:

Threats to normal school operations or school activities, such as reporting of dangerous or hazardous situations that do not exist, (ex. Bomb Threats) are against school rules and state statute.

| **Disciplinary Action for Terroristic** | 1st Violation | 2nd Violation | 3rd Violation |
|---|---|---|---|
| Grades 6-12 | • Five (5) day suspension.<br>• Parent/Staff/Administration conference.<br>• Notify law enforcement. | • Ten (10) day suspension.<br>• Parent/Staff/Administration conference.<br>• Notify law enforcement. | • Expulsion according to the Fair Pupil Dismissal Act. |

Theft:

Theft is the act of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of movable property of another without consent and with intent to deprive the owner permanently of the property; or finding lost property and not having made reasonable effort to find the owner to return the property. Students guilty of theft will be subject to disciplinary action. Theft of personal or school property should be reported to the High School Office. Consequences are dependent upon theft of item.

| **Disciplinary Action for Theft** | 1st Violation | 2nd Violation | 3rd Violation |
|---|---|---|---|
| Grades 6-12 | • Five (5) day suspension.<br>• Parent conference.<br>• Referral to court and/or restitution | • Ten (10) day suspension.<br>• Parent conference.<br>• Referral to court and/or restitution | • Referral to an Alternative Program and restitution.<br>• Expulsion/Exclusion. |

Tobacco/Vape

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 and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device 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.

| **Disciplinary Action for Tobacco/Vape** | 1st Violation | 2nd Violation | 3rd Violation |
|---|---|---|---|
| Grades 6-12 | • One (1) day suspension. OSS<br>• Parent conference.<br>• Notification to law enforcement.<br>• ~~Certification of completion of e-Checkup TO GO.~~ | • Three (3) day suspension. OSS<br>• Parent conference.<br>• Notification to law enforcement.<br>• ~~Certification of completion of e-Checkup TO GO.~~ | • Five (5) day suspension. OSS<br>• Parent conference.<br>• Notification to law enforcement.<br>• ~~Certification of completion of e-Checkup TO GO.~~ |

~~*e-Checkup TO GO (an interactive assessment that provides personalized feedback related to tobacco use).~~

Truancy and Unauthorized Absences: Truancy, Tardiness, and Loitering

As required by current statutes, regulations of the State Department of Education, and the School Board of District #317, students shall be in attendance each day that school is in session. The authority to classify an absence as parent approved, or an additional allowable, rests with the building principal.

*Definitions:*

*Truancy:* The absenting of oneself from school or class without knowledge or approval of the school and parent.

*Tardiness:* Arriving at class after the bell has rung.

*Loitering:* The presence of a student on school property or adjacent community property when the parent and school have excused the student.

*Pass Violation:* The misuse of a student pass from one location to another, excessive truancy/tardy

| **Disciplinary Action for Truancy** | All Violations |
|---|---|
| Grades 6-12 | • May result in (2) hours ATS for every (1) hour truant.<br>• May result in pass suspension for a period of (2) weeks minimum.<br>• Students will only be removed from the no-pass list when he/she has successfully completed a period of two weeks with no tardies, unexcused absences, or behavior concerns. |

| **Disciplinary Action for Tardiness** | ~~1st~~ 3rd Tardy | ~~3rd~~ 4th-6th Tardy | ~~6th Tardy in one class~~<br>7th-9th Tardy | ~~9th~~ 10th-13th Tardy | ~~12th Tardy~~<br>14 or more |
|---|---|---|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| Grades 6-12 | • Warning | • Lunch ATS | • One (1) ~~day~~ hour ATS for each tardy.<br>• ~~Parent/student conference.~~ | • ~~Parent/Student conference.~~<br>• Half Day ATS for each tardy | • ~~Truancy notice filed with county/tribe.~~<br>• Full day of ATS for each tardy. |

| **Disciplinary Action for Tardiness following open lunch** | 2nd Tardy | 3rd-4th Tardy | 5+ Tardies |
|---|---|---|---|
| Grades 9-12 | • Warning | • Loss of Open Lunch for one (1) week for each tardy.<br>• Parent Notification | • Loss of Open Lunch for two (2) weeks for each tardy.<br>• Parent Notification |

**~~Note: 3 tardies equals one absence.~~**

Tardies may also result in pass suspension for a period of (2) weeks minimum. Students will only be removed from the no pass list when he/she has successfully completed a period of two weeks with no tardies, unexcused absences, or behavior concerns.

| **Disciplinary Action for Loitering** | 1st Violation | 2nd Violation | 3rd Violation |
|---|---|---|---|
| Grades 6-12 | • Warning | • Suspension of privileges without parental supervision. | |

Vandalism:

Damage or vandalism to school property or to private property of others by students who are under the jurisdiction of the school will not be tolerated. The severity of disciplinary actions will be determined by the extent of vandalism.

| **Disciplinary Action for Vandalism** | 1st Violation | 2nd Violation | 3rd Violation |
|---|---|---|---|
| Grades 6-12 | • ATS or up to Five (5) day suspension.<br>• Parent conference.<br>• Referral to court and/or restitution | • Ten (10) day suspension.<br>• Parent conference.<br>• Referral to court and/or restitution | • Referral to an Alternative Program and restitution.<br>• Expulsion/Exclusion. |

Weapons

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

not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis.
No student shall possess, claim to possess, use, maintain, transmit or distribute any object, device or instrument having the appearance of a weapon, as defined above in the places set forth above, and such objects, devices or instruments shall be treated as weapons. Objects, devices, or instruments that have the appearance of a weapon, including, but not limited to, any weapon listed above which is broken or non-functional and any object that is a facsimile of or could be taken for any weapon listed above.

No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.), to inflict or threaten bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

The appropriate possession uses or distribution of equipment and tools necessary for school activities or instruction will not be considered a violation of this policy when such equipment and tools are properly used and stored. Written permission will be required from the principal for possession, use or distribution of any weapon or object that has the appearance of a weapon, as defined above, unless the object is being used appropriately as part of a class or extra-curricular activity.

However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

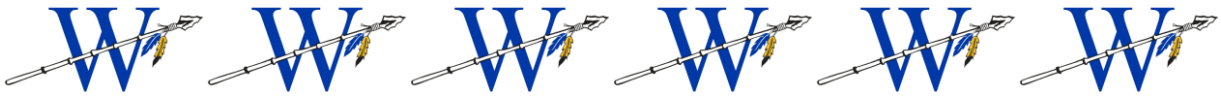
A student who finds a weapon on the way to school or in the school building should give the weapon to the first School District staff member (teacher, aide, custodian, etc.) that can be located. Such conduct shall not be considered a violation of this policy.

Minnesota Statute 609.66 provides that it is unlawful to possess, store, keep or use a dangerous weapon, replica firearm or BB gun on school property. A person who possesses, stores, or keeps a dangerous weapon or uses or brandishes a replica firearm or BB gun on school property is guilty of a felony and may be sentenced to imprisonment for up to two years and/or to payment of a fine of up to $5,000. A person who possesses, stores, or keeps a replica firearm or BB gun on school property is guilty of a gross misdemeanor.

The School District and the school takes a position of "Zero Tolerance" regarding the possession, claim of possession, use, maintenance, transmission, or distribution of weapons by students. Consequently, the minimum consequence for a violation of this policy shall include (1) confiscation of the weapons; (2) parent notification; (3) notification of police; (4) an initial out of school suspension for ten (10) days; and (5) immediate initiation of the expulsion process.

First Offense: Expulsion according to the Fair Pupil Dismissal Act of 1974.

| **Disciplinary Action for Weapons** | 1st Violation | 2nd Violation | 3rd Violation |
|---|---|---|---|
| Grades 6-12 | • Expulsion according to the Fair Pupil Dismissal Act of 1974 | | |



**HEALTH, SAFETY, AND PRIVACY POLICIES**

Asbestos Management Updates *

The school district has developed an asbestos management plan. A copy of this plan can be found in the high school office.

Crisis Management

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans. ~~Effective 2019-20 Deer River Public Schools are certified ALICE Schools.~~

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

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

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that ISD #317, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, ISD #317 may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Deer River School District to include this type of information from your child's education records in certain school publications. Examples include a playbill showing your student's role in a drama production, the annual yearbook, honor roll or other recognition lists, graduation programs, and sports' activity sheets, such as for wrestling, showing weight and height of team members.

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

Additionally, ISD #317 has been selected to participate in the U.S. Department of Education's FAFSA Completion Project. This project is designed to assist LEAs and secondary school administrators in determining which of their senior students have completed a Free Application for Federal Student Aid (FAFSA) form for the upcoming school year. In order to participate in the FAFSA Completion Project ISD #317 is required to disclose the names, addresses, and dates of birth on entering seniors to the U.S. Department of Education (that is, properly designated directory information under FERPA) on those students whose parents have not opted out of directory information. (If the student is considered an "eligible student" under FERPA, i.e., has reached 18 years of age, then the student has the right to opt out of directory information.)

If you do not want ISD #317 to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 19, 2023. ISD #317 has designated the following information as directory information:

| | | | |
|---|---|---|---|
| -Student's name | -Address | -Date of birth | -Telephone listing |
| -E-mail address | -Photograph | -Grade level | -Major field of study |
| -Dates of attendance | -The most recent educational agency or institution attended | | |

-Participation in officially recognized activities and sports
-Weight and height of members of athletic teams
-Degrees, honors, and awards received

Medical Care

School personnel will provide necessary emergency medical care and/or contact the 911 Dispatch ~~Deer River Emergency Technicians (Ambutance Service)~~ according to need to the best of their ability when attempts to contact parents, guardians or emergency contacts for direction are not possible.

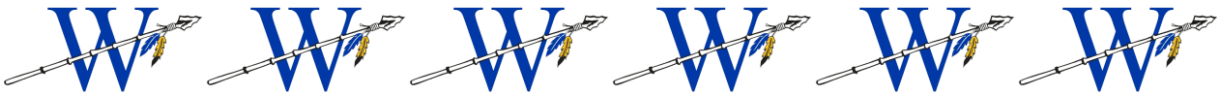
*First Aid*

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

The district has installed automated external defibrillators (AEDs). Tampering with any AED is prohibited and may result in discipline.

Pesticide Application Notice *

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



Acknowledgement Form

Yearly enrollment/update papers include an acknowledgement section. By signing the yearly form, you acknowledge that you have read and understood the policies and procedures outlined in the DRHS student handbook. Paper copies of this handbook are available upon request.

* Denotes sections recommended for inclusion by MSBA.

DEPARTMENT OF EDUCATION

# Statewide Assessments: Parent/Guardian 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 districts and charter schools. Minnesota prioritizes high-quality education and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

**Minnesota Comprehensive Assessments (MCA)**
MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) 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 WIDA Alternate ACCESS for English Learners**
The ACCESS and WIDA 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 Postsecondary Enrollment Options (PSEO) in grade 10.
- 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.

English learners who take the ACCESS or WIDA 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 on 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 below. 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 WIDA 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.

Explore the Statewide Testing page for more information.

(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

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

### Additional Information

- On average, students spend less than 1% 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

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# Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results.

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____ Current Grade in School: ____ Student ID Number (if known): _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

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

☐ MCA/MTAS Reading
☐ MCA/MTAS Mathematics
☐ MCA/Alternate MCA Science
☐ ACCESS/WIDA Alternate ACCESS

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

(Note: This form is only applicable for the 20____ to 20 ____

DEER RIVER SCHOOLS

HOPE · HAPPINESS · SUCCESS
BAGOSENDAM · MINWAANIGOZI · GASHKITOON

Ph: 218-246-2420

# 2024-2025 School Calendar (Student/Staff)

**August 0/3**

| M | T | W | T | F |
|---|---|---|---|---|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

**September 20/20**

| M | T | W | T | F |
|---|---|---|---|---|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | | | | |

**October 21/21**

| M | T | W | T | F |
|---|---|---|---|---|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

**November 17/19**

| M | T | W | T | F |
|---|---|---|---|---|
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

**December 15/15**

| M | T | W | T | F |
|---|---|---|---|---|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

**January 19/21**

| M | T | W | T | F |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

**February 18/19**

| M | T | W | T | F |
|---|---|---|---|---|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

**March 20/21**

| M | T | W | T | F |
|---|---|---|---|---|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

**April 20/20**

| M | T | W | T | F |
|---|---|---|---|---|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

**May 21/21**

| M | T | W | T | F |
|---|---|---|---|---|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

**June 0/1**

| M | T | W | T | F |
|---|---|---|---|---|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |

First / Last Day of School

Holiday / No School

End of Quarter

Teacher Workshop/No School

Conference (Comp) Day/No School

| | Student Days | Teacher Days |
|---|---|---|
| Qtr 1: | 42 | 45 |
| Qtr 2: | 42 | 44 |
| Qtr 3: | 40 | 43 |
| Qtr 4: | 47 | 49 |
| | 171 | 181 |

**Calendar Dates**

August:
- 27th - 29th: Teacher Workshop

September:
- 2nd: Labor Day
- 3rd: First Day of School

October:
- 17th-18th: MEA Weekend

November:
- 1st: End of Quarter 1
- 4th: Teacher Workshop
- 15th: Conference Comp Day
- 28th-29th: Thanksgiving Break

December:
- 23rd-1st: Winter Break

January:
- 16th: End of Semester 1
- 17th: Teacher Workshop
- 20th: Martin Luther King Jr. Day
- 31st: Teacher Workshop

February:
- 14: Conference Comp Day
- 17th: President's Day

March:
- 20th: End of Quarter 3
- 21st: Teacher Workshop

April:
- 18th-21st: Easter Break

May:
- 26th: Memorial Day
- 30th: Last Day of School

June:
- 1st: Graduation 2:00 pm
- 2nd: Teacher Workshop

**Board Meeting Dates for 2024**

*(Board meetings are held on the second Monday of each month at 6:00 pm at the Deer River High School, unless noted)*

- July 8th, 2024
- August 12th, 2024
- September 9th, 2024
- October 21st, 2024
  - *Third Monday*
- November 11th, 2024
- December 9th, 2024
- January 6th, 2025
  - *First Monday - Organizational Meeting*
- February 2025: TBD
- March 2025: TBD
- April 2025: TBD
- May 2025: TBD
- June 2025: TBD

**2024 - 2025 Conference Dates**

King:
- November 12th 3:00-7:00 pm
- November 14th 3:00-7:00 pm
- February 6th 3:00-7:00 pm
- February 11th 3:00-7:00 pm

DRHS:
- October 8th @ Ball Club 4:00-6:00 pm
- October 10th @ DRHS 3:30-7:00 pm
- February 18th @ Inger 4:00-6:00 pm
- February 20th @ DRHS 3:30-7:00 pm

* All conference meeting times, locations, dates, and formats maybe subject to change

August 28th 4:00-6:00 pm

November 4th:
Teacher Workshop Day AMWarrior Dlite Day Mini-Sessions

December 23rd - 1st "Winter Break"

April 18th-21st: Spring Break

# King Elementary School

Staff Handbook
2024-2025

## KING SCHOOL CRISIS TEAM

| Position | Name | Work Ext. | Cell# |
|---|---|---|---|
| **Principal** | **Jennifer Stefan** | **60401** | **218-838-7869** |
| **Admin Asst** | **Amanda Bonestell** | **60400** | **218-259-1019** |
| **Admin Asst** | **Alexis Dudley** | **60400** | **218-256-9992** |
| **Nurse** | **Bree Erickson** | **60412** | **218-256-6626** |
| **Dean** | **Ben Maxa** | **60426** | **218-360-9939** |

## KING FIRST AID/CPR CERTIFIED TEAM

| | | |
|---|---|---|
| **Jennifer Stefan** | **Principal** | **CPR & First Aid** |
| **Bree Erickson** | **Nurse** | **CPR & First Aid** |

## DISTRICT CRISIS SPOKESPERSON

| | | |
|---|---|---|
| Pat Rendle | Spokesperson/Coordinator | Ext. 60212 |

# 1: TEACHER/PARAPROFESSIONAL - GENERAL

**Section 1.1 Working Hours**

In order to maintain a professional atmosphere, it is important to adhere to basic professional expectations. Teachers are required to be on duty for 7.5 hours a day. The workday for all teachers is 7:55 a.m. to 3:25 p.m. The workday for paraprofessionals is 8:00 a.m. to 3:00 p.m. All staff are to remain "on duty" until all buses have departed. Staff are not to leave the building during the above hours without letting the office know. We believe that the ending time allows for you to schedule outside personal appointments after school hours. If you are going to be late for arrival, you must call and let the office know. It is required that staff sign out in the main office prior to leaving and when they return to the building.

**Section 1.2 Absences**

In case of absence of a staff due to illness or cause, arrange for substitute coverage by notifying the substitute system. Staff becoming ill during the day must report to the office before leaving the building (and should report in AESOP if possible). When absent from the classroom for any reason, staff must report in AESOP at least three days prior to the absence. **It is the staff's responsibility to ensure there are sub plans prepared in the event of an unplanned absence.** All personal/professional leave requests shall be submitted and in accordance with the Master Contract. Personal leave approvals may be limited to two teachers per day on a first come basis. Additional approvals may be made for unavoidable emergencies. Administrative approval is required prior to any teacher accepting appointment to an advisory committee that would absent the teacher for any instructional time.

**Section 1.3a Mail**

Teachers are assigned a mailbox in the studio and should pick up their mail regularly.

**Section 1.3b Email**

Staff have been assigned an email address and should check their email twice daily, once in the morning and once in the afternoon. Teachers are responsible for the information distributed via email.

**Section 1.4 Daily Announcements**

Daily announcements are an important part of King's school day. We encourage staff who have any items they wish to have included provided to the office by 8:00 a.m. Announcements will be made from 8:25-8:30 a.m. daily.

**Section 1.5 Building Responsibility**

The teacher in charge of the classroom is responsible for the equipment in their room. It should be kept clear of any unnecessary marking and damage. Inside covers of books should contain a code (K-2, K-3, etc.) to identify the room/program for which they were purchased. Students are held responsible for their assigned seats and should any unnecessary damage occur to them, it should be reported to the office so that appropriate action may be taken. Teachers shall periodically check the room and desks for this purpose. Desks should be kept away from walls at all times to eliminate marking and damage.

Because of fire codes and to aid in the neat appearance of our school, teachers are responsible for keeping materials stored in a proper fashion. Under no circumstances are there to be stacks of materials stored on the floor. Fire code requires that no materials be stored within 18 inches of the ceiling. Any personal furniture and electronics are expected to adhere to building code and need approval from building custodians. **Additionally, student artwork and posters on the walls in the hallways must be limited and not more than 20% of the wall space, per the fire code.**

Windows and doors are to be closed and locked and lights turned off when leaving for the day.

**Section 1.6 Student Accidents**
School should be a safe place for students to attend. It is the responsibility of the teacher to conduct their classes and maintain equipment so that accidents are not likely to occur. **All accidents, no matter how minor, must be reported to the nurse and the building principal.** An accident report form must be completed by the witnessing staff and turned in to the school office by the end of the school day.

**Section 1.7 School Telephones**
School telephones, as a general rule, should be used for school business.

**Section 1.8 School Stationery**
All letters/correspondence must clear the principal's office. School stationery and envelopes will be used only for school business.

**Section 1.9 General Supplies**
General supplies for instruction are stored in the Studio. Teachers/Paraprofessionals may pick up additional supplies from the Studio as needed.

**Section 1.10 Staff Meetings**
Staff meetings are an important means of communication among colleagues. Staff meetings will be held when needed, usually at 7:45 am or 3:10 pm. If you can't make it to a staff meeting, please inform the principal and get the information from a colleague.

Professional development gatherings for teachers will be each Wednesday from 2:30-4:00 per the contract agreement. Teachers are expected to attend. Professional development gatherings for paraprofessionals will be designated Mondays from 3:00-4:00. Paraprofessionals are expected to attend. Please avoid scheduling appointments during these meetings.

**Section 1.11 District Office (bookkeeping forms, Teaching Certificates etc.)**
Each teacher shall have a valid teaching certificate and their Teacher Retirement number on file at the District office. If there is a change in your withholding status, you need to fill out a new form in the District Office.

**Section 1.12 Inventories**
Inventory is completed annually. Each teacher is responsible for doing inventory for the equipment and teaching resources in his/her room on the template provided in Google Drive.

**Section 1.13 Preparation Periods**
Every teacher will be allowed preparation time each day. A prep period is designed for planning of instruction, curriculum, and general daily tasks.

**Section 1.14 Lunch Schedules**
To facilitate a smooth lunchtime for all students and staff, please adhere to your assigned lunch schedule. At least one teacher per grade level is to remain in the lunchroom, supervising their students unless a paraprofessional is assigned the duty.

**Section 1.15 Student Schedule**
The first bell will sound at 8:20 a.m. to signal the time for students to move into classrooms. Formal class work begins at 8:25 a.m. The school day ends at 2:56 p.m. (and at 2:20 on Wednesdays). Students who remain in the building after 3:00 p.m. or on weekends must be under the direct supervision of an adult.

**Section 1.16 Tobacco Free**
The Deer River Schools (buildings, grounds and vehicles) are tobacco free facilities. Any use is prohibited at all times.

**Section 1.17 Teacher Dress/Attire**
To aid in preserving a professional atmosphere in the building, teachers are expected to dress in a manner which represents their position appropriately. "Casual Friday" will be respected by the administration. Please avoid wearing heavy fragrances.

**Section 1.18 Supervision Responsibilities**
Teachers are to be present in their rooms at all times that students are in the room. Leaving to make copies or make phone calls is not acceptable, as it presents a safety issue. It is expected that teachers will be present in their rooms as students return from recess or lunch. (This includes the 8:00 a.m. time.) Teachers may also be asked to assist in other supervision duties (i.e. morning recess, lunch room, south drop off, after school supervision, etc.) Please note that if you are assigned to morning recess or south lot you need to be present at 8:00 a.m. sharp to ensure the safety of students.

**Section 1.19 Salespersons**
Salespersons are not allowed to solicit teachers during the school hours without permission from the school office. Salespersons will only be permitted to talk with teachers during prep periods, lunch, and before or after school.

# 2: CLASSROOM PROCEDURES

**Section 2.1 Textbooks and School Equipment**
We take great pride in the materials we have to offer students and teachers at ISD 317.

A. Teachers are responsible for maintaining a record of the number of all books issued and the names of the students who have them. The condition of the book at the time of issuing should be recorded.

B. Students are required to reimburse the school for lost or damaged school property and books.

**New Books:**
1. Lost - 75% of the initial cost
2. Pages torn - 25% of the initial cost
3. Broken binding - 50% of the initial cost

**Used Books:**
1. Lost - 50% of the initial cost
2. Damaged - 25% of the initial cost

No student will be denied educational activities (ex. assignments, field trips, assessments) grades, or promotion due to uncollected fines of fees. Students are responsible for the books assigned to them, regardless of the circumstances regarding the damage.

It is important to secure all school equipment (i.e. electronics such as iPods, iPads, macbooks) to prevent theft.

**Section 2.2 Lesson Plans/Guest Teacher Folders**

A professional responsibility of all teachers is to provide students with well thought-out lessons that are based on district curriculum and/or state standards that incorporate best practices strategies in order to differentiate instruction. For non-tenured staff, lesson plans may be mandatory during the first month of school. Thereafter, it will be the principal's decision. Paraprofessionals are also required to have a sub folder available and updated.

A completed yellow guest teacher folder is to be kept on each teacher's desk, with a copy of the current lesson plans and other required information as outlined within the guest teacher folder. Details for guest teachers regarding crisis procedures for fire drills, lockdowns, etc. should be included with the guest teacher folder. If you know you are going to be absent for some reason, please make out a special lesson plan covering the day you are gone. This should be detailed so that a guest teacher may easily take over the control of your class in your absence. Under no circumstances are videos to be used as a "lesson" for guest teachers, unless for educational purposes.

**Section 2.3 Tardiness**

Students are expected to be in their classroom when the bell rings to begin class. Teachers will be responsible for appropriate action to curtail tardiness. Teachers shall confer with the principal regarding repeated violators and a corrective plan will be arranged.

**Section 2.4 Student Arrival/Hall**

In order to maintain a positive learning environment, teachers are to be at their classroom door by 8:00 a.m. to greet students. Start classes promptly and dismiss promptly. **Active supervision by all staff is an essential component to a Positive Behavior Intervention Supports framework.** As a result it is expected that all teachers are responsible for maintaining good order in halls, classrooms and in and around the building and grounds. With all teachers assisting in this matter, it helps to improve overall conduct of all students in the school**.**

**Section 2.5 Students Leaving the Building**

Students will not be permitted to leave the classroom with a parent or adult. Parents are asked to sign out students in the office and the office staff will call the classroom to release the students. Students are not permitted to leave the building to go elsewhere unless it is a supervised activity with a teacher for which arrangements have been made with the office.

**Section 2.6 Classrooms Leaving the Building**

Teachers must notify the office when taking classes outside for any activity other than recess. When outside, consideration of other classes in the building must be given. **Teachers are expected to take a radio so you can be reached in the event of an emergency.**

**Section 2.7 Recess**

To ensure that all students receive high quality instruction throughout the day, additional recess time will only be permitted four (4) times a quarter.

**Section 2.8 Grading**

Each teacher is required to maintain student progress (grades) in a grade book or through a grading software program. In it are recorded daily grades, as well as a nine-week progress report. Teachers will utilize Campus to complete report cards each quarter. Grades must be updated by the established due dates in order to provide parents with current information regarding student progress.

Teachers have a professional obligation to their students to be aware of grading procedures. All teachers will follow the procedures outlined in the Student Handbook.

**Section 2.9 Field Trips**

Any time students depart from school property, the activity will be considered a field trip.

1. Teachers must complete a field trip request form and submit to the office prior to scheduling field trips no later than one week prior to the field trip.
2. Parent permission slips will be sent home with each student in the first Tuesday Folder. This permission will suffice for the entire school year.
3. All school rules and regulations shall be in effect at all times.
4. All expenses will be collected from the students participating prior to the event.
5. Teachers will receive authorization for transportation prior to the field trip.
6. Teachers will communicate with food service at least two weeks prior to the field trip.
7. Staff absences should be entered into the sub system as a field trip at least 1 day prior to the field trip. This allows office staff to cover duties such as recess duty.

**Section 2.10 Nurse's Office**

The nurse's office is available for students who become ill during the day. Students should be sent to the health room with a written note stating the problem. Please note departure time on this slip. Send only those students who need the attention of a nurse. Band aids and minor issues must be addressed by the teacher. Students will either return to the classroom or be sent home.

**Section 2.11 Attendance and Lunch Count**

A copy of the district policy on attendance can be found in the student handbook. Attendance and lunch count must be entered in the morning using Campus by 9:00 a.m.

Students who are in attendance on any school day are expected to complete the whole day. Any situation that would cause absence from a part of the day must be reported to the office by the student before leaving the school. Students who are in attendance but are late to class because they were at breakfast shall be marked present. Students who arrive late to school should receive a pass from the office prior to coming to class.

**Section 2.12 Absences**

All work missed due to absence is to be completed and full credit recorded. Keeping the record and completion of make-up work requirements is the teacher's responsibility.

**Section 2.13 Parent Communication**

Frequent communication with our families is essential for maintaining high quality relationships. It is proven that children perform better in school when parents and teachers maintain close communication. Teachers are encouraged to make connections with families early in the school year to communicate expectations for the upcoming year. Teachers are also encouraged to communicate with families throughout the school year to share positive news about their child and provide updates regarding classroom events and activities.

# 3: DISCIPLINE

**Section 3.1 General Discipline**

King Elementary has adopted a Positive Behavioral Intervention Support (PBIS) framework in order to create a positive school climate and reduce problem behavior. The language used by staff as part of this framework is "King Pride." It is expected that all teachers teach and model King Pride at the start of each school year using the King Pride matrix and lesson plans. Students are to be taught expectations in all settings during the first couple of weeks of school. Additionally, teachers are asked to reteach the matrix and expectations throughout the year as needed. Teachers should distribute "Pride Paws" throughout the day to students demonstrating King Pride. The Pride Paws are used to reinforce positive behavior. Teachers should try to distribute Pride Paws to 2-3 students per day and ensure all students in the classroom have received at least one early in the school year.

Proper discipline is a prerequisite of effective instruction in any school. While the administration stands ready to help the teachers, especially with unusual cases, discipline will always remain the responsibility of the teacher. Some factors in securing effective discipline are: careful teacher preparation, good organization of classroom routine, effective presentation of subject matter, proper teaching attitudes, and consistency.

Teachers are asked to follow the Student Discipline Process as outlined on the next page. All policies and procedures outlined in the student handbook will be consistently followed by staff. It is the responsibility of the teacher to manage minor/classroom managed behavior. It is expected that teachers contact parents after each minor/classroom managed infraction and document infraction on an Office Discipline Referral form (ODR) entered into EduClimber. All major/office managed behavior should be referred to the principal/dean of students. The principal/dean of students will work with the teacher, student, and parent to develop appropriate consequences and a plan to prevent future problem behavior. Students who demonstrated a pattern of problem behavior should be referred to the Behavior Support Team to develop interventions.

# We just can't hide our **KING PRIDE**!

| We Will Be... | Classroom | Hallways | Restroom | Playground | Lunchroom | Bus | Digital Citizenship |
|---|---|---|---|---|---|---|---|
| Respectful | • Use inside voices<br>• Be on task<br>• Be on time<br>• Be engaged in the activity<br>• Use kind words<br>• Take turns<br>• Follow the classroom rules | • Silently walk through the hallways<br>• Quietly greet others with a smile<br>• Pick up litter<br>• Keep hands and feet to self<br>• Only go in your locker<br>• Open and close your locker quietly | • Use quiet voices while in the restroom<br>• Leave bathroom clean<br>• Allow privacy<br>• Flush | • Utilize Buddy Benches<br>• Take turns<br>• Invite others to play<br>• Use kind words<br>• Respect personal space<br>• Enter building quietly<br>• Be a good sport | • Use inside voices<br>• Use manners (please and thank you!)<br>• Keep hands and feet to self | • Use inside voices<br>• Be ready<br>• Be on time<br>• Use kind words | • Treat others the way you would treat them in person<br>• Respect the contributions of others<br>• Follow teacher directions<br>• Handle equipment with care<br>• Respect the privacy of others<br>• Give proper credit to your sources<br>• Remember: everything you publish on the internet can be seen and is there forever |
| Responsible | ATTEND SCHOOL EVERY DAY AND BE ON TIME!!!<br>• Give your best effort<br>• Be ready<br>• Complete work<br>• Participate in classroom discussion<br>• Clean up after yourself<br>• Only go to your locker when appropriate | • Walk at a safe pace (quickly and quietly)<br>• Walk in a straight line on the right side of the hallway<br>• Keep personal items organized (backpacks, boots, shoes, hats, etc…)<br>• Keep your locker neat and clean | • Throw garbage in container<br>• Use restroom quickly and return to class<br>• Use water, soap, and paper towel/ hand dryer responsibly<br>• Let an adult know of problems (plugged toilet, out of soap, no paper) | • Bring equipment back<br>• Use equipment properly<br>• Return found items<br>• Dress appropriately for the weather | • Clean up space (floor and table)<br>• Eat what you take<br>• Eat only the food on your tray | • Clean up space<br>• Listen to driver<br>• Have a plan for going home<br>• Keep aisles clean | • Collaborate & think critically while communicating & being creative<br>• Know your usernames and passwords<br>• Have your device ready to use<br>• Return your device to proper place<br>• Stay on assigned site or app<br>• Use devices as an educational tool |
| Safe | • Follow adult directions<br>• Use materials properly<br>• Walk safely | • Walk<br>• Keep shoes tied<br>• Keep hallway clear<br>• Keep your boots neatly under your locker<br>• Keep your locker door closed<br>• Keep belongings in your locker | • Wash hands<br>• Keep hands and feet to self<br>• Keep feet on the floor | • Follow adult directions<br>• Line up immediately at whistle | • Follow adult directions<br>• Wash hands<br>• Walk safely through the tables | • Stay in your seat<br>• Keep hands and feet to self<br>• Make eye contact with the driver before crossing the road<br>• Stay out of danger zone<br>• Walk on sidewalks | • Keep personal information private<br>• Only trust people you know<br>• Only go on websites and apps your teachers/parents approve (ask permission first) |

We show King Pride by coming to school all day, every day!

Attendance Matters! Attendance Matters! Attendance Matters!

# King Elementary School Student Discipline Process

Observe Problem Behavior

Is behavior office managed?

No

Use classroom consequence

If problem behavior continues, contact parents.

If problem behavior continues, complete Office Discipline Referral (ODR) for minor behavior violation. Parents should be contacted with each violation.

After 3 minor violations, referrals sent to office.

Yes

Write Office Discipline Referral (ODR) for major behavior violation

Administrator determines consequence.

Parents are contacted. ODR sent home for parent and student signature.

Administrator follows up with teacher/staff.

| MINOR Classroom Managed | MAJOR Office Managed |
|---|---|
| •Preparedness<br>•Calling out<br>•Classroom disruption<br>•Noncompliance of staff direction<br>•Put downs<br>•Refusing to work<br>•Inappropriate tone / attitude<br>•Electronic devices<br>•Inappropriate language<br>•Dress code violation<br>•Cheating<br>•Inappropriate use of computer<br>•Inappropriate hallways behavior<br>•Tardy | •Weapons<br>•Intimidation<br>•Fighting or aggressive physical contact<br>•Chronic minor infractions<br>•Aggressive language<br>•Threats<br>•Harassment of student or staff<br>•Truancy<br>•Smoking<br>•Vandalism<br>•Alcohol<br>•Gambling<br>•Leaving school grounds<br>•Foul language Towards staff<br>•Not following staff direction during emergency situation |

**Please note: Students who exhibit a pattern of problem behavior should be referred to the Behavior Support Team to plan appropriate intervention supports.*

**Section 3.2 Proper Title**
The first step in gaining the respect of the students is in the proper use of titles, be it Mr., Mrs., Miss, or Coach. Make this understood whenever the student addresses you by any other title or when a student refers to another teacher or staff member by a title other than the proper one.

**Section 3.3 Conferences (Parent/Student/School)**
In addition to fall and spring conferences, you may be called from time to time to participate in parent meetings. For this reason, it is essential that your information, such as grade books on all students, be kept up to date. Any other notations on students that you can contribute to these conferences may be helpful in correcting or substantiating any issues involving a particular student.

**Section 3.4 Tobacco, Alcoholic beverages, Controlled Substances**
Use of tobacco, alcoholic beverages or illegal substances is prohibited and cause for suspension. Teachers shall confiscate tobacco if seen in a student's possession. All violators must be brought to the office immediately.

# 4: REPORT CARDS - GRADING

**Section 4.1 Grading System**
All teachers will follow grading procedures as outlined by the Student Handbook.

**Section 4.2 Report Cards**
Report cards shall be distributed quarterly. Teachers are responsible to report all final grades in Campus.

**Section 4.3 Student Progress Reports**
Teachers are encouraged to recognize exceptional student performance, as well as underachieving students. Because a positive relationship needs to be established with parents, it is imperative that teachers take the opportunity to contact parents by telephone or email about student progress. Teachers need to notify parents if a student is not making progress in any academic area.

# 5: SCHOOL PURCHASES

**Section 5.1 Purchases and Payment**
Requisitions for supplies, equipment, etc. are to be given to the King School Office. Be sure to first get approval from the building principal before submitting any orders to the front office. The order will then be processed through the business office. Teachers shall not contract any bill or make any arrangements that involve the school without an approved requisition form. This includes extracurricular activities. Purchases made without following the preapproval process may be responsible for any billing.

**Section 5.2 Budget Planning**
Staff input is essential to provide an adequate budget for instruction. Staff members are to complete and return requisition forms to the Elementary Principal as accurately as possible and by the set date for budget considerations.

**Section 5.3 Return of Materials**
All materials to be returned to a vendor should be brought to the district office for shipment. The office will be responsible for obtaining vendor's permission to return materials and for preparing the materials for shipment. Advise the office why materials need to be returned.

# 6: TECHNOLOGY

**Section 6.1 Responsibility for Equipment**
Teachers are responsible for all technology equipment checked out to them. Defective equipment should be marked and submitted to the office for repairs. Teachers will be held accountable for damaged or lost technology equipment assigned to them.

**Section 6.2 Classroom Use of Video**
Only lawful copies and content appropriate videos are permitted. Instructional staff shall preview all videos prior to use in the classroom to determine the appropriateness of the video for the age of the students. Only 'G' (General Audiences) rated videos are permitted to be shown at King School, unless prior approval is granted. Videos must be used on a limited basis.

# 7: LIBRARY

**Section 7.1 Class Use**

The King School library is viewed as an extension of the reading program. Teachers are reminded that they have an equal responsibility in covering material as it relates to the library. Classes may use the library and its facilities during scheduled class periods. Arrangements should be made in advance with the library paraprofessional for any changes requested for unique situations. Students must be supervised when using the library.

# 8: CLASSROOM OBSERVATION

**Section 8.1 Administrative Supervision**

The Elementary Principal is responsible for the supervisory program of the teachers. Supervision is carried on, not for a critical standpoint of teaching performance, rather to aid the improvement of instruction. Performance rubrics outlining expectations will be distributed to each elementary teacher before the observation. Formal observations may take place at any time.

**Section 8.2 Observation Conference**

Following a formal observation, teachers shall arrange a conference at a convenient time with the Elementary Principal to discuss the evaluations made. All teachers will be provided a copy of the observation form upon signing. The observation form is part of the teacher's personnel file. Teachers may write a rebuttal to all or part of any written observation notation.

# 9: MISCELLANEOUS

**Section 9.1 Child Abuse**

In complying with Minnesota State Law, MSA 626.556, "Child abuse must be reported, if suspected, by school personnel. The report is to be made to the local Social Service or Sheriff's Department. Immunity from liability is offered to those making such reports in good faith, but the law also holds liable anyone who willfully and recklessly makes a false report." Failure to report suspected physical or sexual child abuse is a misdemeanor. If the abuse causes death, the report is to be made to the coroner or medical examiner. Under the provisions of the law we require notifying the building principal immediately.

**Section 9.2 Crisis Intervention Plan**

Teachers each have a copy of the crisis intervention plan and are to keep it visible on their desks with the substitute folder. Teachers are responsible to read this plan and be familiar with their responsibilities as outlined so their students and all staff can be kept safe during any crisis event. Teachers should have "ready kits" easily accessible in the event students and staff are to be evacuated. **Teachers are required to have the "Lockdown Summary" posted near the door.**

**Section 9.3 School Closings**

School will not be in session when buses are unable to safely complete their routes due to snow or storms. Should teachers be required to report for duty, the announcement will indicate such. When school begins late, teachers are expected to report at the usual time, unless the announcement indicates otherwise. We will also continue with Instant Alert.

**Section 9.4 Lunch Procedures**

There is no credit authorized to any staff member. Staff and students may make lunch payments to the King School office. Prior to summer break, staff lunch balances must be paid in full.

**Section 9.5 Medication**

No medication, including aspirin, will be issued to students by anyone except the school nurse or designated personnel.

**Section 9.6 End Of The Year Checkout**

To facilitate the office work that needs to be started immediately following the end of the school year, teachers must complete the following tasks prior to leaving on the last day of school:

1. Report cards completed and ready to mail
2. Materials neatly stored away/covered, counters clear, and walls reduced of materials
3. Keys to the building turned into the office
4. Report cards filed in cumulative folder
5. Inventory completed on Google Drive
6. List of student retention turned in, with completed Light's Retention Survey
7. List of school supplies for next school year turned in
8. Classroom and grade level orders turned in to the office
9. Professional Growth Plan Reflection completed on iObservation
10. Welcome letter shared with office
11. Keep your telephone plugged in throughout the summer

**Section 9.7 Casual & Extra Assignment Wages**

1. The district is required to deduct Federal and State Income Tax, Social Security and Teacher Retirement Association/Public Employee Retirement Association from all wages earned by District Employees, effective currently.

2. Any wages earned for services rendered that are not a part of your normal salary will have deductions calculated on the additional wage separately, effective currently.

3. ESS site will identify extra wages, as well as normal wages.

4. Normal and additional deductions will be totaled on your monthly check.

5. Normal and additional net wages will be totaled on your monthly check.

6. Casual wages will be paid in the November, March and June payrolls when an authorized voucher has been received by the District Office no later than the first week of the respective months.

7. Extracurricular wages may be paid with a separate check when a voucher has been received by the District Office. The check for the net wages will be available within 10 days of receiving the voucher. If the normal payday occurs during the 10-day period, the extracurricular wages will automatically be included in the regular check.

8. Casual wages may be paid with a separate check when an authorized voucher has been received by the District Office and the gross earnings exceed $100.00. The check for the net wages will be available within 10 days of receiving the voucher. If the normal payday occurs during the 10-day period, the additional wages will automatically be included in the regular check.

9. Vouchers for athletic coaching assignments will be validated by the Athletic Director.

10. All other vouchers for secondary programs will be validated by the building principal.

# KING PRIDE SONG

*(To the tune of "You're a Grand Ol' Flag)*

We're a great grade school
Where all learning is cool
And forever we'll show our King Pride
We're respectful of
The school we love
With students and teachers side by side

All our days are filled,
We're becoming more skilled
Thanks to all those who act as guide
Good citizens are growing here
SO LET'S ALL SHOW OUR KING PRIDE!!
YEAH!

# King Elementary School

Student Handbook
2024-2025

Dear Students, Parents, and Guardians:

Welcome to King Elementary School! It is with great pleasure that we have this opportunity to provide educational services for your most prized possession, your child. Deer River Schools has a strong reputation for high quality programs. The staff at King Elementary School is dedicated to high student achievement, creating positive school culture, and active community engagement in order to enhance the educational experience for our students.

King Elementary qualifies for school-wide Title 1 funds. We are committed to being partners in your child's education. Please refer to the compact on the following page that outlines our pledge to work together. This compact is an important commitment that we hold together to support your child.

King Elementary works to ensure that ALL students are successful by promoting "King Pride" among the King School community. We ask all students to show "King Pride" each day by:

**Being Respectful, Being Responsible and Being Safe**

In order to teach students expected behavior, the staff of King School created a matrix that outlines what behavior should look like in all settings of King School: classroom, hallway, bus, cafeteria, restroom, lockers, digital citizenship, and playground. We have added the matrix to the handbook for you to review with your child.

We look forward to working closely with you in the future and encourage you to become an active part of King Elementary. If you have questions at any time regarding your child's education, please don't hesitate to contact the school.

Sincerely,

King Elementary School Staff

**Independent School District 317**
***Home / School Compact***
***King Elementary School***

LEARNING—A TEAM APPROACH: **This compact is a pledge to work together. We believe that this can be fulfilled by a team effort. Together we can improve teaching and learning. We are asking all parents and teachers to review this compact with their child(ren). If you have any questions or wish to abstain from the compact, please contact your child's teacher.**

**STUDENT AGREEMENT:** As a student I pledge to:

- Attend school regularly and on time.
- Have a positive attitude towards myself, others, school and learning.
- Know and follow all school and class rules.
- Be respectful to my classmates and the adults that help me learn.
- Ask for help and ask questions when I don't understand.
- Work as hard as I can and complete all assignments on time.
- Limit my screen time and do quiet learning activities instead.
- Discuss with my parents what I am learning at school.

**PARENT/GUARDIAN AGREEMENT:** As a parent/guardian I pledge to:

- See that my child attends school regularly and on time.
- Support the school in it's efforts to maintain proper discipline
- Establish a quiet study time and encourage good study habits.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Find out how my child is progressing in the school program by attending conferences.
- Respond to communications sent home
- Limit screen time and encourage quiet reading and activities instead.
- Provide 15-20 minutes a day reading to/with my child.

**TEACHER AGREEMENT:** As a teacher I pledge to:

- Respect, love, and encourage children, their ideas, and their growth.
- Find techniques and materials that work best for each student.
- Vary techniques, materials, and pace of outcomes by focusing on achievement.
- Be available to explain or answer questions about the school program.
- Provide necessary assistance to parents so their children can become successful learners.
- Communicate regularly with parents and students regarding progress in learning and behavior.

**PRINCIPAL AGREEMENT:** As a principal I pledge to:

- Create a welcoming environment for students and parents.
- Communicate the school's mission and goals to students and parents.
- Maintain a positive learning environment.
- Reinforce the partnership between families, students, and staff members.
- Provide appropriate in-service and training for staff members and parents.
- Maintain and foster high standards of academic achievement and behavior.

# King Pride

Research has shown that when students feel safe and supported at school they will demonstrate increased student achievement. Our ultimate goal is to create a safe and welcoming school environment by promoting KING PRIDE. This matrix was created to teach students expected behavior in all settings of King School. Please take time to review this with your child. King School staff refers to this matrix throughout the school day as we teach desired expectations for all students. We are proud to announce that King Elementary continues to be recognized as an Exemplar PBIS school since 2015 from the Minnesota Department of Education.

## School-Wide Recognition Plan

The purpose of the school-wide recognition plan is to acknowledge and show appreciation to students who have provided positive demonstrations of King Pride.

| Name | Criteria | Award | Presented | Frequency | Coordinated by |
|---|---|---|---|---|---|
| Pride Paw | Following behavior expectations on matrix (i.e. showing King Pride) | Pride Paw<br><br>Specific verbal praise | Anywhere King Pride can be observed | Daily<br><br>Staff should distribute 2-3 paws per day | PBIS team and office |
| King Pride "Shout Out" | Students who go above and beyond to model King Pride | Specific public praise | School Announcements | Several times each quarter | Office and staff |
| Student of the week | Earned a pride paw during the previous week | Certificate and small prize | School announcements | Weekly | Office |
| Staff of the week | Earned a pride paw during the previous week | Certificate<br>Small gift | School announcements | Weekly | Office |
| Student<br>Assistant Principal | A 5th grade student who has demonstrated hard work ethic, being conscientious about school work and giving his/her best effort | Certificate<br>School bag<br><br>Help with morning announcements<br><br>Eat lunch with principal in the principal's chair | During 5th grade team time<br><br>School announcements | Weekly | 5th grade teachers |
| Cyrus King Citizenship Award | Provided to those who consistently show King Pride and are role models for others | Certificate and letter to parents<br><br>Picture posted by school on electronic media and in display case | All-school assembly | Quarterly | PBIS team |

| | | | | | |
|---|---|---|---|---|---|
| Amazing Attendance Award | STUDENTS WHO ATTEND SCHOOL EVERY DAY AND ARE ON TIME | Certificate | Classroom<br><br>Group recognition during assembly | Quarterly | Truancy Prevention Specialist (TPS) and office |
| Classroom Attendance Award | The class with the best classroom attendance rate each quarter | Certificate and Classroom pizza party or treat for class | All-school assembly | Quarterly | TPS and office |
| Improved behavior, attendance or academics | Students who have shown significant improvement | Certificate | Classroom or individually | Quarterly | PBIS Team and teachers |

# We just can't hide our **KING PRIDE**!

| We Will Be... | Classroom | Hallways | Restroom | Playground | Lunchroom | Bus | Digital Citizenship |
|---|---|---|---|---|---|---|---|
| Respectful | • Use inside voices<br>• Be on task<br>• Be on time<br>• Be engaged in the activity<br>• Use kind words<br>• Take turns<br>• Follow the classroom rules | • Silently walk through the hallways<br>• Quietly greet others with a smile<br>• Pick up litter<br>• Keep hands and feet to self<br>• Only go in your locker<br>• Open and close your locker quietly | • Use quiet voices while in the restroom<br>• Leave bathroom clean<br>• Allow privacy<br>• Flush | • Utilize Buddy Benches<br>• Take turns<br>• Invite others to play<br>• Use kind words<br>• Respect personal space<br>• Enter building quietly<br>• Be a good sport | • Use inside voices<br>• Use manners (please and thank you!)<br>• Keep hands and feet to self | • Use inside voices<br>• Be ready<br>• Be on time<br>• Use kind words | • Treat others the way you would treat them in person<br>• Respect the contributions of others<br>• Follow teacher directions<br>• Handle equipment with care<br>• Respect the privacy of others<br>• Give proper credit to your sources<br>• Remember: everything you publish on the internet can be seen and is there forever |
| Responsible | ATTEND SCHOOL EVERY DAY AND BE ON TIME!!!<br>• Give your best effort<br>• Be ready<br>• Complete work<br>• Participate in classroom discussion<br>• Clean up after yourself<br>• Only go to your locker when appropriate | • Walk at a safe pace (quickly and quietly)<br>• Walk in a straight line on the right side of the hallway<br>• Keep personal items organized (backpacks, boots, shoes, hats, etc…)<br>• Keep your locker neat and clean | • Throw garbage in container<br>• Use restroom quickly and return to class<br>• Use water, soap, and paper towel/ hand dryer responsibly<br>• Let an adult know of problems (plugged toilet, out of soap, no paper) | • Bring equipment back<br>• Use equipment properly<br>• Return found items<br>• Dress appropriately for the weather | • Clean up space (floor and table)<br>• Eat what you take<br>• Eat only the food on your tray | • Clean up space<br>• Listen to driver<br>• Have a plan for going home<br>• Keep aisles clean | • Collaborate & think critically while communicating & being creative<br>• Know your usernames and passwords<br>• Have your device ready to use<br>• Return your device to proper place<br>• Stay on assigned site or app<br>• Use devices as an educational tool |
| Safe | • Follow adult directions<br>• Use materials properly<br>• Walk safely | • Walk<br>• Keep shoes tied<br>• Keep hallway clear<br>• Keep your boots neatly under your locker<br>• Keep your locker door closed<br>• Keep belongings in your locker | • Wash hands<br>• Keep hands and feet to self<br>• Keep feet on the floor | • Follow adult directions<br>• Line up immediately at whistle | • Follow adult directions<br>• Wash hands<br>• Walk safely through the tables | • Stay in your seat<br>• Keep hands and feet to self<br>• Make eye contact with the driver before crossing the road<br>• Stay out of danger zone<br>• Walk on sidewalks | • Keep personal information private<br>• Only trust people you know<br>• Only go on websites and apps your teachers/parents approve (ask permission first) |

We show King Pride by coming to school all day, every day!

Attendance Matters! Attendance Matters! Attendance Matters!

**KING SCHOOL INFORMATION AND POLICIES**

**ACADEMICS:**

All of the intermediate grades will use a similar rubric for sharing progress on grade level standards.

| 4 Exceeds the Standard | 3 Meets the Standard | 2 Progressing Toward the Standard | 1 Does Not Meet the Standard |
|---|---|---|---|
| • Produces quality work above grade level standards<br>• Successful without additional help on above grade level standards<br>• Achievement is above grade level standards<br>• Knowledge/skills demonstrated in creative and complex ways above grade level standards | • Produces quality work<br>• Successful without additional help<br>• Achievement is meeting grade level standards<br>• Knowledge/skills demonstrated with considerable competence | • Sometimes produces quality work<br>• Sometimes successful without additional help<br>• Achievement is approaching grade level standards<br>• Knowledge/skills demonstrated with some competence | • Seldom produces quality work<br>• Seldom successful without additional help<br>• Achievement is well below grade level standards<br>• Knowledge/skills demonstrated with limited competence |

**HOMEWORK:**
Students are usually given study time during the school day to complete assignments. As the child progresses through the grades, the amount of homework gradually increases. The important factor is that the students take responsibility for their assignments, seeing that they are completed and handed in to the teacher. If it appears that your child has an excessive amount of homework to do, please contact his/her classroom teacher to express your concerns.

**ACCIDENTS**:
Every accident in the school building, on the school grounds, at practice sessions, or at an activity sponsored by the school must be reported immediately to the person in charge and to the principal.

**FIRST AID/MEDICAL CARE**:
The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 9-1-1 will be called and/or a parent/guardian will be contacted depending on the situation.

**ARRIVAL:**
If your child does not ride the bus, please time his or her arrival for **after 8:00 AM.** Supervision is provided from **8:00 - 8:25 AM** when classes begin, allowing enough time for hanging up clothes and settling in.

**RELEASE:**
If you are picking up your child after school, please do so at the south lot pick up zone. If you are picking your child up early from school, you may enter the front parking lot up until 2:30 PM or 2:00 PM on Wednesday—after that time buses will be in the front lot. For your child's safety, students are not allowed to walk, unaccompanied, to waiting vehicles until all buses have left the parking lot. Likewise, student walkers are not dismissed until all buses have left the parking lot. **All students must be picked up by 3:05 PM**

**DROP OFF/PICK UP PROCEDURES:**
**The front parking lot will be open to buses ONLY from 7:45-8:30 and 2:30-3:10 (2:00 on Wednesdays). No cars will be allowed in this area during these times.** All cars will drop-off/pick-up students through the south parking lot. Parents are asked to drop-off one car at a time at the door. Traffic will be asked to wait as students are dropped off and then move slowly towards the doors to drop-off your student. Children are not to exit the car until the car has entered the drop-off/pick-up zone.

**ATTENDANCE POLICY:**
Schools are responsible for teaching your child but we can't do our job if your child is absent. A child who misses a day of school also misses a day of learning that might never be replaced. **You can help by making school a top priority**. By building the habit of daily attendance, you will help your child see that school is important. **If your child will be absent or late from school, please call the attendance line (218-246-3403) before 9:00 AM explaining the reason for their absence**.

On occasion, you may have to take your child out of class before the end of the school day. **According to school policy, please buzz at the front door, your student will be called to the office and then sent outside. No child will be released to parents directly from the classroom**. If someone other than the child's parent will be picking up a student, the parent must contact the school to give permission. Parents/Guardians will be welcomed into the building by appointment only.

Once a student enrolls at King Elementary School, they subject themselves to the following policies.

**Excused Absences/Tardies**
Parents must call the school attendance line (218-246-3403) by 9:00 AM on the morning their child is going to be absent. The following are examples of excused absences:

- A condition that requires ongoing treatment for a mental health diagnosis
- The death, serious illness, or funeral of the student's immediate family or of a close friend or relative
- Child illness, medical, dental, orthodontic, or counseling appointment
- Court appearances occasioned by family or personal action
- Religious/cultural instruction not to exceed three hours in any week
- Physical emergency conditions such as fire, flood, storm, etc.
- 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.
- Family emergencies
- Active duty in any military branch of the United States
- Family obligations/vacations with prior notification to the office. **Families need to obtain a "Pre-Absence" form from the office for any absences where the student will miss 3 or more consecutive days.**

**Unexcused Absences/Tardies**

Students who arrive at school after 8:25 AM are considered tardy. Students who arrive after 9:00 AM will be considered absent for that period. The following are examples of absences that will not be excused:

- Absences that are unreported
- Personal transportation problems
- Missing the school bus
- Shopping
- Oversleeping or overtired
- Skipping school or class
- Caring for siblings, family, or friends
- Truancy. An absence by a student which was not approved by the parent and/or the school district.
- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- Work at home or a business, except under a school-sponsored work release program

In an effort to be proactive in improving attendance, the school has the following procedures in place to support student attendance:

1) After **five (5) unexcused** absences, administration may request a meeting with the family, the student, school representative, Truancy Prevention Specialist, and possibly county or tribal social services in order to identify barriers to good attendance and develop a plan to improve attendance.
2) After **seven (7) unexcused** absences from school, a student is deemed truant and the school Truancy Prevention Specialist will take appropriate action.
3) After a student accumulates **ten (10) excused or unexcused** absences in a semester, the student and family may be required to attend a meeting with administration, develop an attendance contract, and/or be required to submit medical documentation for future absences in order to be excused.

**Exempt Absences**

The following absences are considered exempt absences and do not count towards overall total absence.

- In school suspension
- School activities
- Funeral for immediate family
- Medical absences or illness documented by doctor or school nurse
- Court appearances
- Official school field trip or other school sponsored outing

**Students must provide documentation to the office. A note from a physician or a licensed mental health professional stating the child cannot attend school is a valid excuse.**

**ATTENDANCE RECOGNITION:**

**Amazing Attendance** is defined as model attendance that results in presence in most classes every day school is in session. School is only missed in rare circumstances. These students will receive a certificate of recognition.

Criteria:

A. Students can have two or fewer excused or exempt absences.
B. Students can have two or fewer tardies.

**SCHOOL BOARD POLICY GOVERNING ATTENDANCE**

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.

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.

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.

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.

Administrator's Responsibility:

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.

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.

Excused Absences

To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. Absences will be considered excused when the parent has notified school prior to absence or the student brings a note to the office signed by parent or guardian upon return to school.

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 according to each teacher's requirements. Any work not completed within the designated 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.

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 accumulated 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.
4) Students with unexcused absences shall be subject to discipline in the following manner:
    a. After seven (7) unexcused absences from school, a student is deemed truant and the school Truancy Prevention Specialist will take appropriate action.
    b. After 11 cumulated excused or unexcused absences in a semester, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student and parent. Considerations for retention will be entertained for students not eligible to earn credit.

Tardiness

A. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

B. Procedures for Reporting Tardiness
1) Students tardy at the start of school must report to the school office for an admission slip.
2) Tardiness between periods will be handled by the teacher.

C. Unexcused Tardiness
1) Unexcused tardiness is failing to be in an assigned area at the designated time and place without a valid excuse.
2) Consequences of tardiness may include an administrator conference after 3 unexcused tardies.

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.
5) If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

**BREAKFAST AND LUNCH:**

Minnesota Free School Meals Program
The Minnesota Free School Meals Program provides state reimbursement to schools that participate in the National School Lunch Program and School Breakfast Program so that students can have one breakfast and one lunch at no cost at school. (MDE website)

Application for Educational Benefits
It is important for families to complete the Application for Educational Benefits. Applications for Educational Benefits determine how much funding your child's school receives for educational programs and supports. Additionally, eligible families can qualify for other benefits, such as:
• WIC Benefits
• FCC Affordable Connectivity Program/Reduced price internet programs
• Some summer camps, athletics programs and/or childcares offer scholarships or discounts.

**BUS SERVICE:**
Riding the bus is a privilege. Students are expected to be at the bus stop 5 minutes prior to the pick up time. Students may have only **two** designated bus drop off locations (i.e. home, daycare, grandma's house, etc.). All students are assumed to be going home on the bus unless they have a bus pass to go to their 2nd location. A bus pass must be communicated by a parent/guardian or with a signed note to the King Elementary office. **All passes expire at the end of each academic year. Families must complete a Student Afterschool Schedule form at the start of each school year. All passes need to be called in by 2:30 (2:00 on Wednesdays) in order to be honored.**

Any student in preschool or kindergarten must have an adult present at the bus drop off. The bus driver will not release a preschool or kindergarten student without seeing an adult present. If there is no adult present, the bus driver may contact law enforcement (i.e. school liaison officer) for assistance. Students are expected to cooperate and follow bus-safety guidelines. Parents will be notified by the bus driver or the dean of students of bus misconduct when parental support is needed.
Please be at the bus stop 5 minutes prior to the drop off time. Remember that we release at 2:20 PM on Wednesday of each week.

**Bus Rules:**

1. Immediately follow the directions of the driver.
2. Sit in your assigned seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassment, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of tobacco or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.

**Consequences for Bus Violations:**

- **1st Offense:** Warning by the bus driver and call to parents/guardian
- **2nd Offense:** 1 day suspension from the bus and call to parents/guardian
- **3rd Offense:** 3 days suspension from the bus and call to parents/guardian
- **4th Offense:** Any further consequences will be delivered from the school, in conjunction with the superintendent, who is the Director of Transportation, and/or the Principal. This may result in permanent removal from bus transportation.

*In-school consequences may also be a part of any disciplinary action.

**Cell Phones and Other Electronic Communication Devices**

Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

**COMMUNICATION:**

Open communication between home and school is critical to your child's success. Conferences, open houses, report cards, instant alerts, and newsletters are some of the formal ways we use to keep you informed about your child's school experiences. Please keep us informed. A dated, signed note is required in the following circumstances:

- You want your child to stay in during recess, or to miss physical education class, which requires a doctor's excuse.
- Your child will leave school early, or will leave and return during the day.
- A note must be brought into the office on Monday with your child's weekly schedule. No changes will be allowed. Please speak with your child at home about their schedule. Please plan ahead. Do not call the school office asking to speak with your child unless it is a family emergency.

**CONFERENCES AND REPORT CARDS:**

Parent-teacher conferences are scheduled in the fall and winter. They provide a valuable opportunity for the parent/guardian and teacher to share information about the child. In addition, parents or teachers may request special conferences at any time of the year, if desired.

Report cards are issued four times a year at the end of each quarter.

**DISCIPLINE:**

We believe that all students can behave appropriately at school. In order to create an environment where learning can best take place, students are expected to conduct themselves in a safe and non-violent manner, respecting the rights of others. Behavior that disrupts the environment, infringes upon others, or creates unsafe conditions by a student while under school jurisdiction is not acceptable. The staff at our school has the goal of establishing an atmosphere in which children feel safe, secure, and happy, and in addition, have maximum opportunities to learn. **Please notify the office at 218-246-8860 if you would like support for your student with behavioral or emotional concerns**. King School works to ensure that ALL students are successful by promoting "King Pride" among the King School community. We ask students to show "King Pride" by:

**Being Respectful, Being Responsible and Being Safe**

SCHOOL BOARD POLICY GOVERNING STUDENT BEHAVIOR:

****Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action, which may include suspension from school.**

## I. PURPOSE

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

## II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

## III. DEFINITIONS

A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

## IV. POLICY

A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.

B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.

C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.

D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:

1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;

2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and

3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

## V. AREAS OF RESPONSIBILITY

A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or to prevent imminent bodily harm or death to the student or another.

D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher’s lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.

E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another.

F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

I. Reasonable Force Reports

1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).

2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

## VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

## VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;

B. To attend school daily, except when excused, and to be on time to all classes and other school functions;

C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;

D. To make necessary arrangements for making up work when absent from school;

E. To assist the school staff in maintaining a safe school for all students;

F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;

G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;

H. To be aware of and comply with federal, state, and local laws;

I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;

J. To respect and maintain the school’s property and the property of others;

K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;

L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

M. To conduct themselves in an appropriate physical or verbal manner; and

N. To recognize and respect the rights of others.

## VIII. CODE OF STUDENT CONDUCT

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

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;

2. The use of profanity or obscene language, or the possession of obscene materials;

3. Gambling, including, but not limited to, playing a game of chance for stakes;

4. Violation of the school district's Hazing Prohibition Policy;

5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;

6. Violation of the school district's Student Attendance Policy;

7. Opposition to authority using physical force or violence;

8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;

10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);

11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;

12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;

13. Violation of the school district's Weapons Policy;

14. Violation of the school district's Violence Prevention Policy;

15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;

16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;

17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;

18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;

19. Violation of any local, state, or federal law as appropriate;

20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

21. Violation of the school district's Internet Acceptable Use and Safety Policy;

22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;

23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;

24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;

25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;

26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;

27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;

28. Possession or distribution of slanderous, libelous, or pornographic materials;

29. Violation of the school district' Bullying Prohibition Policy;

30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

31. Criminal activity;

32. Falsification of any records, documents, notes, or signatures;

33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;

34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;

35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;

36. Violation of the school district's Harassment and Violence Policy;

37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;

38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;

39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;

41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;

42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;

43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;

44. Violation of the school district's one-to-one device rules and regulations;

45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;

46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## IX. RECESS AND OTHER BREAKS

A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.

B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.

C. The school district must not use recess detention unless:

1. a student causes or is likely to cause serious physical harm to other students or staff;

2. the student's parent or guardian specifically consents to the use of recess detention; or

3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.

D. The school district must not withhold recess from a student based on incomplete schoolwork.

E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.

F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.

G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

## X. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;

B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or

thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.

C. Parent contact;

D. Parent conference;

E. Removal from class;

F. In-school suspension;

G. Suspension from extracurricular activities;

H. Detention or restriction of privileges;

I. Loss of school privileges;

J. In-school monitoring or revised class schedule;

K. Referral to in-school support services;

L. Referral to community resources or outside agency services;

M. Financial restitution;

N. Referral to police, other law enforcement agencies, or other appropriate authorities;

O. A request for a petition to be filed in district court for juvenile delinquency adjudication;

P. Out-of-school suspension under the Pupil Fair Dismissal Act;

Q. Preparation of an admission or readmission plan;

R. Saturday school;

S. Expulsion under the Pupil Fair Dismissal Act;

T. Exclusion under the Pupil Fair Dismissal Act; and/or

U. Other disciplinary action as deemed appropriate by the school district.

## XI. REMOVAL OF STUDENTS FROM CLASS

A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;

2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;

3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or

4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

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

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

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

## XII. DISMISSAL

A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;

2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:

   a. a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or

   b. kindergarten through Grade 3.

2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.

3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil

to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.

3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth ($6^{th}$) consecutive day of suspension or the tenth ($10^{th}$) cumulative day of suspension has elapsed.

6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minnesota Statutes section 120B.02, although in a different setting.

7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:

   a. strongly encourage a parent or guardian of the student to attend school with the student for one day;

   b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and

   c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.

9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.

11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.

5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56; describe the nonexclutionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.

7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.

8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

15. The student cannot be compelled to testify in the dismissal proceedings.

16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.

17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

## XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

## XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of non exclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

## XV. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13.

## XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is <u>not</u> a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline <u>is</u> a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

## XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

## XVIII. <u>DISCIPLINE COMPLAINT PROCEDURE</u>

<u>Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.</u>

<u>The Discipline Complaint Procedure must, at a minimum:</u>

1. <u>provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;</u>

2. <u>provide an opportunity for involved parties to submit additional information related to the complaint;</u>

3. <u>provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;</u>

4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;

5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and

6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

**XIX. DISTRIBUTION OF POLICY**

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

**XX. REVIEW OF POLICY**

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

# Behavior Definitions and Appropriate Response

**Developmental level of the student is taken into account*
**This chart assumes "take a break," "buddy room" and other classroom management strategies have occurred and there is a conference with the student(s) after the incident. Staff will contact the parent/guardian when a student receives a Minor or Major ODR.*

| Behavior | Definition | Possible Response |
|---|---|---|
| Bus-Minor | Leaving seat, inappropriate language, not using inside voice, not following bus driver instructions | Individualized instruction, student conference, review bus expectations, assigned seat |
| Bus-Major | Any behavior that interferes with the safety of the bus route (verbal, physical, etc) | Individualized instruction, assigned seat, possible bus suspension |
| Defiance/ Non-Compliance | Any behavior (verbal, physical, etc.) that disrupts the classroom lesson or classroom activity. Refusal to follow adult directions after multiple attempts. | Individualized instruction, student conference, review classroom expectations |
| Disruption-major | Any repeated disruptive behavior (verbal, physical, etc.) that disrupts the classroom lesson or classroom activity; behavior may be unsafe or intentional in nature | Individualized instruction, possible lunch or in-school suspension (ISS) |
| Teasing/Taunting-minor | Making fun of someone, or provoking them, in a manner more playful than malicious | Classroom teacher mediates altercation, students take a break, student may miss "free time", etc. |
| Harassment: Sexual/Racial-major | Any unwanted physical advance or verbal confrontation of a sexual or | Individualized instruction, ISS, possible out of school suspension |

| | | |
|---|---|---|
| | racial nature taking place between two or more individuals | |
| Property Misuse-minor | Using an object in a manner other than directed; in a manner that may cause harm to self, others, or property | Loss of privilege relating to the item being misused, take a break, individualized instruction with student |
| Defacing or destroying school property-major | Defacing either school or another individual's property | Student cleans mess, student pays reparations, ISS, loss of privilege |
| Property Damage-major | Damaging either school or another individual's property | Student cleans mess, student pays reparations, loss of privilege |
| Physical Contact-minor | Horseplay, "rough-housing", or intentionally disrespectful or harmful contact with another student/staff member | Loss of privilege, student conference, recess and/or lunch detention |
| Fighting/Physical Aggression-major | Fighting with student(s) or staff, using one's body to intentionally harm another person | Loss of privilege, recess and/or lunch detention, possible ISS, mediation between students, individualized instruction |
| Inappropriate Language-minor | Using inappropriate slang terms, using words out of context to create an inappropriate or disrespectful environment | Individualized instruction with student, loss of privileges, conference with student |
| Abusive/Inappropriate Language-major | Swearing, using slurs, or using derogatory terms or slang, etc. | Loss of privilege, individualized instruction with student, re-teach King Pride expectations, possible ISS or Lunch ISS |
| Non-Compliance-minor | Refusing to follow adult directions | Loss of privilege, individualized instruction with student, re-teach King Pride expectations |
| Insubordination/ Defiance-major | Consciously and purposely defying adult directions or school rules and guidelines | Loss of privilege, individualized instruction, ISS |
| Disrespect-minor | Showing intentional and brash contempt or rudeness towards a staff member or fellow student | Loss of privilege, conference with student, review King Pride Expectations |
| Disrespect-major | Showing repeated or intentionally malicious contempt or rudeness towards a staff member or fellow student | Loss of privilege, ISS, conference with student, review King Pride expectations |
| Skipping class/Truancy-major | Any instance where a student is independently responsible for missing class or not being present at the time they were directed to be present | ISS, individualized instruction, student conference |
| Weapons-major | Bringing to school any object identified as a weapon per the student handbook | Out of school suspension, ISS, lunch detention, loss of privilege |

| | | |
|---|---|---|
| Lying/cheating-major | Intentionally mis-informing an adult when questioned about an incident/claiming someone else's work as one's own | Individualized instruction, conference with student, lunch detention |
| Theft-major | Claiming another's property as one's own | Individualized instruction, conference with student, lunch detention, possible ISS |
| Forged note-major | Presenting a false document in an attempt to achieve permission to participate in an activity | Individualized instruction, conference with student, lunch detention |
| Bullying-major | Behavior that is aggressive in nature and includes a perceived imbalance of power; the behavior is repetitive and happens many times over a given period of time | Individualized instruction, student conference, possible ISS, loss of privilege, lunch detention, eventual out of school suspension |
| Possession of illegal substance-major | Possessing any substance that is either illegal or disallowed per the school handbook | Individualized instruction, student conference, ISS, loss of privilege, lunch detention, possible out of school suspension |

**DRESS CODE:**
Although we do not have a formal dress code, we need parental support in having children cooperate with the requests and positions we have taken as explained below:

- Hats should never be worn in a public building, except for special occasions. Hats must be worn appropriately.
- Proper shoes must be worn at all times. Tennis shoes must be worn for physical education.
- During the winter months, when the temperature/wind chill is above -8 degrees, recess will remain outdoors. If the temperature is 32 degrees or below, the students are to wear the following:
    1. Winter coats
    2. Boots
    3. Hats
    4. Mittens
    5. Snow pants
- Students may be asked to wear snow pants in the spring to protect clothing.

If the temperature, with wind chill, is below –8 degrees, the office will announce that recess will be held inside.

Clothing should not be so extreme or so inappropriate to the school setting as to disrupt the educational process. Clothing deemed distracting is not permitted. This includes bare *stomachs or backs, spaghetti straps, muscle shirts, halter tops, short shorts, and extremely short dresses or skirts.*

- NO inappropriate wording, symbols, or language will be permitted on clothing worn to school. (This includes T-shirts with questionable or double-meaning messages.)
- We do not find the following clothing items suitable for elementary school students due to health, safety, and gang-related issues:
    1. No long belts
    2. No excessively low-riding, baggy pants

3. No hats, caps, or hoods worn in school.
4. No bib overalls with straps hanging loose
5. No body drawing/art
6. No bandanas
7. No gang affiliated colors
8. No heavy fragrances

If a student fails to comply with these codes, the student will be required to immediately remedy the infraction, with the guidance of an adult.

**GYM SHOES:**
Rubber soled leather or canvas gym tennis shoes must be worn in the gymnasium and are required of all children. This is in the interest of both health and safety. They should be labeled with the child's name and should only be worn for physical education classes, if possible.

**EMERGENCY PHONE NUMBER:**
We must have on file the name, address and phone number of a relative or friend in case we cannot reach you in an emergency. If you have a regular schedule of activities, such as sports or volunteer work, please let us know your schedule and the phone numbers where you can be reached.

It is essential that this record be kept current. Please notify the office if there are changes or additions during the year.

**EMERGENCY SCHOOL CLOSINGS:**
Should school be closed during the school day, please have a prearranged plan developed with a neighbor or relative that your child can follow. This helps to prevent unnecessary last minute phone calls. The school website www.isd317.org , parent portal, and instant alert may also provide information when it is necessary to close school.

**FIELD TRIPS:**
Educational field trips may be taken by classes during the school year under the teacher's direction. Parents may be asked to assist with these field trips. When trips are made in school buses outside school district boundaries, parents will be notified. Students may be asked to pay for a portion of the field trip costs. A permission slip is sent home in your child's first Tuesday folder permitting their attendance at all field trips. All students attending the school led field trip must ride the specified transportation set up by the school. If the parent/guardian decides that their child will not ride the bus, the child will not be allowed to attend the school function and will be marked absent for the day.

**HEALTH ISSUES:**

**Emergency Information:**
Every child enrolled at King Elementary must have updated emergency information on file. This is our first reference in case we need to contact you regarding your child**. If information changes during the school year, for example, the telephone numbers or place of employment, please inform the school office.**

**HEALTH PROBLEMS:**
Please alert the school nurse and teacher if your child has a health problem that may affect the child's functioning at school. This may include chronic health problems such as diabetes, asthma, or epilepsy.

Also, promptly report to the nurse any communicable diseases such as strep throat, chicken pox, scabies, or head lice. This information will be kept confidential.

**HEALTH RECORDS:**
A health record is kept for each child by the nurse. This is required by State Law. Any disease or immunization that the child has had during the summer or school year should be reported to the nurse so the information can be recorded on the child's health records. The school nurse serves as a general health consultant and may be available to instruct health mini-units or lessons.

**FOOD ALLERGIES:**
Please alert the school nurse and teacher if your child has a food allergy. A doctor's note is required if your child must be given a substitute food in the school lunchroom to avoid an allergic reaction.

**HEALTH SCREENINGS:**
Each fall, students are screened for vision and hearing problems. All students in grades K-5 have a yearly growth assessment. Referrals for medical evaluation are made if necessary.

**IMMUNIZATIONS AND PHYSICAL EXAMINATIONS:**
District 317 recommends physical examinations for elementary students prior to kindergarten and fourth grade. Forms are available from the health office.

Minnesota law requires that every child entering school must show evidence of adequate immunizations. This includes five doses of DPT (diphtheria, tetanus, and pertussis); four doses of polio; three doses of HBV (Hepatitis B), two doses of MMR (measles, mumps, and rubella), and two doses of chickenpox vaccine. If your child is not properly immunized, you will be notified by the nurse.

**MEDICATION POLICY:**
Medication schedules for students should be adjusted around school hours so that students will not need to take medications while at school. When it is absolutely necessary for medications to be administered during school hours, the medication must be in its prescription container, accompanied by a medication consent form from the doctor stating the type, dose, time, reason and effects of the medication.

On the rare occasion that over-the-counter medication (such as Tylenol) must be administered to a student, parent's/guardian's permission must be obtained. All medication (unless otherwise arranged) must be kept at the school office. Please inform the teacher and school nurse about any medication taken at home that may affect your child's attention or behavior at school. If an over-the-counter medication is to be used for more than a single dose, the medicine must be supplied by the parent, accompanied by a note from the child's doctor stating the type, dose frequency, reason and effects of the medication.

**STUDENT ILLNESS & ACCIDENTS:**
Although regular attendance at school is of the utmost importance, we suggest that you do not send your child to school if they show signs of the following:

*Fever: Do not attend school if fever is above 100 degrees F orally, before fever reducing medications.
*Diarrhea: Do not attend school until diarrhea stops or a medical exam indicates that it is not communicable.
*Vomiting: Do not attend school until no vomiting has occurred for at least 24 hours.
*Rash with fever: Do not attend school until a healthcare provider indicates that it is not communicable.
*Eye drainage: Do not attend school until 24 hours after treatment of a purulent (pus) drainage. (No exclusion is needed for clear, watery drainage.)
*Strep throat: Do not attend school until 24 hours of antibiotic treatment.

If your child gets sick during school, the teacher, the school nurse, or other personnel will attempt to comfort your child or contact you (the parent), or the person you have designated on your child's emergency contact.

Children who are injured during the school day are taken to the office or school nurse. If they feel that it is an emergency, parents are notified so that necessary action can be taken.

**PETS:**
If your child wishes to bring a pet for a visit, it must be cleared through your child's teacher. Please try to avoid times when classes are changing and the hallways are congested.

**FOOD TREATS:**
In accordance with the Minnesota Health Department, if children bring treats to share, the treats must be purchased from a licensed store or baker. **DO NOT** bring treats prepared at home, as all food treats must display a list of ingredients.

**INSURANCE:**
Information regarding health insurance is sent home to the parents at the beginning of the school year. Purchase of insurance is optional.

**LIBRARY BOOKS/CIASSROOM LIBRARY BOOKS:**
Our library is a vital part of our students' education. Students have the opportunity to check out books each week. Your help in locating the books at home each week is requested. Students are responsible for the books assigned to them, regardless of the circumstances regarding the damage. In order to help us provide a great library for all students, students will be charged $15 for lost or damaged library books. All classroom books are furnished to the children. Students are responsible for the care and maintenance of these books. Parents can help a great deal in the care of the books (library books included) when children have them at home. It is highly recommended that your child be provided with a carrying bag to preserve the condition of the books and also to make it easier for them to carry. Students destroying school property will be asked to pay for destroyed property after reviewing the damage done.

**Fines:**

**New Books**
Lost – 75% of the original cost
Pages torn – 25% of the original cost
Broken binding – 50% of the original cost
**Used Books**
Lost – 50% of the original cost
Damaged – 25% of the original cost

No student will be denied educational activities (i.e. assignments, field trips, and assessments), grades, or promotion due to uncollected fines or fees.

**LOST AND FOUND:**
Parents should give the following suggestions careful consideration to help eliminate lost items:

- Clearly label your child's coats, jackets, sweaters, caps, and boots with his/her name and grade.
- When an article is lost, don't let time elapse before trying to locate it.
- Use caution in allowing articles of sentimental or monetary value to be brought to school.

**PERSONAL PROPERTY AND MONEY HANDLING:**
Children should not bring expensive jewelry, valuable toys, money, etc. to school. The use of cell phones and hand-held games are prohibited during school hours. These items must be kept in the student's backpack or school bag. If it is necessary to send money to school, please put it in a sealed envelope with the child's name, date, and purpose of the money written on the envelope. Lunch payments should be brought to the office before classes begin each morning. Checks for lunch money should be made out to **ISD #317.** It would be helpful if you could include the family's lunch account number on the check.

**PLEDGE OF ALLEGIANCE**

Minnesota Statutes 121A.11: “Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students must respect another person’s right to make that choice.”

**Parents and Teachers of King School (PTKS) ACTIVITIES:**
PTKS meetings are held throughout the year. The PTKS organization sponsors or supports the following activities which take place in our school each year:

- Open House
- Fall Fundraiser
- Popcorn Wednesdays
- School Field Trips
- Care & Share Store

All of the fundraising efforts done throughout the year benefit all of our students by providing field trips at little to no cost to families. We encourage all parents to become involved with school events and PTKS activities throughout the year. Volunteers are always needed and appreciated. If you are interested in helping, please contact the elementary school office at 246-8860.

**SCHOOL BOARD MEETINGS:**
The ISD #317 School Board meets regularly on the first Monday of each month during the school year. The Board typically meets at King School or the High School. Normal meeting time is 6:00 p.m.

**SCHOOL PROPERTY:**
Students are responsible for the care and maintenance of the books, school supplies, and technology which are issued to them at the beginning of each school year. Students will be held responsible for any vandalism done to school property or to another student's property. This behavior will result in a referral to the principal's office. In the event that a school device is damaged by a student, charges may be issued to the student to repair or replace the device.

**SPECIAL EDUCATION SERVICES:**
Special Education is intended to meet the needs of identified students with disabilities whose needs are not met by regular education. Specifically, the learning of these students is significantly impacted by their disability. Federal and State laws specifically direct the eligibility and implementation of the services and programs. Special Education students are served in regular classrooms, special settings, or both, depending on team decisions based on student needs. If you have questions regarding special education programs, please contact the school principal.

**PLAYGROUND RULES:**

King School Playground

- Students will go down slides feet first.
- Students will refrain from climbing up the slides.
- Students will hang from monkey bars using only their hands.
- Students will refrain from jumping off any equipment.
- Students will only play inside safety railings
- Staff may choose to keep students off the equipment when it is wet or icy.

Swings:

- Students will refrain from jumping off swings.
- One student is permitted on a swing at a time.
- Students will refrain from standing on swings.
- Students will refrain from climbing up the supporting poles.
- Students will use the Zip Line one at a time.

Miscellaneous:

- Students will refrain from bringing electronics equipment outside. (i.e. iPods, phones, games, etc.).
- Students will refrain from playing tackle football.
- Students will refrain from jumping on other children's backs, spitting, and swearing.
- Students who are placed at the wall must remain there until they are told to go.
- Under no circumstances are skateboards, snowboards or roller blades to be used at school.
- Students will refrain from playing murderball and/or dodgeball.
- Students will wear shoes at all times.
- Students will stay off the parking lot.
- No suckers or pop allowed on the playground.
- If popcorn comes outside, students may sit and eat it. Popcorn is not allowed on equipment.
- Students will refrain from throwing wood chips.

Snow:

- Students will leave snow on the ground while playing outside.
- Students will refrain from putting snow in other children's faces, down their backs, etc.
- Students will refrain from playing "King of the Hill."
- Students will refrain from playing on plowed up hills.
- Students MUST have boots and snow pants to slide down hill.
- Students will sit on their bottoms while going down the hill.

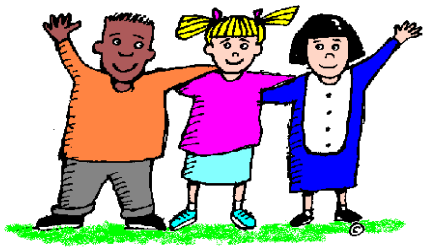
**RETENTION AND PROMOTION POLICY**

The promotion and retention of students must rely heavily on the professional judgment of the certified staff; however, parent input is both encouraged and expected. Accordingly, promotion and retention of students shall be evaluated according to documentation of the classroom teacher and other certified staff working with the student, i.e. grade level outcomes, classroom grade book, state performance standards, standardized test scores, Light's Retention Scale, and social observations. Recommendations for retention will be based upon the following criteria:

- A student who is not sufficiently mature socially, emotionally, mentally, or physically, which interferes with school success.
- A student who has not reached a standard of achievement and/or proficiency in the three core areas (reading, mathematics, and written language) which would allow him/her to progress satisfactorily at the next grade level.
- A student who has not been in attendance for at least 155 days of the school year or has not met minimum standards as stated above.

**Exceptions:**

1. A student will be retained only one time in any one grade level.
2. A student will be retained no more than two total times in grades K-6.
3. Students identified as eligible for special education shall be provided with appropriate programs to meet their needs. Promotion or retention of these students shall be on an individual basis with said results to be determined and approved by the Individual Educational Program Staffing Team.



The rights of parents to participate in decisions involving their children are also recognized. After a referral for retention is made, a conference will be scheduled. If the parents do not respond, they will be contacted by phone or mail on or before **May 5**. Parents shall be informed of the reasons for possible retention and the likely success of such retention. Should the parents not respond by **May 20**, a decision to retain or promote will be made by the certified school staff at that time. Parents must state specific reasons for their decisions for advancement or retention at a conference. Retention shall be used sparingly and only after all other opportunities for attaining acceptable achievement within the school have been offered.

**STUDENT REGISTRATION:**

Your child may enroll in kindergarten if he/she is five years old as of September 1 of the current school year. You will need to present a birth certificate and an updated immunization record at the time of registration.

Early childhood screening is also required for enrollment into Kindergarten or Head Start. Dates for early childhood screening are scheduled periodically throughout the school year. An appointment for screening of your preschool child can be made by contacting the school nurse at 246-8860 ext. 60412.

New students to our school should register at the office at the time of entry to school or prior to entry. The new student may attend school the day **after** they are registered at the office to allow time for the teacher/busing to prepare for the new student.

**TITLE I PROGRAMS:**

I. PURPOSE

The purpose of this policy is to encourage and facilitate parental participation in Title I LEA educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parent involvement in relation to decisions about the Title I

services within the school district. The involvement of parents by the Deer River elementary schools shall be directed toward both public and private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of the Deer River elementary schools to plan and implement, with meaningful consultation with parents of participating children, programs, activities and procedures for the involvement of parents in its Title I programs.

B. It is the policy of the Deer River elementary schools to fully comply with 20 U.S.C. 6319 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parental involvement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The expectations for parent involvement are outlined below and also included in the Title I compact.

A. Parents will be invited to participate in the planning/designing of the Title I plan and the process of school review and improvement;

B. Title I meetings will be attended by the Title Administrator and members of the writing team in order to provide the coordination, technical assistance, and other support to assist schools in planning and implementing effective parental involvement;

C. The elementary schools will plan a variety of activities that will build the schools' and parents' capacity for strong parent involvement;

D. The elementary schools will coordinate and integrate parental involvement strategies with Head Start, ECFE, the Parents Organizations, area Day Cares, and State-run preschool programs;

E. The elementary schools conduct a survey annually of parents for the purpose of an annual evaluation of the content and effectiveness of the parental involvement policy;

F. The elementary schools will use the findings of the surveys to design strategies for improving and revising, if necessary, the district-level and school-level parental involvement policies;

G. If the school district's Title I plan is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the plan is submitted to the State.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

Each elementary school will distribute to parents of participating children a written parental involvement policy, agreed upon by such parents, that shall describe the means for carrying out the federal requirements of parental involvement.

A. Each school with a Title I program will:

1. Convene an annual review of the Title I plan at both the Open House in September and the regular school board meeting in September.
2. The following activities will be held to facilitate parental involvement (purposely held at a variety of times): Open House, Bingo for Books, Conferences, Book Fairs, Family Literacy/Math nights, Kindergarten registration events, and additional activities as planned per grade level.
3. Parents will be involved in the planning, review, and improvement of the parent involvement programs, including the school parental involvement policy and the joint development of the school wide program plan through parent organizations, surveys, and annual reviews in September.
4. The elementary schools will provide parents of participating children with: timely information about Title I programs, school performance profiles as required by law, and their child's individual student assessment results along with an interpretation of the results through conferences, Tuesday folders, and/or mailings. Additional conferences

will be held upon parent or teacher request; Topics covered may include a description and explanation of the curriculum in use, the forms of assessment used, and the proficiency levels students are expected to meet. Additional opportunities to make suggestions, share experiences with other parents and participate in decisions relating to their child's education can be honored through any of the activities/communications previously described within this policy;

5. Parent comments from surveys or other communiqués will be used to inform the school-wide programs.

B. As a component of this policy, the elementary schools have developed a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student achievement and attainment of State standards. The compacts will be sent home in the first Tuesday folder each fall.

C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student achievement:

1. The elementary schools will provide assistance to participating parents in such areas as understanding Federal and State education goals, State content and student performance standards, assessments, monitoring their child's progress, working with educators to improve their child's performance, and participating in decisions regarding their child's education through conferences, board meetings, parent meetings, Open House and upon parent request;
2. Materials and training to assist parents in working with their children to improve their children's achievement, including coordinating necessary literacy training will be offered through our Family Literacy program;
3. Educating school staff, with the assistance of parents, in the value and contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school will be accomplished through six After School Specials held in Sep., Oct., Nov, Jan., Feb., Mar. each year;
4. Efforts to coordinate and integrate parental involvement programs and activities with Head Start, Early Childhood programs, the Parent/ Teacher groups, and other programs, as is feasible and appropriate will continue;
5. Ongoing efforts to develop appropriate roles for community-based organizations and businesses in parental involvement activities and providing information about and encouraging the formation of partnerships between public schools, businesses and parents will continue through Bingo for Books, Book Fairs, and Retired Seniors programs;
6. Conducting activities such as parent resource centers and opportunities for parents to learn about child development and child rearing, as appropriate and feasible will occur through ECFE, EC, Family Literacy/Math Programs;
7. Ensure, to the extent possible, that information about school and parent meetings, programs, and activities is sent home in the language used in the homes of the participating children through Tuesday folders;
8. The elementary schools will provide other reasonable supports for parental involvement as requested by parents.

D. To carry out the requirements of parental involvement, the school district and schools will provide full opportunities for the participation of parents with limited English proficiency or with

disabilities, including providing information and school profiles in a language and form that is understandable by the parents.

E. The school district and each school will assist parents and parent organizations in learning of and about parental information and resource centers.

The policies will be updated periodically to meet the changing needs of parents and the school.

# KING PRIDE SONG

*(To the tune of "You're a Grand Ol' Flag)*

We're a great grade school
Where all learning is cool
And forever we'll show our King Pride
We're respectful of
The school we love
With students and teachers side by side

All our days are filled,
We're becoming more skilled
Thanks to all those who act as guide
Good citizens are growing here
SO LET'S ALL SHOW OUR KING PRIDE!!
YEAH!

# MEMORANDUM OF UNDERSTANDING

## Deer River School District (ISD 317)

AND

## Deer River Education Association (DREA)

WHEREAS, the District and the Union agree that the current collective bargaining agreement (CBA) between the parties governs terms and conditions of employment; and

WHEREAS, the CBA includes a definition of the duty day at 7 and one-half hours and a duty year of 181 days; and

WHEREAS, the CBA provides an additional 90 minutes of duty time per week, allowing 30 of those minutes to be spent on staff development; and

WHEREAS, the District wishes to have an open house, fall conferences, and spring conferences

during the 2023-2024 school year; and WHEREAS, both parties agree that open house and

conferences are crucial to student & community relationship and success; and WHEREAS, the CBA

outlines extra duties in Appendix D; and

WHEREAS, the District and DREA would like to encourage staff to volunteer & serve on committees that benefit the support & success of all Deer River students; and

WHEREAS, both parties agree that staff volunteers should be compensated

with a yearly stipend; and WHEREAS, both parties agree that there is a need to

deviate from provisions of the CBA, as outlined below. **NOW, THEREFORE,**

**the parties hereby agree as follows:**

1. Employees will be required to work an additional two hours on August 28, 2024 from 4pm – 6pm for Open House. In exchange for the additional hours, employees may choose from the following options:
    i. Employees may be paid their daily rate of pay for the additional hours beyond the day as defined in the CBA.
    ii. Employees may 'bank' the time to use on a day(s) they select **with** approval of administration.

2. King Elementary Employees will be required to work outside the typical building hours on November 12 and 14, 2024 for fall conferences, the workday will extend to 7pm on each day. Deer River High School Employees will be required to work

outside the typical building hours on October 8 and 10, 2024 for fall conferences, the workday will extend to 7pm on each day. In exchange for the additional hours, employees will be given Friday, November 15, 2024 as a non-workday.

3. King Elementary Employees will be required to work outside the typical building hours on February 6 and 11, 2025 for winter conferences, the workday will extend to 7pm on each day. Deer River High School Employees will be required to work outside the typical building hours on February 18 and 20, 2025 for spring conferences, the workday will extend to 7pm on each day. In exchange for the additional hours, employees will be given Friday, February 14, 2025 as a non-workday.

4. An addition (to be honored for the 2023-2024 and the 2024-2025 school year) to Appendix D in the Master Agreement, language as follows:
    i. Data Review Team (DRT) ..... $600/year (1 meeting a month, prorated if more)

5. An addition (to be honored for the 2024-2025 school year) to Appendix D in the Master Agreement, language as follows:
    i. Advancement via Individual Determination (AVID)..$600/year (1 meeting a month, prorated if more)

6. The parties agree that this MOU is not precedent setting and shall expire at the conclusion of the 2024-2025 school year unless mutually agreed upon by the parties.

_____ _____

DREA Representative Date

_____ _____

District Date

DEER RIVER SCHOOLS
HOPE · HAPPINESS · SUCCESS
BAGOSENDAM · MINWAANIGOZI · GASHKITOON

DEER RIVER HIGH SCHOOL
101 First Avenue NE
PO Box 307
Deer River, MN 56636
*Home of the Warriors*

KING ELEMENTARY SCHOOL
504 5th St. SE
PO Box 307
Deer River, MN 56636
*King Pride*

**Policy 706 Appendix A**

## DONATION RECEIPT FORM

Please complete the following, sign & return to the building principal or superintendent. Superintendent will present to the Deer River Board of Education for approval. Keep a copy for the site (Elementary or Secondary) records.

DEER RIVER STAFF NAME: Brent Schimek DATE: 07/16/2024
(Person receiving donation) (please print)

JOB/POSITION: _____ BUILDING: DRHS

DONATION RECEIVED FROM: American Legion Post 122
(Organization or Individual)

Does donor prefer to remain anonymous: YES____ NO X

☒ **FINANCIAL DONATION**

Amount of Donation: $ 1000.00 Cash_____ Check# 84166

Intended purpose: HS Trap Team

☐ **FINANCIAL DONATION**

Amount of Donation: $_____ Cash_____ Check#_____

Intended purpose:_____

| | | | |
|---|---|---|---|
| Employee Signature | 7/16/24 Date | Principal Signature | July 16, 2024 Date |
| Superintendent Signature | Date | Board Rep. Signature | Date |

Disclaimer: Once accepted, a gift shall be the property of the School District unless otherwise provided in agreed upon terms.